

**ADMINISTRATIVE AND EMPLOYMENT MANUAL  
FOR ACADEMIC PERSONNEL  
(Higher Education)  
2023 Edition**

**TABLE OF CONTENTS**

**Chapter One**

**VISION AND ORIENTATION OF  
SAINT MARY'S UNIVERSITY OF BAYOMBONG**

I.	Vision, Mission and Objectives Statement of Saint Mary's University.....	1
A.	Vision .....	1
B.	Mission and Objectives .....	1
II.	Specific Objectives .....	4
A.	School of Accountancy and Business .....	4
B.	School of Teacher Education and Humanities.....	5
C.	School of Engineering, Architecture and Information Technology.....	6
D.	School of Health and Natural Sciences.....	7
E.	College of Law .....	8
F.	School of Graduate Studies.....	9

**Chapter Two**

**ORGANIZATION OF SAINT MARY'S UNIVERSITY OF BAYOMBONG**

I.	Governing Boards .....	11
A.	The CICM Provincial Government .....	11
B.	The Board of Trustees .....	12
II.	University Officers .....	13
A.	University President .....	13

B. Vice President for Mission and Identity .....	17
C. Vice President for Administration .....	18
D. Vice President for Academic Affairs .....	21
E. Vice President for Finance and Treasurer .....	23
F. University Chaplain and Director, Center for Christian Formation .....	25
G. University Registrar .....	26
H. Academic Deans .....	29
I. Dean of Student Affairs and Services .....	33
J. Director, Center for Information and Communication Technology .....	36
K. Director, Center for Natural Sciences .....	38
L. Director, Human Resources Development Office .....	40
M. Director, Institutional Development and Quality Assurance Office.....	42
N. Director, Lingkod Maria Community Development and Advocacy Center .....	44
O. Director, Physical Plant and Properties Development and Maintenance Office .....	46
P. Director, University Learning Resource Center .....	48
Q. Director, University Research Center .....	51
R. Chief Accountant .....	53
S. Internal Auditor .....	54
T. Associate Dean of Student Affairs and Services for Men/Women .....	55
U. Head, Alumni Affairs Office .....	57
V. Head, Computer and Electronics Technical Services Office .....	59
W. Head, Cultural Affairs Office .....	60
X. Head, Equivalency and Technical Vocational Assessment Office .....	61
Y. Head, Guidance and Testing Office .....	63
Z. Head, Inventory Management Office .....	64
AA. Head, University Health Services .....	66
BB. Head, Promotions, External Relations and Internationalization Office .....	68
CC. Head, Publishing and Digital Printing Office .....	69

DD. Head, Safety and Pollution Control Office .....	71
EE. Head, Technology Transfer and Business Development Office .....	73
FF. Head, University Research Ethics Office .....	74
GG. Academic Department Heads .....	76
HH. Academic Coordinator, Juris Doctor Program .....	78
II. Graduate Programs Cluster Department Heads .....	80
III. University Boards, Councils and Committees .....	82
A. Advisory Board .....	82
B. Extended Advisory Board .....	82
C. Academic Council .....	83
Dean's Council .....	84
D. SMU Pastoral Council .....	84
E. Research and Community Development Council .....	85
F. Admissions Committee.....	86
G. Committee on Arbitration.....	87
H. Committee on Investigation.....	87
I. Committee on Decorum and Investigation .....	88
J. Campus Safety and Disaster Preparedness Committee.....	88
K. Personnel Selection, Rank and Tenure Committee .....	89
L. Physical Plant Development Committee .....	90
M. Retirement Committee .....	91
N. Student Scholarships, Grants and Awards Committee.....	91
O. Employee Recognition and Awards Committee .....	92
P. University Learning Resources Committee .....	93
Q. SMU Integral Growth and Lifestyle Advocacy Committee.....	93
IV. Organization Chart of Saint Mary's University .....	95

### **Chapter Three**

#### **EMPLOYMENT OF ACADEMIC PERSONNEL**

I. Classification of Academic Personnel .....	96
---	----

A. According to Function .....	96
B. According to Administrative Level .....	98
C. According to Employment Status .....	99
D. According to Work Load .....	102
E. According to Rank .....	103
II. Employment Procedure and Policies .....	105
A. Management Prerogatives .....	105
B. Pre-Employment Procedures .....	106
C. Employment Contracts .....	111
D. Initial Rank .....	112
E. Grant of Faculty Tenure .....	114
F. Change of Personnel Status from Academic to Non-Academic Personnel .....	115
G. Transfer from one Academic Level to Another .....	116
H. Change in Employment Status from Full-time to Part-time Academic Teaching Personnel .....	117
I. Change in Employment Status from Part-time Partial Load to Full Load Academic Teaching Personnel .....	118

## Chapter Four

### PROFESSIONAL AND SOCIAL RESPONSIBILITIES OF ACADEMIC PERSONNEL

I. Professional Responsibilities .....	119
A. Professional and Christian Spirit .....	119
B. Professional Excellence, Innovation and Communion.....	120
C. Professional Growth and Leadership .....	121
II. Social-Professional Relationships .....	122
A. Academic Personnel - Administration Relationship.....	122
B. Academic Personnel - Peer Relationship .....	124
C. Academic Personnel - Students Relationship .....	126
D. Academic Personnel – Parents Relationship .....	127
E. Academic Personnel – Community Relationship .....	128



III. Other Professional Responsibilities .....	129
A. Academic Personnel and the University Learning Resource Center .....	129
B. Organizational Advisorship .....	131
C. Academic Freedom .....	131
IV. Specific Duties and Responsibilities .....	132
A. Attendance and Punctuality .....	132
B. Academic Responsibilities .....	137
C. Professional and Ethical Responsibilities .....	138
D. Property Accountability .....	138
E. Proper Grooming and Attire .....	139
F. Trustworthiness/Confidentiality of University Information .....	140
G. Consideration of Others and Concern for Safety .....	140
H. Good Housekeeping .....	141
I. Honesty .....	141
J. Privacy of Offices .....	142
K. Transacting Business in University Premises .....	142
L. Overtime and Off-set Work Day .....	142

## Chapter Five

### INSTRUCTIONAL POLICIES

I. Teaching Assignments .....	143
A. General Guidelines on Teaching Loads .....	143
B. Load for Academic Teaching Personnel .....	143
C. Administrative and Academic Officers .....	145
D. Department Heads, GPC Department Heads, Academic Coordinators, Research and Community Development and Advocacy Coordinators.....	149
E. Priority in Assigning Loads .....	151
F. Teaching Load in the Midterm Term.....	152
G. Remuneration for Graduate and Post-Baccalaureate Teaching Load .....	153

II. Instructional Management .....	153
A. Classroom Management .....	153
B. Shepherding .....	154
C. Student Discipline .....	155
D. Classroom Teaching .....	156
E. Assignments and Other Requirements .....	160
F. Instructional Materials .....	161
G. Policies and Procedures on Examinations, Attendance and Grading Systems .....	162
1. Grading Terms and Examinations .....	162
2. Criterion Referenced Grading .....	163
3. Duration and Schedule of Examinations .....	167
4. Approval and Printing of Examinations .....	168
5. Test Booklets .....	168
6. Examination Permit .....	169
7. Special Examination and Exemptions from Examinations .....	170
8. Supervision during Tests .....	170
9. Checking of Test Papers .....	171
10. Shepherding of Students-at-Risk Based on Term- Grades .....	171
11. Grading Sheets .....	171
12. Incomplete Mark .....	172
13. Completion Form .....	174
14. Grading Provisions in the Course Syllabus .....	175
15. Other Grading Considerations .....	175
16. Class Record .....	176
17. Recomputation of Grades .....	177
18. Rectification of Grades .....	177
19. Changing and Dropping of Subjects .....	177
H. Student Attendance .....	178
I. Academic Supervision .....	180
J. Schedule of Events and Suspension of Classes .....	182

**Chapter Six**  
EVALUATION, PROMOTION AND ACCELERATION  
OF ACADEMIC PERSONNEL

I. Evaluation of Academic Personnel .....	184
II. Recognition for Exemplary Performance .....	193
III. Promotion in Rank .....	194
IV. Acceleration in Rank and Salary Adjustment .....	195

**Chapter Seven**  
FACULTY DEVELOPMENT PROGRAM

I. Objectives of Faculty Development Program .....	198
II. Components of the Faculty Development Program.....	198
III. Formal Professional Advancement.....	199
IV. Other Professional Advancement .....	209
V. In-Campus Personnel Development Activities .....	213

**Chapter Eight**  
REMUNERATIONS AND BENEFITS

I. Rules Pertaining to Salaries .....	218
II. Legal Benefits .....	220
A. Social Security System Benefits .....	220
B. Paternity Leave .....	223
C. National Health Insurance Program Benefits .....	223
D. Home Development and Mutual Fund Benefit .....	223
E. The 13 <sup>th</sup> Month Pay .....	224
F. Service Incentive Leave .....	225
G. Solo Parent Leave .....	225
H. Special Benefit for Women .....	228
I. Paid Holidays .....	229

III. Benefits Granted by Management .....	229
A. Sick Leave .....	229
B. Additional Service Incentive Leave .....	229
C. Longevity Pay/Loyalty Awards .....	231
D. Midyear Pay .....	233
E. Rice Allowance .....	233
F. Uniform Allowance .....	234
G. Leave of Absence Without Pay .....	234
H. Medical and Dental Benefits .....	235
I. Insurance Protection .....	236
J. Birthday Leave and Birthday Cash Gift .....	236
K. Bereavement Leave .....	237
L. Study Grant for Academic Personnel .....	238
M. Study Grant for Personnel Dependents .....	238
N. Substitution Pay .....	239
O. Access to University Services .....	239
P. Loans .....	240
Q. Field Trips .....	240
R. Christmas Break .....	241
S. Semestral Break .....	241
T. Holy Week Break .....	242
U. Sabbatical Leave with Pay .....	242
V. Resignation Benefit .....	243
W. Retirement Benefit .....	244
X. Funeral Benefit .....	244

## Chapter Nine

### ADMINISTRATIVE DISCIPLINE AND GRIEVANCE PROCESSING MECHANISMS

I. Administrative Discipline .....	245
A. Discipline.....	245
B. Decorum.....	245
II. Institutional Grievance Processing Mechanisms .....	246
A. Purpose .....	246

B. Grievance Procedure .....	247
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## **Chapter Ten**

### **SEPARATION FROM EMPLOYMENT**

I. Expiration of Contract.....	249
II. Resignation.....	249
III. Abandonment.....	251
IV. Dismissal/Termination for Cause.....	252
V. Permanent Disability .....	254
VI. Retirement .....	255

## **Appendices**

Annex A	SMU Retirement Plan .....	257
Annex B	Code of Proper Conduct for SMU Personnel .....	273
Annex C	SMU Anti-Sexual Harassment Policy and Implementing Guidelines.....	317
Annex D	SMU Confidential Information Non-Disclosure Policy .....	343



## **Chapter One**

### **VISION AND ORIENTATION OF SAINT MARY'S UNIVERSITY OF BAYOMBONG**

Saint Mary's University of Bayombong, as a Catholic and Missionary institution of learning, draws its vision and orientation from pertinent provisions of the 1987 Philippine Constitution, the educational goals expressed in the "Education Act of 1982" and allied laws, the philosophy of the Commission on Higher Education as embodied in the Manual of Regulations for Private Higher Education (MORPHE) of 2008 and of the Legal Education Board, the declaration on Christian Education (*Gravissimum Educationis* by the Second Vatican Council), the Apostolic Constitution on Catholic Universities *Ex Corde Ecclesiae* ("Born from the Heart of the Church"), and the vision-mission and directives on the educational apostolate of the Congregation of the Immaculate Heart of Mary (CICM).

#### **I. VISION, MISSION AND OBJECTIVES**

- A. VISION:** Saint Mary's University is a premier CICM Catholic educational institution drawn into **communion** by the Wisdom of God, dedicated to the integral formation of persons exemplifying **excellence, innovation, and passion for Christ's mission**.
- B. MISSION AND OBJECTIVES:** SMU carries on the mission of integral human development by:
  - 1. Joyfully witnessing to Christ's mission.
    - a. To gather the members of the SMU community in meaningful celebrations of life and faith church liturgies, sacraments, Marian devotions and other prayer activities. (**Faith Celebration**)

- b. To joyfully witness to the Christian faith by reaching out to the needy and marginalized members of the immediate communities through works of charity and development. **(Faith Action)**
  - c. To deepen faith understanding of the members of the SMU community through the Christian Faith Education, retreats, and recollections. **(Faith Formation)**
  - d. To animate the members of the SMU community to participate in the Mission of the Church through vocation responses, as missionaries, priests, consecrated persons, or lay ministers, and through material or financial contributions. **(Faith Response)**
  - e. To build the SMU community as a strong participative Catholic community by forming and strengthening small religious organizations under the direction of the Office of the Vice President for Mission & Identity and Center for Christian Formation. **(Faith Community)**
2. Responsibly taking the lead and participating in community-building.
- a. To provide opportunities for leading and being actively involved in building vibrant Christian communities. **(Community Extension Services)**
  - b. To provide occasions for initiating and taking part in promoting CICM and social advocacies. **(CICM and Social Advocacies)**
  - c. To instill in the individual, faith and pride in the national culture and respect for other cultures. **(CICM and Social Advocacies)**
  - d. To develop in the individual, responsible citizenship and leadership skills. **(Responsible Citizenship and Leadership)**



3. Relentlessly manifesting academic, personal and professional excellence (Excellence)
    - a. To develop and support the faculty and staff in their pursuit of holistic growth as persons, learners, and scholars in their field of specialization. (**Faculty and Staff Development**)
    - b. To provide opportunities for the continuous development in all student's desirable values and character traits by providing avenues for learning, relearning, and unlearning experiences aimed at facilitating and ensuring the formation of good character. (**Good Character Formation**)
    - c. To provide opportunities that enhances the students' well-being. (**Students' Development Program and Students' Welfare Program**)
  4. Conscientiously strengthening communion
    - a. To help managers develop their full potential and capacity and to exercise leadership responsibilities, as well as train and prepare other employees to assume higher levels of responsibility at a later stage. (**Executive Management Development**)
    - b. To create an environment of increased openness of communications, increased level of trust and support among organization members, and increased personnel enthusiasm and satisfaction. (**Organizational Development**)
    - c. To ensure a culture of transparency, accountability, self and group responsibility in planning and implementing, and responsiveness through policies and procedures and other mechanisms. (**Good Governance**)
    - d. To ensure that managers assigned to lead the units can generate high levels of commitment from followers through the exercise of fair, just and equitable treatment of employees and students, and a management style focused on policies that work for the good of the organization. (**Stewardship and Shepherding**)
-

5. Steadfastly nurturing creativity and physical prowess.
  - a. To provide opportunities for the enhancement of creativity in the literary, visual, performing arts and sports. **(Students' Development Program)**

## **II. SPECIFIC OBJECTIVES**

### **A. SCHOOL OF ACCOUNTANCY AND BUSINESS**

The School of Accountancy and Business is envisioned as a globally competitive learning center in accountancy and business that fosters productivity through nurturing personal and professional growth. It aims to provide a learning environment that fully prepares its students for careers as accountants, business professionals and entrepreneurs who will serve as catalysts in the sustainable development of local and global academic, professional and business communities.

#### **Specific Objectives:**

1. To provide students with a broad-based general education, which will assist them in developing their intellectual, interpersonal, and communication skills that are critical to lifelong learning;
2. To provide a foundation of professional knowledge, skills and values, ethics and attitudes that enable them to relate to the realities of the business world;
3. To produce graduates immediately employable and/or engage in their entrepreneurship or self-employment capable of making positive contribution over their lifetimes to the profession and society in which they work;
4. To provide students with opportunities that will maximize their potentials through local and global linkages; and

5. To prepare Accountancy students for the CPA licensure examinations and for employment in public sector (government agencies) and private establishments.

## **B. SCHOOL OF TEACHER EDUCATION AND HUMANITIES**

The School of Teacher Education and Humanities is envisioned to be a regional, national, and international leader in the inter-disciplinary fields of teacher education and humanities through excellent and competitive teaching and learning underpinned by innovative research in forming deeply rooted Christ-centered professionals within a dynamic, collaborative, and culturally inclusive community of learners living the Marian core values in union with the missionary call of the Church serving as an exemplar in higher education institutions and in community servanthood.

### **Specific Objectives:**

1. To provide our students with quality general education courses geared toward their integral formation as human persons, scientifically well-informed, environmentally-committed, socio-culturally-engaged, gender-sensitive, communicatively-competent and responsible citizens and members of the Christian community;
2. To equip the students with the necessary proper skills and values to achieve self-reliance, self-determination, and economic security in order to become effective instruments of national prosperity;
3. To enhance and intensify their academic training in local and international community engagements as members and leaders in various disciplines to become innovative, creative, resourceful and socially responsible agents of change and bulwark of truth and justice;
4. To form our students with value-laden personal and social traits that will deepen their compassionate

- concern and active involvement in national and international issues;
5. To develop their knowledge and informed understanding about their significant roles in the local and global communities based primarily on the Gospel values, diverse cultural, historical, and philosophical worldviews;
  6. To emphasize their sensitivity to the needs of communities through their fundamental virtues such as prudence, justice, fortitude, and temperance as well as their patriotism, adherence to the democratic principles of equality, freedom and respect for human rights, and integrity of creation grounded on the supremacy of love; and
  7. To form in our graduates the desire for continual professional growth, exude dynamic leadership, and pursue relevant and innovative research endeavors.

### **C. SCHOOL OF ENGINEERING, ARCHITECTURE AND INFORMATION TECHNOLOGY**

The School of Engineering, Architecture and Information Technology is envisioned as a leading institution in providing education and training for the formation of excellent, innovative and globally competitive engineers, architects, and information technology and library science professionals who are in constant communion with others, imbued with the values of honesty, integrity and the passion for Christ's mission. It aims to educate engineers, architects, information technology and library science professionals in harnessing natural resources and creating utilities and improvements for the sustainable growth and development of human institutions, culture, and civilization.

**Specific Objectives:**

1. To provide holistic education to engineering, architecture, and information technology and library science students in the full development of their personality;
2. To prepare students to be engineers, architects, information technology and library science professionals who possess adequate academic literacy; equipped with the technical experience and skills to enable them to contribute significantly to the country's technological advancement and economic development;
3. To lay the foundation for the active participation of future engineers, architects, information technology and library science professionals in the implementation of infrastructure and information technology projects; and
4. To instill in the students Christian values and principles to guide them in the ethical practice of their professions.

**D. SCHOOL OF HEALTH SCIENCES AND NATURAL SCIENCES**

The School of Health and Natural Sciences is envisioned as a leading health care educational institution in the region that produces globally competent healthcare professionals, and a science resource center that will develop excellent and innovative Christian Science experts who can transform lives through its mission. It strives to provide quality healthcare and science education relevant to the needs of the local, national and global communities.

**Specific Objectives:**

1. To prepare persons for the humane and effective practice of healthcare in various settings by proper understanding of the principles and methods of modern scientific health services;

2. To provide the students with the broadest possible background of cultural and professional knowledge thus equipping them with the discipline and skills needed;
3. To provide enough opportunities for active involvement in various programs in the healthcare system and natural sciences for actual practice in real situations and field work;
4. To prepare professionals who can conduct significant researches in the field of healthcare and natural sciences;
5. To prepare professionals who may enroll for further studies in Medicine and other allied health science degree programs; and
6. To inculcate Christian values necessary for the students to live a wholesome and productive life as professionals and as individuals.

## **E. COLLEGE OF LAW**

The College of Law is envisioned as a top school for the professional development of lawyers, who are drawn to communion in the wisdom of God and who are exemplifying excellence, innovation, and passion for Christ's mission.

### **Specific Objectives:**

1. To prepare the students for future legal practice so that they can render excellent legal services that respond to the needs of the modern community;
2. To inculcate among law students law reform advocacies with particular focus on human rights, environmental protection, social reform and gender sensitivity;
3. To train students to be involved in academic legal research so that through their knowledge and expertise they can address burgeoning legal trepidations in the society;
4. To produce lawyers who are highly capable and ethically principled, with genuine concern for the poor and the marginalized; and

5. To prepare students as national and international leaders in the public or private sector with a missionary heart who exemplify Christian values and who advocate justice, freedom, peace and equality.

## **F. SCHOOL OF GRADUATE STUDIES**

The School of Graduate Studies is envisioned as a caring and dynamic center of professional service and development committed to nurturing professionals exemplifying excellence, innovation and passion for Christ's mission. The school dedicates itself to vigorously guide professionals in the utmost development of their potentials for local and global relevance and responsiveness; passionately empower professionals with values, attitudes and insights for an effective and productive practice of their profession, and for becoming community-supportive individuals; and continuously challenge professionals to explore and pursue relevant, innovative and breakthrough ideas through research and development.

### **Specific Objectives:**

1. To develop effective, responsible and authentic Christian professional leaders in education, government, business, industry, health system, information technology, engineering and other fields for the achievement of regional and national goals;
2. To develop in the students a high degree of competence in their chosen fields of specialization as committed professionals;
3. To develop competence in all aspects of research directed to planning and development including special interest in the preservation, transmission, and enrichment of our cultural heritage, especially in Northern Luzon;
4. To sharpen skills of critical and reflective thinking, inquiry and analysis;

5. To foster awareness of the environmental, social, economic, cultural, political situations and problems prevailing in the communities of the region, the country and the world – through social analysis – and involvement in solving these problems in meaningful projects as responsible Christian citizens;
6. To orient the students with the scientific and technological situations in the communities and in the process, clarify problems and issues which will eventually aid in the solution of the same; and
7. To disseminate the research results for appropriate utilization.



## **Chapter Two**

### **ORGANIZATION OF SAINT MARY'S UNIVERSITY OF BAYOMBONG**

Saint Mary's University of Bayombong is a Catholic institution of learning which is administered by the CICM Missionaries. It is a non-stock, non-profit educational corporation duly registered with the Securities and Exchange Commission. Its Articles of Incorporation was registered on 12 October 1948 while its By-laws was filed on 26 October 1948. From its humble beginning as Saint Mary's School in 1928, Saint Mary's High School in 1934 and Saint Mary's College in 1947, it was elevated into a University on 5 January 1994.

#### **I. GOVERNING BOARDS**

##### **A. THE CICM PROVINCIAL GOVERNMENT**

The CICM Provincial Government was directly responsible in the founding of Saint Mary's University of Bayombong and other CICM educational institutions because it considers the educational apostolate an integral part of its missionary presence. It wishes the educational apostolate to function as an integral part of its pastoral activity in a locality. It treats the CICM educational institutions on the same level as other forms of apostolate, and makes sure that these institutions are committed to the CICM vision. Its functions pertaining to the management of Saint Mary's University of Bayombong include the following:

1. Issues guidelines to the Board of Trustees for the educational apostolate of the CICM educational institutions through the Provincial Committee on Education;
2. Presents CICM candidates for different positions in the University and withdraws them from their employment

therein;

## **B. THE BOARD OF TRUSTEES**

### **1. REFERENCE**

- a. **Composition:** Pursuant to applicable laws, rules and regulations and in accordance with its Articles of Incorporation and By-laws, the corporate powers of Saint Mary's University of Bayombong are vested in and exercised by the Board of Trustees, which consists of 10 religious and lay members.
- b. **Qualifications:** Every member of the Board is required to possess at least a bachelor's degree and have utmost integrity who are well-respected in their profession/vocation. Members of the CICM shall at all times constitute majority of the total membership of the Board of Trustees.

### **2. FUNCTIONS AND RESPONSIBILITIES**

- a. reviews and approves policies pertaining to major administrative and organizational changes within the University, such as, but not limited to, the opening of new colleges and offering of new academic programs, or the closing of existing colleges and academic programs; the appointment of major officials and the establishment of new offices and services, among others;
- b. considers long range plans for the improvement of the academic programs, teaching and research activities, spiritual welfare of the students, the faculty development programs, expansion and development of the physical plant and facilities of the University;
- c. approves the annual budget of the University;
- d. approves loans to be obtained by the University;
- e. determines policies of investment and regulates policies on income and on salaries;
- f. confirms the financial privileges and benefits for

- employees;
- g. receives the reports on external, objective and disinterested audit and review of the total operation of the University;
- h. approves the purchase of, or hold, mortgage or sale of real estate properties, and other investments;
- i. relates the University with the community in accordance with its basic objectives, vision and orientation;
- j. approves affiliations with sister corporations and consortia;
- k. grants extraordinary powers to the University President in case of emergency;
- l. appoints an Acting President in case of vacancy before a University President is officially appointed;
- m. recommends to the Commission on Higher Education (CHED) the conferment of honorary degrees to persons who distinguished themselves in their respective fields;
- n. grants the title "Emeritus" to faculty members and administrators who have reached the retirement age;
- o. serves as the body of last appeal involving administrative cases and/or conflicts that may have been handled by administrative office/bodies of the University; and
- p. discharges such other functions, powers, and duties as may be assigned by law, or corporate by-laws to the Board, or as are inherent in the Board of Trustees of an educational institution.

## II. UNIVERSITY OFFICERS

- A. **UNIVERSITY PRESIDENT.** The University President is the chief executive/ administrator of Saint Mary's University.

## 1. REFERENCE

- a. **Appointment:** He/She is elected by the Board of Trustees from their own members for a term determined by it or as provided below for a non-CICM member.
- b. **Qualifications:** The University President must:
  - i. possess at least a master's degree or a professional license requiring at least a bachelor's degree. A doctoral degree holder is, however, preferred;
  - ii. have managerial competence or have a background of demonstrated service and competence in his/her previous field or endeavor, and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is three years for the initial appointment. This initial appointment may be renewed for a term of five years for the successive appointments, provided that such appointments shall not be beyond 60 years old, unless the Board of Trustees extends it on a yearly basis but not beyond the mandatory retirement age of 65.

## 2. FUNCTIONS AND RESPONSIBILITIES

- a. The University President shall discharge the following duties and responsibilities:
  - i. maintains and promotes the highest standards of academic excellence;
  - ii. leads in setting institutional goals in partnership with the Board of Trustees, employees, students, and the local, national, and international communities and monitors the implementation of the Development Plan of the University;
  - iii. works with the University and the community in creating an environment that encourages

- learning for both employees and students. The University President is the liaison officer between the employees and students of the University on one hand, and the Board of Trustees on the other;
- iv. maintains and promotes good and satisfactory public relations with the local, national, and international communities and partners;
  - v. spearheads soliciting financial resources for the physical development, faculty and staff development, student scholarships, research and extension activities of the University that will promote the best learning atmosphere and facilities;
  - vi. continues to develop the Saint Mary's University Scholarship and Development Foundation, which is a separate corporation intended to assist in the further development of the University through scholarships, development grants and other student support services;
  - vii. creates institutes, centers, boards, councils and committees, as he may deem necessary, in order to promote the goals of the University. He/She appoints the officers and members of such bodies and defines their duties and responsibilities;
  - viii. approves the hiring and initial rank or step of new personnel;
  - ix. appoints in consultation with the Advisory Board, University officers wherein Vice Presidents are subject to the approval, and Middle Managers and other institutional officers are subject to the confirmation of the Board of Trustees;
  - x. approves the promotion or retention, and

- renewal or non-renewal of contracts of academic and non-academic personnel;
  - xi. appoints the “Acting President” when he/she is absent for more than two weeks;
  - xii. approves off-campus activities and suspension of classes;
  - xiii. exercises general supervisory powers over the financial and physical operations of the University. He/She approves, for submission to the Board of Trustees, the budget submitted by the Vice President for Finance and Treasurer;
  - xiv. approves all financial transactions amounting to Php50,000.<sup>00</sup> and above with the recommendation of the Vice President for Finance and Treasurer;
  - xv. recommends capital expenditure projects and major investments to the Board of Trustees for approval after consultation with the Advisory Board;
  - xvi. presents an annual report on the overall operations of the University and furnishes a copy thereof to the Board of Trustees and members of the Corporation; and
  - xvii. supervises the Institutional Development and Quality Assurance Office (IDQAO), University Research Center (URC), Physical Plant and Properties, Development and Maintenance Office (PPDDMO), Promotions, External Relations and Internationalization Office (PERIO) and University Research Ethics Office (UREO).
- b. **Delegation of Powers.** The President of the University may delegate some or any of his/her functions to other officers of the University, as he/she deems fit and necessary. In such case, he/she is bound by the decisions and actions of the delegate

which are performed within the bounds of his/her authority and in accordance with policies, rules and regulations of the University.

- c. **Emergency Powers.** The President may be vested by the Board of Trustees with the emergency power to act and decide for and on behalf of the Board on important and urgent matters which in his/her sound discretion require immediate action. If time permits, he/she shall consult with his/her advisers and take such action, as he/she deems necessary. At the earliest opportunity, he/she shall report his/her action to the Board of Trustees and other officers of the University who may be entitled to such information/decision.

## **B. VICE PRESIDENT FOR MISSION AND IDENTITY**

### **1. REFERENCE**

- a. **Appointment:** The Vice President for Mission and Identity is appointed by the CICM Philippines Provincial Superior through the SMU Board of Trustees for a term determined by them.
- b. **Qualifications:** The Vice President for Mission and Identity must:
  - i. possess at least a master's degree or a professional license requiring at least a bachelor's degree;
  - ii. have managerial competence or have a background of demonstrated service and competence in his field of endeavor; and
  - iii. be of good moral character.

### **2. FUNCTIONS AND RESPONSIBILITIES**

- a. he is the Officer-In-Charge during casual absences of the University President;
- b. ensures the promotion in living out the CICM Catholic identity and missionary spirituality and activities in the University;

- c. assumes the position of the University Chaplain and Director of the Center for Christian Formation (in the absence of other CICM priests who may be assigned);
- d. chairs the Student Scholarships, Grants and Awards Committee and takes charge of the recognition for scholars;
- e. supervises the Campus Ministry and the Christian Faith Education (CFE) Department, the Lingkod Maria Community Development Advocacy Center (LMCDAC) and the Scholarship Unit.
- f. acts as CICM Liaison Officer; and
- g. performs other related functions as the University President may assign.

## C. VICE PRESIDENT FOR ADMINISTRATION

### 1. REFERENCE

- a. **Appointment:** The University President recommends the appointment of the Vice President for Administration subject to the approval of the Board of Trustees.
- b. **Qualifications:** The Vice President for Administration must:
  - i. possess at least a master's degree or a professional license requiring at least a bachelor's degree. A doctoral degree holder, is however, preferred;
  - ii. have managerial competence or have a background of demonstrated service and competence in his/her field of endeavor; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment. This initial appointment may be renewed for a term of two years on the second appointment. The succeeding appointments shall be for a term of three years each, provided that such appointment shall not be beyond 60 years old, unless



the President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES**

- a. he/she is the Officer-in-Charge during casual absences of the University President and the Vice President for Mission and Identity;
- b. chairs the Committee on Campus Safety and Disaster Preparedness (CCSDP);
- c. acts as Data Protection Officer;
- d. studies, formulates and recommends policies related to all personnel in consultation with the Human Resources Development Office (HRDO), the Advisory Board, and the offices concerned;
- e. oversees matters related to personnel such as staffing, training and development especially for non-academic personnel;
- f. represents the University Administration in its relation with the SMU Employees' Union;
- g. directs, monitors and evaluates the heads of offices in implementing administrative policies;
- h. supervises the Dean of Student Affairs and Services (DSAS), the Director of the Human Resources Development Office (HRDO), the Director of the Center for Information and Communication Technology (CICT), the Head of the Alumni Affairs Office (AAO), and the Head, Safety and Pollution Control Office (SPCO);
- i. takes charge of the implementation of the Administrative and Employment Manuals for Academic and Non-academic Personnel, and recommends amendments or supplements thereto as the need arises;
- j. studies and formulates policies and programs related to the non-academic affairs of students in consultation with the offices concerned;
- k. represents the Administration, together with the Dean of Student Affairs and Services, in its relation to

- students and student organizations;
- l. takes charge of preparing project papers and feasibility studies on administrative aspect;
- m. represents the University in public activities and offices whenever delegated by the University President;
- n. determines the general enrolment procedures in consultation with the Enrollment Management Team;
- o. signs checks amounting to less than Php50,000.<sup>00</sup> in the absence of the Vice President for Finance and Treasurer and checks amounting to more than Php50,000.<sup>00</sup> in the absence of the University President and the Vice President for Mission and Identity;
- p. takes charge of the use and maintenance of University vehicles and supervises the University drivers;
- q. takes charge of the reservation for use of university facilities;
- r. supervises the security guards and initiates security and emergency operations in the University;
- s. approves requests for overtime endorsed by unit heads and entry in campus during non-working days;
- t. approves travel order forms, employee leave forms, car service request forms, and trip tickets;
- u. takes charge of administrative convocations and activities such as Administrative Session, *Gawad Maria*, and Foundation Day Celebration;
- v. prepares or assists in the preparation of contracts and /or contract renewal with external agencies providing administrative services such as security, janitorial, internet, annual medical check-up and other service providers and submits them to the President for approval and keeps all contracts in the files for safekeeping; and
- w. performs other related functions as the University

President may assign.

## **D. VICE PRESIDENT FOR ACADEMIC AFFAIRS**

### **1. REFERENCE**

- a. **Appointment:** The University President recommends the appointment of the Vice President for Academic Affairs subject to the approval of the Board of Trustees.
- b. **Qualifications:** The Vice President for Academic Affairs must:
  - i. be a doctoral degree holder;
  - ii. have managerial competence or have a background of demonstrated service and competence in his/her field or endeavor; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment. This initial appointment may be renewed for a term of two years on the second appointment. The succeeding appointments shall be for a term of three years each, provided that such appointment shall not be beyond 60 years old, unless the President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

### **2. FUNCTIONS AND RESPONSIBILITIES:**

- a. he/she is the Officer-in-Charge during casual absences of the President, the Vice President for Mission and Identity and the Vice President for Administration;
- b. takes charge of all academic matters including curriculum revisions, grading system, performance evaluation for academic personnel, and improvements of faculty and instruction, among others;
- c. supervises the Basic Education Principals, Academic Deans, and Heads of Offices on matters relating to

- instruction (e.g. academic supervision, preparation of teachers' load, etc.), faculty development, curriculum, supervision, library facilities and the like;
- d. spearheads the preparation of the university school calendar;
  - e. recommends for approval to the University President the final teaching load and other assignments of the academic personnel;
  - f. leads in organizing seminars or workshops and coordinates with the Basic Education Principals and Academic Deans on matters relating to faculty in-service training;
  - g. supervises the University Registrar, the Academic Deans, the Basic Education Principals, the Director of the University Learning Resource Center (ULRC), the Head of the Equivalency and Technical-Vocational Assessment Office (ETVAO) and the NSTP Coordinator;
  - h. leads the Basic Education Principals and the Academic Deans in the accreditation process;
  - i. leads the Basic Education Principals and the Academic Deans in implementing government regulations;
  - j. takes charge of preparing the academic aspect of project papers or feasibility studies, and submits them to the President;
  - k. takes charge of academic convocations and activities such as commencement exercises, academic session and conferment of honorary degrees;
  - l. approves off-campus activities which are academic in nature and which are part of the curriculum;
  - m. endorses to the University President Memorandums of Agreement and Contracts which are academic in nature such as student affiliations, On-the-Job Training, Internships and keeps copies for safekeeping and reference; and
  - n. performs other related functions as the University

President may assign.

## **E. VICE PRESIDENT FOR FINANCE AND TREASURER**

### **1. REFERENCE**

- a. **Appointment:** The President recommends the appointment of the Vice President for Finance and Treasurer subject to the approval of the Board of Trustees.
- b. **Qualifications:** The Vice President for Finance and Treasurer must:
  - i. possess at least a master's degree or a professional license requiring at least a bachelor's degree; a doctoral degree holder, is however, preferred.
  - ii. have managerial competence or have a background of demonstrated service and competence in his/her field of endeavor; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment. This initial appointment may be renewed for a term of two years on the second appointment. The succeeding appointments shall be for a term of three years each, provided that such appointment shall not be beyond 60 years old, unless the President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

### **2. FUNCTIONS AND RESPONSIBILITIES**

- a. he/she is the Officer-in-Charge during casual absences of the President, the Vice President for Mission and Identity, the Vice President for Administration and the Vice President for Academic Affairs;
- b. is the chief financial officer of the University and as such, is responsible to the University President;
- c. seeks funds to improve and develop the financial

- resources of the University, including institutional fund raising or fund sourcing activities;
- d. supervises the Chief Accountant, the Assistant Treasurer, the Head Cashier, the Head of Inventory Management Office, and the Head of Publishing and Digital Printing Office;
  - e. endorses to the University President Memorandums of Agreement and contracts which are related to properties, supplies, equipment and those related to the offices under his/her supervision and keeps copies for safekeeping and reference;
  - f. signs with the University President all contracts with financial implications, leases, and other documents of major importance as authorized by the Board of Trustees;
  - g. signs checks with the University President or with the other Board- authorized signatories which are the other Vice Presidents and countersigns and endorses checks, drafts, orders, notes, and other negotiable instruments belonging to the University in accordance with rules set forth by the Board of Trustees;
  - h. takes charge of all financial transactions such as sales and purchases with prior information and approval of the University President especially for major transactions amounting to Php50,000.<sup>00</sup> and above;
  - i. recommends financial and administrative policies and systems for the efficient and proper utilization of the physical and financial resources of the University. For other financial requests and decisions, the standard operating procedures of the University are followed;
  - j. ensures that all accounts and records are audited by an independent Certified Public Accountant, and that accurate financial statements and reports are provided to the Board of Trustees, corporation members, standardizing agencies, government

- agencies and others that are entitled to receive them;
- k. acts as comptroller of operating and capital budget and expenditures under the general supervision of the University President;
- l. spearheads the preparation of the budgets by the different units and schedules annual budget hearings with the Advisory Board prior to consolidation and submission to the Board of Trustees for approval;
- m. approves and /or endorses for approval purchase request forms, materials requisition, canvass and purchase order forms, and gas slips;
- n. spearheads the conduct of consultation meetings with students, parents and other stakeholders for the increase in tuition, miscellaneous and other fees;
- o. keeps custody of bank account passbooks and checkbooks, all funds, securities and bonds of the University;
- p. monitors various bank deposits and investment accounts; and
- q. performs other related functions as may be assigned by the University President.

## **F. UNIVERSITY CHAPLAIN AND DIRECTOR, CENTER FOR CHRISTIAN FORMATION**

### **1. REFERENCE**

- a. **Appointment:** The University Chaplain and Director for the Center for Christian Formation is appointed by the CICM-RP Provincial Superior, after consultation with the Local Ordinary and the University President.
- b. **Term of Office:** He is appointed for a term of three years, and his term is renewable.

- 2. **FUNCTIONS AND RESPONSIBILITIES:** The University Chaplain and Director of Center for Christian Formation is directly responsible to the Vice President for Mission

- and Identity and is mandated to perform the following:
- a. spearheads and oversees Christian formation activities of all levels of the University;
  - b. supervises the MI Campus Ministers and Mission and Identity Coordinators;
  - c. guides the University community in maintaining and strengthening the Catholic identity and its mission of service;
  - d. leads the MI Campus Ministers and MI Coordinators in liturgical and other religious celebrations and other religious activities such as recollections, retreats, live-in seminars and weekend meetings, in coordination with the Vice President for Mission and Identity and with the Local Church, if needed;
  - e. is responsible for the supervision of religious organizations in all levels with the assistance of the MI coordinators ;
  - f. ensures religious and CICM missionary animation to the personnel of the Grade School, High School, College, Juris Doctor and Graduate levels;
  - g. is in-charge of the pastoral (moral and spiritual) guidance and counseling; and
  - h. performs other related functions as the Vice President for Mission and Identity may assign.

## **G. UNIVERSITY REGISTRAR**

### **1. REFERENCE**

- a. **Appointment:** The University Registrar is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The University Registrar must:
  - i. possess at least a master's degree; a doctoral degree holder, is however, preferred.
  - ii. have at least three years of training or experience in the servicing and maintenance



- of student academic records and related school work, and
- iii. be of good moral character
- a. **Term of Office:** The term of office is one year for the initial appointment. This initial appointment may be renewed for a term of two years on the second appointment. The succeeding appointments shall be for a term of three years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The University Registrar is directly responsible to the Vice President for Academic Affairs and is mandated to perform the following:

- a. enforces government and University regulations regarding students' admissions, submission of requirements, enrolment, crediting, transfer, promotions, subject load and sequence, and graduation in coordination with the Academic Deans and Principals;
- b. prepares the school calendar, course bulletins, course catalogues, and other announcements (i.e., enrolment dates, examination dates);
- c. consolidates, synchronizes, and finalizes schedule of classes and room assignments for each term prepared by the Academic Deans and the Principals to be approved by the Vice President for Academic Affairs;
- d. assists the Academic Deans and the Principals in the revision/update of various curricular programs;
- e. disseminates information on new rules and regulations or requirements of curricular programs, i.e., Policies, Standards and Guidelines (PSG) based on Memorandum and Orders from the Commission on Higher Education (CHED), Department of Education

- (DepEd) and Legal Education Board (LEB);
- f. is the liaison officer with the DepEd, CHED, LEB, the Department of Foreign Affairs (DFA) and the Bureau of Immigration (BI) on matters involving foreign students;
  - g. prepares and submits periodic reports and statistical data required by the University or by government regulatory agencies;
  - h. determines students' subject load in accordance with approved curricula;
  - i. coordinates the preparations for graduation with the Academic Deans, Principals, and other offices concerned;
  - j. issues certifications, grades, transfer credentials and diplomas, and assumes full responsibility for all documents released by the Office;
  - k. verifies and authenticates documents released by the Office;
  - l. receives, processes, dispatches and controls the flow and security of files and students' official transcript of records;
  - m. oversees the generation, keeping, weeding, and archiving of students' academic records;
  - n. approves petitions for correction of personal data in school records as indicated in the birth certificate, Alien Certificate of Registration (ACR), or marriage certificate;
  - o. supervises the registrar's staff including those assigned in the Basic Education; and
  - p. performs other related duties as may be assigned by the Vice President for Academic Affairs or the President.

## H. ACADEMIC DEANS

### 1. REFERENCE

- a. **Appointment:** The Academic Deans are appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:**
  - i. The Deans for undergraduate degree programs must be a doctoral degree holder and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree. However, in specific fields where there is dearth of holders of master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified.
  - ii. The dean for graduate degree programs must hold an appropriate doctoral degree and has published research works.
  - iii. The Dean of the College of Law program must be a member of the Bar in good standing and in the practice of law for at least five years.
  - iv. In addition, the Dean of the Undergraduate and Graduate levels must have at least five years of satisfactory teaching experience and at least two years of satisfactory managerial experience.
  - v. The academic deans must be of good moral character
- b. **Term of office:** The term of office is one year for the initial appointment. This initial appointment may be renewed for a term of two years on the second appointment. The succeeding appointments shall be for a term of three years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Academic Deans are directly responsible to the Vice President for Academic Affairs and are mandated to perform the following:

- a. act as the academic leader and chief operating officer of his/her School
  - i. articulate the vision and direction of the School;
  - ii. set and work towards targets for educational quality;
  - iii. supervise and evaluate the implementation of the School Plan;
  - iv. initiate and supervise projects that are pertinent to the vision/mission of the School;
  - v. recommend the appointment of a Department Head, Program Coordinator/s and other officials as may be necessary;
  - vi. engage members of the School community to participate in Quality Assurance (QA) processes, and in doing so promotes a culture of excellence and a deeper awareness of the organization's direction;
  - vii. coordinate with the Vice President for Academic Affairs and University Registrar on the publication of the School's course catalog;
  - viii. prepare Bulletin of Information and other promotional materials for the school, in coordination with the Promotions, External Relations and Internationalization Office (PERIO);
  - ix. coordinate with the University Registrar on matters relating to student admission, credentials, subject load, subject sequence, curriculum evaluation for eligibility to graduate and other related concerns;
  - x. promote a sense of community within the School; and

- xi. represent the School within the University.
- b. coordinate with Department Heads and Program Coordinators regarding the following:
  - i. development, monitoring, review and revision of curricula and other academic programs in accordance with CHED requirements;
  - ii. preparation of proposal/feasibility studies for new programs of the School in coordination with the Research Center Director and the Vice Presidents;
  - iii. supervision of instruction;
  - iv. student advising on program of studies, registration and enrolment, subject loading, changing/dropping of subjects, as well as withdrawal of enrolment; and
  - v. conduct of various activities of the faculty and students.
- c. oversee research directions of the School
  - i. supervise the Research Coordinator/s in the involvement of the School in the University's research activities, such as (1) implementing a sustainable research structure for the School and (2) recommending research grants to the Research and Community Development Council (RCDC);
  - ii. ensure a workable research agenda for the School and promote scholarly work and publications.
- d. supervise the Community Development and Advocacy Coordinator on community extensions and outreach activities of the School
- e. coordinate with the HRDO Director on matters pertaining to human resources, i.e.,
  - i. recommendation on hiring, retention, non-renewal, and termination of faculty and staff of the School, both full-time and part-

- time/temporary;
  - ii. advancement of professional growth of the faculty and staff (Faculty and Staff Development Program);
  - iii. enforcement of discipline among the academic and non-academic personnel of the School;
  - iv. regular performance appraisal of the academic and non-academic personnel of the School;
  - v. recommendation on sabbatical and other special leaves of academic and non-academic personnel to the Vice President for Administration; and
  - vi. endorsement of Professorial Chairs to the Vice President for Academic Affairs who in turn recommends to the Advisory Board the approval of such.
- f. coordinate and support the work of the academic and non-academic personnel and students, specific to his/her School
  - i. coordination with offices concerned (Guidance and Testing Office, Office of the Dean of Student Affairs and Services, Office of the Associate Dean of Student Affairs and Services for Men/Women and Center for Christian Formation) on the provision of the necessary support for academic, social and spiritual growth of students and faculty;
  - ii. supervision of School's faculty members in the preparation for accreditation
  - iii. monitoring of School's faculty members in response to the recommendations of the accrediting team; and
  - iv. coordination with IDQAO and concerned offices for accreditation.
- g. spearhead the planning and implementation of the

- budget of his/her School such as the
  - i. coordination with the department heads for their budgets;
  - ii. preparation and presentation of the School's budget for the school year;
  - iii. monitoring the utilization of the approved School budget; and
  - iv. undertaking fund raising for the School, when needed, subject to the approval of the Administration.
- h. represent the School in linkages outside the University
  - i. representation of the School in external organizations, whenever necessary, subject to the approval of the Administration;
  - ii. coordination with the Vice President for Academic Affairs and Head, Promotions, External Relations and Internalization Office (PERIO) on forging and implementing projects on external affairs of the School;
  - iii. coordination with the Head of the Alumni Affairs Office on alumni concerns; and
  - iv. overseeing the publicity and promotion of School projects essential to SMU's impact and visibility;
- i. performs other related tasks as may be assigned by the Vice President for Academic Affairs or the President.

## **I. DEAN OF STUDENT AFFAIRS AND SERVICES**

### **1. REFERENCE**

- a. **Appointment:** The Dean of Student Affairs and Services is appointed by the University President subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Dean of Student Affairs and Services must:
  - i. possess at least a master's degree. A doctoral

- degree holder, is however, preferred;
- ii. have at least two years of satisfactory managerial experience; and
- iii. be of good moral character.
- a. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Dean of Student Affairs and Services is directly responsible to the Vice President for Administration and is mandated to perform the following:

- a. is the representative of the Administration to the students and is directly responsible for the coordination and development of the non-academic areas of student life;
- b. is the adviser of the Student Central Council and the liaison officer between the Administration and the students. Organizes and supervises the yearly elections of the Student Central Council, attends their meetings and helps in planning and organizing the Student Central Council activities;
- c. is the officer-in-charge of all extra-curricular student activities. With this function, the Dean of Student Affairs and Services:
  - i. prepares the calendar of extra-curricular school activities;
  - ii. coordinates and supervises the various extra-curricular student activities;
  - iii. approves or disapproves all notices, posters of extra-curricular activities and supervises the posting of these; and
  - iv. suggests and submits for approval to the University President the invitation of



- speakers from outside the University for student activities.
- e. is the officer-in-charge of student extra-curricular organizations and as such, the Dean of Student Affairs and Services:
    - i. keeps files on the approved extra-curricular organizations with their constitution and by-laws, approval, renewal of approval, roster of officers and members, activities and annual report of the organizations;
    - ii. receives applications of proposed student organizations and submits his/her recommendation to the University President;
    - iii. nominates for confirmation by the University President, the advisers of the student organizations;
    - iv. sees to it that the organizations observe their constitution and by-laws.
  - f. receives from
    - i. the ADSAS the list of students not to be accepted or re-admitted for non-academic reasons and provides copies to the University President, Vice Presidents, Academic Deans and University Registrar; and
    - ii. the Academic Deans the list of students for non-readmission for academic reasons and provides copies to the University President, Vice Presidents, and the University Registrar.
  - g. recommends to the Advisory Board the approval of membership fees and collections made for student activities and student organizations;
  - h. requires the submission of audited financial reports of extra-curricular student organizations;
  - i. organizes recreational and athletic activities for students in cooperation with the Sports Development Coordinator;
  - j. updates the Student Handbook and submits

- recommendations to the Advisory Board and distributes the Student Handbook to all new students;
- k. recommends for approval to the University President the adviser and activities of the Marian Dance Troupe, SMU Choral Society, Artists' Circle and the SMU Band;
- l. oversees the publication of "THE MARIAN", the official student publication of Saint Mary's University, and recommends to the University President a faculty-adviser;
- m. supervises the Associate Deans of Student Affairs and Services for Men/Women, Head of Guidance and Testing Office, the Head of Cultural Affairs Office,, Sports Development Coordinator, Medical/Dental Clinics Staff and the matron/master of the SMU dormitories;
- n. monitors, together with the Associate Dean of Student Affairs and Services for Men/Women, the general living conditions of students in boarding houses and informs landladies/landlords about complaints or deficiencies in their boarding places.
- o. performs other related duties as may be assigned by the Vice President for Administration or the President.

## **J. DIRECTOR, CENTER FOR INFORMATION AND COMMUNICATION TECHNOLOGY**

### **1. REFERENCE**

- a. **Appointment:** The Director of the Center for Information and Communication and Technology is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Director of Center for Information and Communication Technology must:

- i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - ii. have at least two years of satisfactory managerial experience related to Information Technology; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Director of the Center for Information and Communication Technology is directly responsible to the Vice President for Administration and is mandated to perform the following:

- a. supervises the gathering and collation of information systems requirements and analyzes and designs solutions to meet those requirements;
- b. prepares information systems and submits to the Vice President for Administration for approval;
- c. supervises the implementation, maintenance and administration of approved information systems proposals;
- d. prepares and updates user's manuals and technical manuals of information systems developed in-house and submits a copy to the Vice President for Administration;
- e. supervises the training of users to effectively use computerized/automated information systems;
- f. provides the Inventory Management Office (IMO) and Vice President for Administration (VPA) an annual inventory of the University's ICT resources;

- g. identifies required ICT resources of the University, and recommends selection and procurement of new equipment;
- h. is responsible for the administration, maintenance and upgrade of the University's ICT resources;
- i. monitors the adequacy and update/renewal of software licenses;
- j. supervises the effective, efficient, secure and safe storage, retrieval, customization and archiving and backup of data;
- k. formulates and presents policies and procedures relative to the University's information systems for approval by the Vice President for Administration;
- l. provides ICT support for the University's online and distance learning requirements;
- m. supervises the Computer and Electronics Technical Services Office (CETSO), MIS, SMUNET and Internet sections; and
- n. performs other related tasks as may be assigned by the Vice President for Administration or University President.

## **K. DIRECTOR, CENTER FOR NATURAL SCIENCES**

### **1. REFERENCE**

- a. **Appointment:** The Director of the Center for Natural Sciences is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Director of the Center for Natural Sciences must:
  - i. possess a doctoral degree aligned to any of the programs of the center;
  - ii. have at least two years of satisfactory managerial experience; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for

the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis but not beyond the mandatory retirement age of 65.

- 2. FUNCTIONS AND RESPONSIBILITIES:** The Director of the Center for the Natural Sciences is directly responsible to the Dean of School of Health and Natural Sciences and is mandated to perform the following:
- a. performs the functions and responsibilities of Academic Department Head in the Natural Sciences;
  - b. develops and manages the science academic programs at all levels in consultation with the Academic Deans and Basic Education Principals;
  - c. supervises the operation of the science laboratories and extends laboratory and other technical assistance to the different schools and departments of the University, schools outside SMU, government and non-government agencies, among others in the conduct of basic and applied researches in the fields of natural sciences;
  - d. initiates and monitors the conduct of basic and applied researches of the Center in coordination with the University Research Center;
  - e. seeks funding from government and non-government agencies, among others, in the conduct of basic and applied researches in the fields of natural sciences with the approval of the University President and in coordination with the Vice President for Finance and Treasurer;
  - f. recommends to the Dean the CNS academic and the non-academic personnel for further studies and for attendance to trainings, workshops, conferences, etc.;
  - g. initiates science seminars and workshops for the up-skilling of the academic, non-academic personnel and students of the University;
  - h. initiates the acquisition of resource materials,

- equipment and services pertinent to the Center and sees that such are organized and maintained; and
- i. performs other related functions that the Dean of the School of Health and Natural Sciences, the Vice President for Academic Affairs and the University President may assign.

## **L. DIRECTOR, HUMAN RESOURCES DEVELOPMENT OFFICE**

### **1. REFERENCE**

- a. **Appointment:** The Director of the Human Resources Development Office is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Director of the Human Resources Development Office must:
  - i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - ii. have at least two years of satisfactory managerial experience;
  - iii. knowledgeable on labor laws, standards and labor relations; and
  - iv. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

- 2. **FUNCTIONS AND RESPONSIBILITIES:** The Director of the Human Resource Development Office is directly responsible to the Vice President for Administration and is mandated to perform the following:
  - a. Recruitment, Selection and Hiring.
    - i. receives all requests for manpower needs (including working students and student

- assistants) and ensures that accurate job descriptions and job specifications are in place;
  - ii. prepares and posts recruitment materials using various media ;
  - iii. receives application documents to be submitted to the University President for initial screening;
  - iv. subjects the shortlisted applicants to the selection procedure in coordination with the Dean, Principal, or Heads of Offices concerned and submits final hiring recommendation to the President for approval;
  - v. communicates the University President's decision to the job applicants;
  - vi. gives general orientation to newly hired employees.
  - vii. prepares employment contracts and issues notices relative thereto;
  - viii. proposes to the PSRTC initial ranking of employees; and
  - ix. keeps complete records and regularly updates the Human Resource Information System (HRIS) database of employees.
- b. Retention
- i. endorses to the Treasury and Accounting Office matters related to personnel benefits;
  - ii. designs and implements a holistic academic and non-academic personnel development program to create a dynamic and highly motivated human resource;
  - iii. monitors the implementation of the faculty and staff development program;
  - iv. develops and implements a performance evaluation system and personnel management policies and procedures in coordination with the Vice President for Academic Affairs for academic personnel and the Vice President for Administration for non-academic personnel;

- v. prepares the annual comprehensive appraisal of employees based on the reports submitted by Deans, Principals and Heads of Offices and submitting these to the PSRTC for appropriate action;
  - vi. proposes to the PSRTC rank adjustments/accelerations due to additional qualifications or appointments;
  - vii. prepares HR documents based on approved requests of employees, regulatory and accrediting agencies;
  - viii. assists in explaining or answering queries related to interpretation of employment policies and procedures for clarification and guidance;
  - ix. provides basic counseling to employees who have work-related concerns/difficulties.
- c. Separation
- i. assists resigning and retiring employees on document preparation;
  - ii. conducts exit interview and submits to the VP for Administration regular reports of reasons for employee separation; and
- d. Performs other related duties that the Vice President for Administration or the University President may assign.

## **M. DIRECTOR, INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

### **1. REFERENCE**

- a. **Appointment:** The Director of the Institutional Development and Quality Assurance Office is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Director of the Institutional Development and Quality Assurance Office must:



- i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - ii. have at least two years of satisfactory managerial experience; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Director of the Institutional Development and Quality Assurance Office is directly responsible to the University President but will be reporting and coordinating with the four Vice Presidents, and is mandated to perform the following:

- a. spearheads the conduct of the institutional strategic and annual planning sessions and management review sessions;
- b. monitors and makes corresponding reports to the University President on the implementation of the development and action plans, including Quality Assurance (QA) systems and procedures of the University;
- c. serves as the Quality Management Representative (QMR);
- d. recommends to the Extended Advisory Board benchmarking activities to establish institutional standards;
- e. assists the Academic Deans, the Principals and the Vice President for Academic Affairs in the preparation, collection and evaluation of reports required by regulatory, certification and accrediting agencies;
- f. maintains complete and updated reports on the performance of the different academic departments

- in the different key result areas that correspond with the standards set by regulatory, certification and accrediting agencies;
- g. assists the Vice President for Academic Affairs in monitoring the implementation of the recommendations/memorandum orders of regulatory, certification and accrediting agencies;
  - h. consolidates documents for program accreditation and Institutional Sustainability Assessment (ISA) and gives recommendations for appropriate action;
  - i. discusses with the Vice President for Academic Affairs and with the concerned Academic Deans and the Principals the result of the evaluation by regulatory, certification and accrediting agencies; and
  - j. performs other related functions as the University President may assign.

## **N. DIRECTOR, LINGKOD MARIA COMMUNITY DEVELOPMENT AND ADVOCACY CENTER**

### **1. REFERENCE**

- a. **Appointment:** The Director of the Lingkod Maria Community Development and Advocacy Center is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Director of the Lingkod Maria Community Development and Advocacy Center must:
  - i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - ii. have at least two years of satisfactory managerial experience; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President

extends it on a yearly basis but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Director of the Lingkod Maria Community and Advocacy Center is directly responsible to the Vice President for Mission and Identity and is mandated to perform the following:

- a. provides and manages a sustainable and comprehensive community extension services program for the University;
- b. reviews and recommends to the Vice President for Mission and Identity the approval of all extension and outreach activities which are not included in the program, including the programming, implementation, monitoring and evaluation of said projects/activities;
- c. submits a quarterly evaluation report on the community extension programs to the Vice President for Mission and Identity;
- d. prepares a realistic annual budget for the different community extension services;
- e. requests financial and technical support from external sources with the approval of the Vice President for Mission and Identity and in coordination with the Vice President for Finance and Treasurer;
- f. represents the University in meetings/conferences on social development concerns;
- g. evaluates all extension and outreach activities rendered by the academic and non-academic personnel in consultation with the Academic Deans, the Principals and the Heads of Offices;
- h. recommends research work/projects pertinent to community extension development program;
- i. reviews and evaluates the community extension services outputs of students and endorses approval

- of clearance to the Academic Dean;
- j. spearheads the activities on Clean, Healthy, Safe and Friendly (CHSF) Environment Program;
- k. maintains an Indigenous Peoples Desk manned by a focal person who:
  - i. develops strategic partnerships and agreements with government agencies, indigenous people (IP) organizations and the non-government sector in the implementation of the unit's goals and objectives.
  - ii. works closely with government and non-government agencies and leads negotiations to ensure that the needs and priorities of IPs are progressively met through appropriate program design, delivery strategies and resource allocation;
  - iii. consults and advises the Vice President for Mission and Identity on the activities and issues regarding the preservation, promotion, and protection of IP culture in the university;
  - iv. initiates strategies and projects to improve access and coordination of services provided to IPs;
  - v. spearheads, coordinates and assists in organizing training/s for IPs; and
  - vi. works with the Research Center on IP researches.
- l. performs other related functions as may be assigned by the Vice President for Mission and Identity or the University President.

## **O. DIRECTOR, PHYSICAL PLANT AND PROPERTIES DEVELOPMENT AND MAINTENANCE OFFICE**

### **1. REFERENCE**

- a. **Appointment:** The Director of the Physical Plant and

Properties Development and Maintenance Office (PPPDO) is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.

- b. **Qualifications:** The Director of the Physical Plant and Properties Development and Maintenance Office (PPPDO) must:
  - i. be a registered Civil or Electrical Engineer or Architect. But in case there is a dearth of candidates, a person with training or experience in safety, pollution control, or Hazard Identification, Risk Assessment, and Control measures (HIRAC) may be considered as head with the support of a technical consultant.
  - ii. have at least two years industry experience; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Director of Physical Plant and Properties Development and Maintenance Office is directly responsible to the University President and is mandated to perform the following:

- a. is responsible for the supervision of housekeeping and upkeep of physical plant and facilities, including the regular inspection, planning, repair, maintenance and remodeling if needed, of property, plant and equipment;
- b. develops and implements the preventive maintenance program for all University properties, plants and equipment;
- c. is responsible for regularly inspecting, identifying

- and correcting defects in all buildings and structures;
- d. takes charge of planning, developing and monitoring of the real properties of the University;
- e. supervises and evaluates the performance of contractors; conducts periodic inspections, monitors and certifies that contracted jobs are performed in accordance with the contract specifications. He/She may be held accountable for his/her certification if the project is found to be wanting of the expected output;
- f. evaluates the need for training programs and arranges training schedules or conducts training to upgrade PPPDMO workers' skills;
- g. acts on approved requests for major and minor repairs, renovations, improvements in offices, buildings or properties of the University;
- h. seeks professional opinions of other experts regarding physical plant concerns when needed;
- i. supervises, assists and coordinates preparation of facilities needed for University activities;
- j. submits the required monthly/quarterly reports on accomplished projects to the University President;
- k. keeps a copy of campus layouts, lot plans, building plans, electrical plans, certificate of occupancy, updated fire and safety maintenance reports and other related documents of all University properties;
- l. oversees the General Services Supervisor;
- m. obtains Construction Occupational Safety and Health (COSH 2) or BOSH 2 certification; and
- n. Performs other related tasks that may be assigned by the University President.

## **P. DIRECTOR, UNIVERSITY LEARNING RESOURCE CENTER**

### **1. REFERENCE**

- a. **Appointment:** The Director of the University Learning Resource Center is appointed by the

University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.

- b. **Qualifications:** The Director of the University Learning Resource Center must:
  - i. be a Registered Librarian
  - ii. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - iii. have at least two years of satisfactory managerial experience; and
  - iv. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

- 2. **FUNCTIONS AND RESPONSIBILITIES:** The Director of the University Learning Resource Center is directly responsible to the Vice President for Academic Affairs and is mandated to perform the following:
  - a. formulates, revises and administers general library policies, rules and regulations subject to the approval of the Vice President for Academic Affairs;
  - b. supervises the organization of all learning resources, the efficient and effective use of the library resources, facilities, and services and the maintenance of local databases for speedy access, retrieval or delivery of information in coordination with the Director of the CICT;
  - c. plans for the development of existing facilities and new library facilities;
  - d. spearheads the development and updating of the library collections in coordination with the Academic Deans and the Principals and recommends the purchases of library materials to the Vice President

- for Academic Affairs;
- e. conducts an annual inventory of the ULRC collection and submits a report of the same to the Vice President for Academic Affairs;
- f. represents the University in library conferences and professional associations;
- g. determines the need for, and recommends the acquisition/upgrade of instructional media equipment and production of learning support materials;
- h. updates the faculty and staff about available learning support materials and equipment and promotes their effective and efficient use;
- i. trains the teachers and staff in the operation of audio-visual and multimedia equipment;
- j. conducts research on the utilization of instructional media equipment and learning support materials;
- k. provides audio-visual and multimedia equipment with technical assistance during institutional and approved departmental programs/ activities;
- l. facilitates the use of the audio-visual rooms;
- m. ensures photo and video documentation of institutional activities and maintains a well-organized repository of these documentations for use by other units of the university;
- n. plans and holds in-service educational technology development programs for faculty and personnel through workshops, demonstrations, auditions and intra-school visitation;
- o. supervises the librarians and staff of the ULRC in all levels; and
- p. performs other related functions as may be assigned by the Vice President for Academic Affairs or the University President.



## **Q. DIRECTOR, UNIVERSITY RESEARCH CENTER**

### **1. REFERENCE**

- a. **Appointment:** The Director of the University Research Center is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Director of the University Research Center must:
  - i. have an earned doctoral degree;
  - ii. have at least two years of satisfactory managerial experience;
  - iii. have published research in a peer reviewed journal; and
  - iv. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

### **2. FUNCTIONS AND RESPONSIBILITIES:** The Director of the University Research Center is directly responsible to the University President and is mandated to perform the following:

- a. formulates and implements, in consultation with all concerned academic offices and subject to approval by higher authorities, a general and comprehensive university research development plan and research agenda as basis for possible research projects of the Research Center;
- b. implements approved development plans, general policies, systems, procedures, rules and regulations regarding University research activities;
- c. initiates and oversees the conduct of all forms of institutional researches;

- d. spearheads the conduct of externally commissioned researches undertaken by the Research Center within its framework;
- e. monitors and supervises the different Schools of the University in the preparation of their respective research agenda, animates and encourages all the academic personnel to be involved in research, and coordinates all their research activities within the framework of their respective school/college research agenda;
- f. provides the academic personnel and student-researchers technical and consultative assistance in the preparation of their research proposals, actual conduct of their researches, and documentation of such researches;
- g. presides over the evaluation committees in the undergraduate and graduate theses/researches of students to screen, together with the research coordinators, the Likha Awardees for final approval;
- h. receives all relevant term papers/research papers prepared by students in the undergraduate and graduate classes and eventually prepares them for publication in the University's research journals and other forms of research publications through and with the help of the Academic Deans;
- i. seeks external funding and keeps contact with funding agencies and with other research centers or organizations within and outside the country subject to the approval of the University President;
- j. submits Report of Faculty Research Evaluation to the HRDO, copy furnished the Deans for verification; and
- k. performs other related tasks as may be assigned by the University President.

## R. CHIEF ACCOUNTANT

### 1. REFERENCE

- a. **Appointment:** The Chief Accountant is appointed by the University President in consultation with the Advisory Board, subject to confirmation by the Board of Trustees.
- b. **Qualifications:** The Chief Accountant must:
  - i. be a Certified Public Accountant;
  - ii. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - iii. have at least two years of satisfactory managerial experience; and
  - iv. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis but not beyond the mandatory retirement age of 65.

### 2. FUNCTIONS AND RESPONSIBILITIES: The Chief Accountant is directly responsible to the Vice President for Finance and Treasurer and is mandated to perform the following:

- a. ensures that all financial transactions of the University, including the SMU Retirement Plan are properly and correctly recorded in accordance with generally accepted accounting principles, policies and procedures;
- b. ensures that all necessary financial reports and statements are prepared and submitted promptly;
- c. prepares financial reports and liquidation reports for trust funds and other reports requested by outside agencies;
- d. computes personnel salaries and ensures its timely deposit to the personnel's payroll accounts;
- e. supervises personnel within the accounting division and coordinates their work with the other divisions under the Vice President for Finance and Treasurer and with

- other sectors of the University;
- f. computes proposed increase in tuition, laboratory and other fees and proposed increase in salaries and benefits;
- g. updates the monthly salary guide whenever increases in salaries is approved;
- h. assists in auditing activities by providing necessary information and requested documentations;
- i. computes Actual Utilization of Tuition Fee Incremental Proceeds to be submitted to CHED and DepEd;
- j. prepares the interim and annual budget performance reports and
- k. performs other related tasks as may be assigned by the Vice President for Finance or the President.

## **S. INTERNAL AUDITOR**

### **1. REFERENCE**

- a. **Appointment:** The University President recommends the appointment of the Internal Auditor in consultation with the Advisory Board subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Internal Auditor must:
  - i. be a Certified Public Accountant;
  - ii. possess at least a master's degree. A doctoral degree holder, is however, preferred; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

- 2. **FUNCTIONS AND RESPONSIBILITIES:** The Internal Auditor is responsible to the University President and the Board of Trustees and is mandated to perform the

following:

- a. checks the accuracy and reliability of financial records and ascertains compliance with University policies, regulations and procedures and compliance with applicable laws;
- b. conducts independent, protective and constructive audits for management to review the effectiveness of operating procedures and internal controls;
- c. reviews and evaluates the accounting systems and procedures to determine their efficiency and protective value;
- d. reviews records pertaining to physical and financial assets, liabilities, income and expenditures, spot-check the physical existence of assets and conformity with records;
- e. analyzes data obtained for observed deficiencies in controls, duplication of efforts, extravagance, frauds, and lack of compliance with established policies and procedures;
- f. submits to the University President reports on findings / recommendations for the improvement of operating procedures and the financial condition of the University;
- g. recommends systems whenever applicable and forwards the same to concerned authorities for appropriate action; and
- h. performs other related tasks as may be assigned by the University President or the Board of Trustees.

## **T. ASSOCIATE DEAN OF STUDENT AFFAIRS AND SERVICES FOR MEN/WOMEN**

### **1. REFERENCE**

- a. **Appointment:** The Associate Dean of Student Affairs and Services for Men/Women are appointed by the University President in consultation with the Advisory

Board and subject to the confirmation of the Board of Trustees.

- b. **Qualifications:** The Associate Deans of Student Affairs and Services for Men/Women must:
  - i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - ii. have at least two years of satisfactory managerial experience; and
  - iii. be of good moral character.
- c. **Term of office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the President extends it on a yearly basis but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Associate Deans of Student Affairs and Services for Men/Women are responsible to the Dean of Student Affairs and Services and are mandated to perform the following:

- a. are the officers in-charge of student discipline and as such, they:
  - i. supervise the discipline of students, in accordance with the Student Handbook and such other rules and regulations which may be promulgated by the University;
  - ii. receive from the faculty the attendance records of students and inform parents of students' absences;
  - iii. mediate in conflicts which may arise among students, even with outsiders;
  - iv. issue admission slips to students who incurred absences;
  - v. implement disciplinary action to students with infractions after observing due process; and
  - vi. issue certificates of good moral character and

other similar certificates.

- b. assist the Dean of Student Affairs and Services in monitoring the general living conditions of students in boarding houses and inform landladies/landlords about complaints or deficiencies in their boarding places;
- c. submit to the Dean of Student Affairs and Services and Academic Deans report on problems and recommendations on student discipline as the need arises and consolidated reports at the end of the semester;
- d. submit referrals to the Guidance and Testing Office depending on the gravity of the offense;
- e. supervise traffic management in campus, parking arrangements, and installation of RFID stickers on vehicles regularly entering the campus;
- f. formulate guidelines relative to lost and found items, confiscated items, and ensures that these are claimed by rightful owners; and
- g. perform other related tasks that may be assigned by the Dean of Student Affairs and Services.

## U. HEAD, ALUMNI AFFAIRS OFFICE

### 1. REFERENCE

- a. **Appointment:** The Head of the Alumni Affairs Office is appointed by the University President in consultation with the Advisory Board. subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Head of the Alumni Affairs Office must:
  - i. be a graduate of Saint Mary's University in basic education or tertiary level;
  - ii. possess at least a master's degree;
  - iii. have good social and communication skills; and
  - iv. be of good moral character.

- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Head of the Alumni Affairs Office is directly responsible to the Vice President for Administration and is mandated to perform the following:

- a. animates and strengthens the participation of alumni in the academic, social, structural and financial development of the University;
- b. maintains an updated directory of all alumni and serves as liaison officer between the alumni/alumni groups and the University;
- c. maintains an updated directory and contact with alumni with significant national and international accomplishments and linkages and informs the PERIO, deans, principals and top management;
- d. ensures the semestral publication of the SMU Alumni Newsletter;
- e. provides job placement assistance to graduating students in coordination with the Guidance and Testing Office;
- f. takes care of the operations of the *Balai na Alumni* in coordination with the Hospitality and Tourism Management Department;
- g. submits monthly reports of accommodation at the *Balai na Alumni* to the Chief Accountant for recording of revenues;
- h. keeps track of the historical and milestone events of the University and coordinates with the units or Alumni Associations for the preparation of jubilee celebration and activities; and
- i. performs other related tasks that may be assigned by



the Vice President for Administration.

## **V. HEAD, COMPUTER AND ELECTRONICS TECHNICAL SERVICES OFFICE (CETSO)**

### **1. REFERENCE**

- a. **Appointment:** The Head of the Computer and Electronics Technical Services Office (CETSO) is appointed by the University President in consultation with the Advisory Board. and subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Head of the Computer and Electronics Technical Services Office (CETSO) must:
  - i. possess at least a bachelor's degree
  - ii. have at least two years' experience in computer hardware servicing and maintenance;
  - iii. be a holder of NCII or its equivalent in computer hardware servicing and maintenance; and
  - iv. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

### **2. FUNCTIONS AND RESPONSIBILITIES:** The Head of the Computer and Electronics Technical Services Office is directly responsible to the Director of the Center for Information and Communication Technology and is mandated to perform the following:

- a. ensures the efficient functioning of all the computer and electronics equipment in the campus, offices and computer laboratory rooms of the University by providing technical services such as installation, preventive maintenance, repair and upgrading of hardware;

- b. assists the Inventory Management Office Head in the conduct of inventory of all installers, hardware and electronic equipment of the University;
- c. trains all users on computer safety and security procedures;
- d. provides technical support to the users of computers and electronic equipment;
- e. supervises the computer laboratory assistants and technicians;
- f. formulates procedures and guidelines on the proper use of computer laboratory rooms and presents it to Director of CICT for approval;
- g. verifies the need for, and recommends acquisition, upgrade and /or replacement of, electronic, computer hardware and parts for internet laboratories and offices; and
- h. Performs other related tasks that may be assigned by the Director of CICT or the Vice President for Administration.

## **W. HEAD, CULTURAL AFFAIRS OFFICE (CAO)**

### **1. REFERENCE**

- a. **Appointment:** The Head of the Cultural Affairs Office is appointed by the University President in consultation with the Advisory Board and subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Head of the Cultural Affairs Office must:
  - i. possess at least a master's degree;
  - ii. be artistically inclined; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis but not beyond the

mandatory retirement age of 65.

2. **FUNCTIONS AND RESPONSIBILITIES:** The Head of the Cultural Affairs Office is directly responsible to the Dean of Student Affairs and Services and is mandated to perform the following:
  - a. proposes, promotes, coordinates and supports cultural programs and creative activities of the University;
  - b. plans, sponsors or provides appropriate cultural presentations for the SMU community and the community at large;
  - c. promotes SMU as a venue for cultural activities in the provincial, regional and national levels;
  - d. assists in providing training of all performing groups in coordination with Advisers of student clubs and organizations;
  - e. assists in intramural and extramural cultural affairs and competitions in coordination with Department Heads and club Advisers;
  - f. supervises the programs and activities of the extracurricular clubs (Marian Dance Troupe, SMU Choral Society, Artists' Circle and the SMU Band); and
  - g. performs other related functions as may be assigned by the Dean of Student Affairs and Services.

## **X. HEAD, EQUIVALENCY AND TECHNICAL VOCATIONAL ASSESSMENT OFFICE (ETVAO)**

### **1. REFERENCE**

- a. **Appointment:** The Head of the Equivalency and Technical Vocational Assessment Office is appointed by the University President in consultation with the Advisory Board. and subject to the confirmation of the Board of Trustees.

- b. **Qualifications:** The Head of the Equivalency and Technical Vocational Assessment Office must:
  - i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - ii. have a relevant and updated Training Methodology Certificate; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**FUNCTIONS AND RESPONSIBILITIES:** The Head of the Equivalency and Technical Vocational Assessment Office (ETVAO) is directly responsible to the Vice President for Academic Affairs and is mandated to perform the following:

- a. plans, develops and coordinates implementation of non-degree and non-formal programs, technical and short-term training courses, equivalency and accreditation, enrichment and intervention programs in collaboration with the schools where the locus programs are set;
- b. formulates, assesses, revises and implements policies of the office and manages the activities and programs under his/her supervision towards maximum quality service;
- c. develops partnership and linkages with other institutions offering similar programs, with the approval of the University President, to cater to the needs of the University and the community at large;
- d. evaluates the ETVAO Programs and submits results and recommendations to the Vice President for Academic Affairs and for appropriate actions; and
- e. performs other related functions as may be assigned by the Vice President for Academic Affairs or the University President.

## Y. HEAD, GUIDANCE AND TESTING OFFICE (GTO)

### 1. REFERENCE

- a. **Appointment:** The Head of the Guidance and Testing Office (GTO) is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Head of the Guidance and Testing Office must:
  - i. possess at least a master's degree. A doctoral degree holder, is however, preferred; and
  - ii. be a Registered Guidance Counselor;
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

### 2. FUNCTIONS AND RESPONSIBILITIES: The Head of Guidance and Testing Office is directly responsible to the Dean of Student Affairs and Services and is mandated to perform the following:

- a. plans, organizes and controls the operation and activities of the Office;
- b. supervises and monitors the provision of the different guidance services;
- c. oversees the implementation of the activities as requested by other schools/organizations as part of its extension services like:
  - i. Extension Testing,
  - ii. Peer Counselors Training,
  - iii. Leadership Training, and
  - iv. Referrals
- d. plans, implements and evaluates the conduct of the orientation programs designed for the freshmen and

- transfer students in close collaboration with the Student Central Council and the Dean of Student Affairs and Services;
- e. files confidential records, instruments, documents and reports related to testing, guidance and counseling sessions;
- f. assists the PERIO in student recruitment;
- g. conducts students' admission testing and job applicants' psychological testing;
- h. coordinates with the Alumni Affairs Office on job placement activities;
- i. coordinates with
- j. supervises the designated Guidance shepherds in the basic and higher education levels;
- k. Supervises the activities of the SMU Peer Counselors; and
- l. performs other related tasks that may be assigned by the Dean of Student Affairs and Services or the Vice President for Administration.

## **Z. HEAD, INVENTORY MANAGEMENT OFFICE (IMO)**

### **1. REFERENCE**

- a. **Appointment:** The Head of the Inventory Management Office is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Head of the Inventory Management Office must:
  - i. possess at least a master's degree;
  - ii. have a background on records management; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President

extends it on a yearly basis but not beyond the mandatory retirement age of 65.

- 2. FUNCTIONS AND RESPONSIBILITIES:** The Head of the Inventory Management Office is directly responsible to the Vice President for Finance and Treasurer and is mandated to perform the following:
- a. is responsible for the keeping of records and proper monitoring of the physical existence of equipment and moveable assets in all levels of the University;
  - b. controls and monitors the stock of classroom, laboratory and office supplies and materials, keeping them at reasonable levels to ensure adequate supply at all times;
  - c. evaluates and acts on requests for supplies and materials by all units from the stocks in inventory, or endorses purchase to the Vice President for Finance and Treasurer, if not available;
  - d. submits monthly summary reports on served requisition of supplies and materials to the Chief Accountant for recording;
  - e. receives supplies, materials, equipment purchased or donated, and checks the specifications, and issues the items to the requesting office or department after recording the acquisition and affixing asset tags;
  - f. informs the staff in-charge of purchasing on any discrepancy in quantity and specifications of items delivered against the approved copy of the purchase order, and submits a regular report to the Vice President for Finance and Treasurer, Internal Auditor and staff in-charge of purchasing on these noted discrepancies;
  - g. maintains an updated record per unit of all items issued and conducts spot check to verify existence and conditions of these assets;
  - h. monitors equipment that are borrowed for outside use or brought outside of the university (with proper

- written approval) for repair, disposal etc ;
- i. monitors transfers of equipment and other movable assets;
- j. conducts annual general inventory of all supplies, materials, equipment and moveable assets and reconciles these with the accounting records in coordination with the Chief Accountant;
- k. submits to the Vice President for Finance in coordination with the Chief Accountant and the Internal Auditor an annual summary of unserviceable equipment which are turned over to the Materials Recovery Facility (MRF) for disposal;
- l. keeps duplicate keys of offices, laboratories, function rooms, buildings and all gates;
- m. issues and retrieves academic costumes rented by students for the graduation ceremonies;
- n. supervises the operations of the SMU Bookstore; and
- o. performs other related tasks that may be assigned by the Vice President for Finance and Treasurer.

## **AA.HEAD, UNIVERSITY HEALTH SERVICES**

### **1. REFERENCE**

- a. **Appointment:** The Head of the Medical and Dental Office is appointed by the University President in consultation with the Advisory Board.
- b. **Qualifications:** The Head of the Medical and Dental Office must:
  - i. be a licensed medical doctor/ dentist or a registered nurse with a master's degree in nursing.
  - ii. with experience in clinic operations
  - iii. must be of good moral character
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such reappointment shall not go



beyond 60 years old, unless the president extends it on a yearly basis but not beyond the late retirement age of 65.

2. **Functions and Responsibilities:** The Head of Medical and Dental Office is directly responsible to the Dean of Student Affairs and Services and is mandated to perform the following:
  - a. plans, organizes, and controls the operation and activities of the medical-dental clinics;
  - b. ensures that students (basic and tertiary) are informed regarding new threats to health, precaution against these new threats to health and proper health care through different media, i.e. flyers, social media postings, classroom visits, symposia.
  - c. controls and monitors the stock of medical supplies in the different medical-dental clinics.
  - d. evaluates and acts on request for medical supplies from all medical-Dental clinics in the university.
  - e. ensures that records of students in all medical-dental clinics are properly maintained and secured.
  - f. ensures that there is always a medical professional that oversees the medical-dental clinics in all levels in the university.
  - g. ensures that documents for audit and accreditations are ready for auditors, accreditors and for university use or reference.
  - h. ensures close coordination and collaboration with external health services providers for medical referrals as well as for emergency cases.
  - i. responsible in coordinating the schedules of the university physician as well as dentists in the respective medical-dental clinics of the university.
  - j. assist the Dean of Student affairs in supervising the work or functions of all medical and dental staff.

- k. coordinate with the different university offices on how the university health services could be well implemented for the welfare of students and employees.
- l. consolidate reports of the different field offices of the University health Services office.
- m. performs other related tasks and other related functions as maybe assigned by the dean of Student Affairs or the Vice President for Administration.

## **BB.HEAD, PROMOTIONS, EXTERNAL RELATIONS AND INTERNATIONALIZATION OFFICE (PERIO)**

### **1. REFERENCE**

- a. **Appointment:** The Head of the Promotions, External Relations and Internationalization Office (PERIO) is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.
- b. **Qualifications:** The Head of the Promotions, External Relations and Internationalization Office (PERIO) must:
  - i. possess at least a master's degree;
  - ii. have good social and communication skills; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

- 3. **FUNCTIONS AND RESPONSIBILITIES:** The Head of Promotions, External Relations and Internationalization Office is directly responsible to the University President and is mandated to perform the following:
  - a. serves as the Public Information Officer for linkage activities of the University;

- b. works with the Head of the Alumni Affairs Office in activities and functions related to national and international alumni linkages;
- c. is responsible for the forging, monitoring and evaluation of local and international linkages both academic or non-academic;
- d. facilitates the preparation of required documents and reviews with the concerned unit or department proposals for joint institutional projects or undertakings;
- e. prepares and implements a general program for the integration of international students into the academic and social life of the University and the preparation of outbound students and faculty exchange;
- f. spearheads the updating of the University website, in coordination with the CICT;
- g. prepares promotional materials (print or digital) and conducts marketing activities and recruitment of students;
- h. leads the Promotion and External Relations Team (PERT);
- i. spearhead the branding strategies and monitors compliance to the SMU brand standards; and
- j. performs other related tasks that may be assigned by the University President.

## **CC. HEAD, PUBLISHING AND DIGITAL PRINTING OFFICE (PDPO)**

### **1. REFERENCE**

- a. **Appointment:** The Head of the Publishing and Digital Printing Office (PDPO) is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.

- b. **Qualifications:** The Head of the Publishing and Digital Printing Office (PDPO) must:
    - i. possess at least a master's degree;
    - ii. have experience in publications and digital printing equipment operations; and
    - iii. be of good moral character.
  - c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.
2. **FUNCTIONS AND RESPONSIBILITIES:** The Head of the Publishing and Digital Printing Office is directly responsible to the Vice-President for Finance and Treasurer and is mandated to perform the following:
- a. solicits/receives materials for publication from the academic and non-academic personnel of the University;
  - b. ensures that the materials for publication are updated and of scholarly quality through a system of academic peer review;
  - c. ensures the technical and aesthetic quality of publications and compliance with the SMU brand standards;
  - d. ensures the adequate protection of the intellectual property rights of the authors and the University;
  - e. negotiates with external clients for publication or printing jobs, subject to the approval of the Vice President for Finance and Treasurer;
  - f. ensures that printing jobs are done in a timely, efficient and effective manner;
  - g. keeps supplies and materials inventory needed for publications at a reasonable level at all times to ensure non-disruption of productions/operations;

- h. ensures that printing and publication equipment are adequate, efficient and functional;
- i. ensures security and confidentiality of confidential documents/materials reproduced or printed including proper disposal of misprinted documents and test papers;
- j. computes costs of jobs, selling prices and royalties of the authors;
- k. ensures timely productions for income -generating projects such as notebooks and graduation diploma holders;
- l. submits a monthly report of accomplished job orders to the Chief Accountant; and
- m. performs other related tasks that may be assigned by the Vice President for Finance and Treasurer or the University President.

#### **DD. HEAD, SAFETY AND POLLUTION CONTROL OFFICE (SPCO)**

##### **1. REFERENCE**

- a. **Appointment:** The Head of Safety and Pollution Control is appointed by the University President in consultation with the Advisory Board and subject to confirmation by the Board of Trustees.
- b. **Qualifications:** The Head of Safety and Pollution Control Office must:
  - i. possess at least a master's degree;
  - ii. be a certified pollution control officer and Safety Officer II; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Head of Safety and Pollution Control Office is directly responsible to the Vice President for Administration and is mandated to perform the following:

- a. oversees the implementation of the Pollution Control Program and Occupational Safety and Health (OSH) Program in coordination with the OSH Committee;
- b. conducts Pollution Control and OSH orientation and training to employees, students, concessionaires, janitorial and security staff;
- c. regularly monitors and inspects any pollution, health and safety conditions in the university campuses, informs the head of the unit concerned regarding violations and submits written reports to the Vice President for Administration;
- d. conducts investigation of pollution and safety -related accidents in the university campuses when such event occurs and prepares reports of the same as required by the OSH and EMB;
- e. issues Work Stoppage Order when necessary based on the requirements and procedures provided by the OSH and pollution control standards;
- f. assists government inspectors in the conduct of pollution control, health and safety inspection in the university campuses;
- g. prepares the required Pollution Control, OSH and Crisis Management Committee (CMC) reports and permits to the appropriate regulatory government agencies;
- h. coordinates fire and earthquake drills and other activities with the safety and DRMM coordinators in the basic education levels and prepares reports;
- i. monitors compliance to waste segregation and disposal guidelines;
- j. ensures the regular upkeep of fire safety equipment and devices; and
- k. performs other related tasks that may be assigned by the Vice President for Administration or the University

President.

**EE. HEAD, TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT OFFICE**

**1. REFERENCE**

- a. **Appointment:** The Head of Technology Transfer and Business Development (TTBDO) is appointed by the University President in consultation with the Advisory Board subject to confirmation by the Board of Trustees.
- b. **Qualifications:** The Head of the Technology Transfer and Business Development (TTBDO) must:
  - i. possess at least a master's degree;
  - ii. have knowledge and skills on technology transfer, business development, marketing, promotions and relevant laws appertaining; and
  - iii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Head of Technology Transfer and Business Development is directly responsible to the Dean, School of Engineering, Architecture and Information Technology and is mandated to perform the following:

- a. supervises the operation of TTBDO food and non-food Shared Service Facility (SSF) and other equipment provided by DTI, Local Government Units and other governmental and non-governmental agencies;
- b. supervises the troubleshooting and preventive maintenance of instruments, equipment, tools

and training aids;

- c. drafts and secures the patents for utility models/industrial designs before new product commercialization/mass production;
- d. conducts applied researches leading to utilization and product commercialization via internal/external government funding grants;
- e. prepares the financial reports in coordination with the Chief Accountant;
- f. ensures the adequacy and security of SSF materials and equipment and ensures the organization and daily upkeep of the SSF and storage areas;
- g. reviews and ensures the availability of manuals, kits tools, and procedures with precision and exactness;
- h. ensures proper disposal of wastes and other potentially hazardous materials in the facility according to government regulations and local standard operating procedures; and
- i. performs other related duties as may be assigned by Dean, SEAIT and the University President.

## **FF. HEAD, UNIVERSITY RESEARCH ETHICS OFFICE (UREO)**

### **1. REFERENCE**

- a. Appointment:** The Head of University Research Ethics Office (UREO) is appointed by the University President in consultation with the Advisory Board and subject to the confirmation of the Board of Trustees.
- b. Qualifications:** The Head of the University Research Ethics Office must:
  - i. Possess a doctoral degree;
  - ii. have published research in a peer reviewed



- journal;
- iii. be a member of Research Ethics Board; and
- iv. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Head of the University Research Ethics Office is directly responsible to the University President and is mandated to perform the following:

- a. coordinates with the University Research Center and the different Academic Deans the upliftment of the quality of thesis and dissertation outputs of students;
- b. conducts capacity-building activities to promote research ethics among faculty and student researchers;
- c. develops ethics guidance and processes for incorporation to the policies and guidelines of the University Research Center and the School of Graduate Studies to enhance ethics review of students' theses and dissertations;
- d. facilitates ethics review of research proposals submitted by researchers from other institutions;
- e. ensures that appropriate type of ethical review is conducted to research proposals involving (1) pathogens, (2) animal specimens and (3) human participants /respondents;
- f. serves as the chair of the SMU Research Ethics Board (SMUREB) who:

- i. safeguards the welfare of human participants/respondents in research;
  - ii. represents the SMUREB in internal and external meetings and conferences;
  - iii. presides over SMUREB meetings;
  - iv. oversees review of research proposals accepted by SMUREB;
  - v. assigns reviewers of accepted research proposals based on expertise and experience of SMUREB members;
  - vi. develops the Standard Operating Procedures (SOP) of the SMUREB together with the appointed officers;
  - vii. supervises the development and revisions of SOPs;
  - viii. prepares and submits annual report of the SMUREB to the office of the institutional authority and to Philippine Research Ethics Board (PHREB);
  - ix. prepares and submits annual budget of the SMUREB;
  - x. ensures initial and continuing research ethics trainings of members and staff;
  - xi. ensures a sustainable membership of the SMUREB;
  - xii. ensures that SMUREB is duly accredited by PHREB, and other governing bodies as applicable.
- g. performs other related tasks that may be assigned by the University President.

## **GG. ACADEMIC DEPARTMENT HEADS**

### **1. REFERENCE**

- a. **Appointment:** The Academic Department Heads are appointed by the University President in consultation with the Advisory Board.

- b. **Qualifications:** The Academic Department Heads must:
  - i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - ii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Academic Department Heads are directly responsible to the Academic Deans and are mandated to perform the following:

- a. articulate visions and directions of the department to ensure organizational alignment to the School's vision, mission, and strategic goals;
- b. are responsible for setting educational goals for their department on the undergraduate level, including targets for educational quality;
- c. coordinate with their Academic Deans in initiating, monitoring, and assessing systems and programs to achieve the department's vision, mission, and goals;
- d. supervise the practicum or on-the-job training (OJT) Programs of the department in local, national or international settings;
- e. coordinate with offices concerned in providing the necessary support for academic growth of students and faculty of the department;
- f. spearheads the regular updating of syllabi in their department;
- g. oversee undergraduate degree programs, including course offerings and grades;
- h. oversee the academic advising and implementation of the retention policy for undergraduate students;

- i. oversee undergraduate degree programs in line with research functions of the department. This includes spearheading the development of a research culture and a workable research agenda for the department and promoting scholarly publications of faculty and students in collaboration with the school's research coordinator;
- j. assist their Academic Deans in the assignment and distribution of teaching loads to academic personnel;
- k. supervise and evaluate academic and non- academic personnel of their department;
- l. are responsible for faculty development of their department;
- m. assist during the enrolment for their department;
- n. oversee the preparation, management, and use of resources in their department;
- o. represent their department in social functions; liaises with the various offices and units in the University;
- p. represent their department in external organizations, whenever necessary and when authorized by the Administration;
- q. oversee the publicity and promotion of their department's projects essential to SMU's impact and visibility; and
- r. performs other related tasks that may be assigned by the Academic Deans.

## HH. ACADEMIC COORDINATOR, JURIS DOCTOR PROGRAM

### 1. REFERENCE

- a. **Appointment:** The Academic Coordinator of the Juris Doctor Program is appointed by the University President in consultation with the Advisory Board.
- b. **Qualifications:** The Academic Coordinator of the Juris Doctor Program must:
  - i. possess at least a master's degree. A doctoral degree holder, is however, preferred;

ii. be of good moral character.

- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the President extends it on a yearly basis but not beyond the mandatory retirement age of 65.

**2. FUNCTIONS AND RESPONSIBILITIES:** The Academic Coordinator of the Juris Doctor Program is directly responsible to the Academic Dean of the College of Law and is mandated to perform the following:

- a. articulates visions and directions of the Juris Doctor Program to ensure organizational alignment to the vision, mission, and strategic goals of the University and of the College of Law;
- b. sets targets for educational quality for the Juris Doctor program;
- c. coordinates with the Academic Dean in initiating, monitoring, and assessing systems and programs to achieve the Juris Doctor Program's vision, mission, and goals;
- d. coordinates with offices concerned in providing the necessary support for academic growth of students and faculty of the Juris Doctor Program;
- e. oversees the academic advising and implementation of the retention policy for Juris Doctor students;
- f. oversees the research functions of the Juris Doctor program. This includes spearheading the development of a research culture and a workable research agenda for the Juris Doctor and promoting scholarly publications of faculty and students;
- g. supervises and evaluates the academic personnel of the Juris Doctor Program;
- h. conducts in-service faculty development activities of Juris Doctor faculty in the areas of instruction and research;
- i. oversees the preparation, management, and use of curricular materials and resources in the Juris Doctor Program;
- j. oversees the publicity and promotion of the Juris Doctor program essential to SMU's impact and visibility; and

- k. performs other related functions as may be assigned by the Academic Dean of the College of Law.

## II. GRADUATE PROGRAMS CLUSTER DEPARTMENT HEADS

### 1. REFERENCE

- a. **Appointment:** The Graduate Programs Cluster Department Heads are appointed by the University President in consultation with the Advisory Board.
- b. **Qualifications:** The Graduate Programs Cluster Department Heads must:
  - i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
  - ii. be of good moral character.
- c. **Term of Office:** The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the President extends it on a yearly basis but not beyond the late retirement age of 65.

### 2. FUNCTIONS AND RESPONSIBILITIES: The Graduate Programs Cluster Department Heads are directly responsible to the Dean of the School of Graduate Studies and are mandated to perform the following:

- a. articulate visions and directions of the graduate programs cluster to ensure organizational alignment to the School's vision, mission, and strategic goals
- b. are responsible for setting educational goals for their graduate programs cluster, including targets for educational quality;
- c. coordinate with the Dean of the School of Graduate Studies in initiating, monitoring, and assessing systems and programs to achieve the graduate programs cluster's vision, mission, and goals;
- d. supervise the practicum or internship of the graduate programs cluster in local, national or international

- settings;
- e. coordinate with offices concerned in providing the necessary support for academic growth of students and faculty of the graduate programs cluster;
  - f. oversee graduate degree programs under their cluster, including course offerings and grades;
  - g. spearheads the regular updating of syllabi in their cluster;
  - h. oversee the academic advising and implementation of the retention policy for graduate students in their cluster;
  - i. oversee the graduate degree programs in line with research functions of their cluster. This includes spearheading the development of a research culture and a workable research agenda for the department and promoting scholarly publications of faculty and students;
  - j. assist the Dean of Graduate Studies in the assignment and distribution of teaching loads to academic personnel;
  - k. supervise and evaluate academic and non-academic personnel of their cluster;
  - l. assist the Dean of Graduate Studies in the faculty development in their cluster;
  - m. assist during the admission and enrolment of students in their cluster;
  - n. oversee the preparation, management, and use of resources in their cluster;
  - o. represent their department in social functions; liaise with the various offices and units in the University, as authorized by the Dean of Graduate Studies;
  - p. represent their cluster in external organizations, whenever necessary and when authorized by the Administration;
  - q. oversee the publicity and promotion of their department's projects essential to SMU's impact and visibility; and

- r. perform other related functions as may be assigned by the Dean of Graduate Studies or by the Vice President for Academic Affairs.

### **III. UNIVERSITY BOARDS, COUNCILS AND COMMITTEES**

#### **A. ADVISORY BOARD**

##### **Composition:**

Chairman: University President  
Members: Vice Presidents  
Legal Counsel

##### **Functions:**

1. Provides assistance in decision making in all matters of the University and assists the University President in his/her executive functions;
2. Advises on all appointments made by the University President especially those to be presented to the Board of Trustees for approval or confirmation; and
3. Advises the University President on policy recommendations regarding academic, administrative and financial matters.

#### **B. EXTENDED ADVISORY BOARD**

##### **Composition:**

Chairman: University President  
Members: Vice Presidents  
Legal Counsel  
Principals  
Academic Deans  
University Registrar  
DSAS  
Directors and Heads (as needed)

##### **Functions:**

To widen the base of policymaking and decision-making



processes, the University President, in consultation with the Advisory Board, may form the Extended Advisory Board. The composition of the Board shall be determined by the University President and he/she shall have the exclusive prerogative to extend invitation to University officers to be members thereof. Other members of the academic community may be invited at any time for consultation or as resource persons.

On matters specific to the Basic Education, the University President may convene the Extended Advisory Board for Basic Education which consists of the members of the Advisory Board and the Principals.

### **C. ACADEMIC COUNCIL**

#### **Composition:**

Chairman:	Vice President for Academic Affairs
Members:	Vice President for Mission and Identity Vice President for Administration University Registrar Academic Deans Basic Education Principals Director, CNS Director, ULRC Director, IDQAO Head, GTO Head, ETVAO Coordinator, NSTP

#### **Functions:**

1. Serves as an advisory body to the University President on academic matters;
2. Organizes the general in-service training and faculty development program for academic personnel;
3. Recommends major curricular changes in line with

- the mission statement of the University;
4. Proposes the creation of new academic departments and School/s;
  5. Studies the offering of new academic programs and new majors or realignment of existing ones;
  6. Reviews academic policies on student admission, promotion, retention, grading system, and graduation requirements; and
  7. Evaluates regularly the effectiveness and relevance of the academic objectives of all curricular and departmental programs, and for that purpose, other members of the academic community may be invited for consultation.

**DEAN'S COUNCIL.** Each School has its own academic council which is called the Dean's Council.

**Composition:** It is composed of the following:

Chairman:	Dean
Members:	Department Heads
	CDA Coordinator
	Research Coordinator
	Senior faculty members as may be determined by the Dean

**Functions:**

The Council is convened after an Academic Council meeting, or at least once a month, to discuss matters affecting the School. The Dean shall furnish the Vice President for Academic Affairs with minutes of meetings

**D. PASTORAL COUNCIL.** The Pastoral Council is a consultative and/or advisory body to the Director, Center for Christian Formation/ University Chaplain. It is a venue for dialogue, consultation, collaboration and participation on the spiritual and pastoral needs of the different sectors of the University. It is convened by the

University Chaplain at least twice every semester or whenever necessary.

**Composition:**

- Chairman: Director, Center for Christian Formation/ University Chaplain
- Members: Dep't Head/Learning Area  
Coordinators, Christian Faith Education  
Mission & Identity Campus Minister  
Dean of Student Affairs and Services  
Director, LMCDAC  
One representative from the GTO  
Mission & Identity Coordinators  
One student from each School  
Representative of the Non-Academic Personnel  
Representative of the SCC

**Functions:**

1. Suggests policies on spiritual and pastoral concerns in keeping with the vision-mission of the University, the CICM-Provincial Committee on Education, and the Diocese of Bayombong; and
2. Reviews and recommends for approval by the University President the Strategic Plan of the Center for Christian Formation on the areas of Liturgy, Religious Education, Animation and Formation, Social Involvement, and Mission-Vocation Animation.

**E. RESEARCH AND COMMUNITY DEVELOPMENT COUNCIL**

**Composition:**

- Chairman: University President
- Members: Vice Presidents  
Academic Deans

Director, Research Center  
Director, LMCDAC  
Director, Center for Natural  
Sciences  
In-charge, IP Desk

**Functions:**

1. Initiates, deliberates and provides direction for the policies, programs and activities related to research and community extension services of the University;
2. Decides on issues or concerns and activities related to research and community extension programs; and
3. Receives reports from the research and community extension services coordinators.

**F. ADMISSIONS COMMITTEE**

**Composition:**

Chairman: Vice President for Academic Affairs  
Vice Chair: University Registrar  
Members: Vice Presidents  
Academic Deans  
Basic Education Principals  
Dean of Student Affairs and Services  
Head, GTO  
Head, PERIO

**Functions:**

1. Provides policies, rules and procedures on the admission of students; and
2. Hears and decides appeals on admission cases

**G. COMMITTEE ON ARBITRATION (COA)**

**Composition:**

The Committee is composed of the four Vice Presidents and Legal Counsel and chaired by the Vice President for Administration

**Functions:**

1. To deliberate on the findings and recommendations of the committee on investigation and decide administrative cases involving suspension and dismissal of personnel for any of the grounds enumerated under existing laws, and rules and regulations promulgated by government regulatory agencies and by the University.
2. The Committee is also tasked to resolve grievances not covered by the Code of Proper Conduct for SMU Employees, the SMU Anti-Sexual Harassment Implementing Guidelines, and the Collective Bargaining Agreement.

**H. COMMITTEE ON INVESTIGATION (COI)**

**Composition:**

The Vice President for Administration recommends the composition of the committee of three members from any academic and/or non-academic personnel of the University for approval by the University President.

**Functions:**

1. Its task is to assist any University officer who requests for the conduct of a fact-finding investigation for alleged violation of the Code of Proper Conduct for SMU Employees, other University rules and regulations, MORPHE, MRPSBE and Labor Code of the Philippines.

**I. COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

**Composition:**

The Vice President for Administration recommends to the University President the appointment of the chair and members of the Committee on Decorum and Investigation (CODI) based on the SMU Anti-sexual Harassment Policy and Implementing Guidelines.

**Functions:**

1. Receive and investigate complaints on sexual harassment following the prescribed procedure ;
2. submit a report of its findings and recommendations to the Committee on Arbitration;
3. lead in the discussions on sexual harassment in the university in order to prevent occurrence of sexual harassment; and
4. Other functions as specified in the SMU Anti-sexual Harassment Policy and Implementing Guidelines.

**J. CAMPUS SAFETY AND DISASTER PREPAREDNESS COMMITTEE (CSDPC)**

**Composition:**

Chairman: Vice President for Administration

Vice Chairman: Head, Safety and Pollution  
Control Officer

**Members:**

Dean of Student Affairs and Services

Academic Deans

Basic Education Principals

Director, HRDO

Director, PPPDMO

ADSAS for Men/Women

Department Head, Criminology

University Medical Teams

NSTP Coordinator

DRRM & Safety Coordinators

Head, Security Agency

General Services Supervisor  
Adviser & President, Marian Emergency  
Response Team  
Adviser, Senior High School Emergency  
Response Team  
President, Student Central Council  
ROTC Corps Commander

**Functions:**

1. Ensures that safety and security measures are in place in all buildings and facilities of the University at all times;
2. Makes the necessary plans and procedures for a proactive, quick and effective response to any calamity, disaster or major emergency cases that may affect the University, employees and students;
3. Coordinates with other external agencies for disaster preparedness programs and activities for an effective and quick response to any calamity and disaster that may affect the University;
4. Conducts the necessary disaster-preparedness drills and activities that will ensure effective response to calamities and other emergencies;
5. Supervises emergency operations within the campuses and immediate vicinity during and after a calamity or disaster;
6. Regularly inspects and submits reports to the University President regarding the safety and security assurance of the University and immediately after every calamity or disaster.

**K. PERSONNEL SELECTION, RANK AND TENURE COMMITTEE (PSRTC)**

**Composition:**

Chairman: University President  
Members: Vice Presidents

Director, HRDO  
President, SMU Employees' Union  
Academic Deans/  
Principals concerned  
Office Heads concerned

**Functions:**

1. Recommends to the University President
  - a. the hiring and initial rank of personnel;
  - b. the promotion or retention in rank of personnel at the start of every school year based on performance evaluation;
  - c. the renewal or non-renewal of employment contracts;
  - d. the conferment of permanent status to personnel;
  - e. rank classification and salary adjustments;
  - f. policies and procedures on hiring, ranking and performance evaluation, promotion and rank; and
  - g. other personnel issues and concerns related to employment that need to be resolved.

**L. PHYSICAL PLANT DEVELOPMENT COMMITTEE**

**Composition:**

Chairman: University President  
Members: Vice Presidents  
Director, PPPDMO  
One Engineer and one Architect from the University appointed by the University President

**Functions:**

1. To review and make recommendations to the Board of Trustees on the University's plans for all major infrastructure projects.



2. To check on the proper implementation of projects according to the approved plans.

#### **M. RETIREMENT COMMITTEE**

##### **Composition:**

Chairman: University President  
Members: Vice Presidents  
Legal Counsel  
Director, HRDO  
President, SMU Employee's Union

##### **Functions:**

1. Implements the rules and procedures of the Retirement Plan;
2. Reviews the Retirement Plan Rules and Regulations and recommends to the Board of Trustees amendments thereto, if any;
3. Interprets the meaning, coverage and application of the provisions of the Retirement Plan and consults the Board of Trustees for ambiguous cases; and
4. Is responsible for the general administration and management of the Retirement Plan.

#### **N. STUDENT SCHOLARSHIPS, GRANTS AND AWARDS COMMITTEE**

##### **Composition:**

Chairman : Vice President for Mission and Identity  
Vice Chairman: Vice President for Academic Affairs  
Members:  
Vice President for Administration  
Vice President for Finance and Treasurer  
Academic Deans  
University Registrar  
Dean of Student Affairs and Services

**Functions:**

1. Receives applications for entrance scholarships and deliberates and approves academic scholarships and service grants;
2. Awards undergraduate service scholarships and grants to working students in housekeeping, library working scholars, student assistants, Reserve Officer Training Corps (ROTC) officers, Student Central Council (SCC) officers, The Marian staff, members of Marian Emergency Response Team (MERT), performing arts and sports;
3. Institutes new awards or grants, if needed, and determines the criteria and mechanics of awarding;
4. Decides on academic and special awards to be given during graduation exercises; and

**O. EMPLOYEE RECOGNITION AND AWARDS COMMITTEE**

**Composition:**

Chairman: University President

Vice Chair: Vice President for Administration

Members:

Vice President for Mission and Identity

Vice President for Academic Affairs

Vice President for Finance and Treasurer

Director, HRDO

Legal Counsel

Director, Research Center

Director, LMCDAC

**Functions:**

1. Reviews guidelines and procedures regarding employee recognition and awards.
2. Formulates and recommends to the University President operational guidelines and procedures for recognizing and awarding outstanding employees.

3. Deliberates and recommends to the University President recipients of SMU Employee Recognition and Awards.

**P. UNIVERSITY LEARNING RESOURCE COMMITTEE**

**Composition:**

- |                |  |
|----------------|--|
| Chairman:      | Elected by the committee   |
| Vice-Chairman: | Elected by the committee   |
| Secretary:     | Elected by the committee   |
| Members:       |  |
|                | Director, ULRC (ex-officio)  |
|                | Student Council Representatives (ex-officio)   |
|                | Three faculty representatives/Department Heads from each School/College appointed by the Academic Deans/Principals |

**Functions:**

1. Reviews and recommends policies on the acquisition, use and disposal of learning resources of the University;
2. Promotes the use of the library to the faculty, students and other library users;
3. Assists in disseminating library policies and procedures to the faculty and students and other library users;
4. Recommends budget allocation and acquisition of learning resources; and
5. Resolves emerging issues and concerns on the operation of the University Learning Resource Center.

**Q. INTEGRAL GROWTH AND LIFESTYLE ADVOCACY (SIGLA) WELLNESS COMMITTEE**

**Composition:**

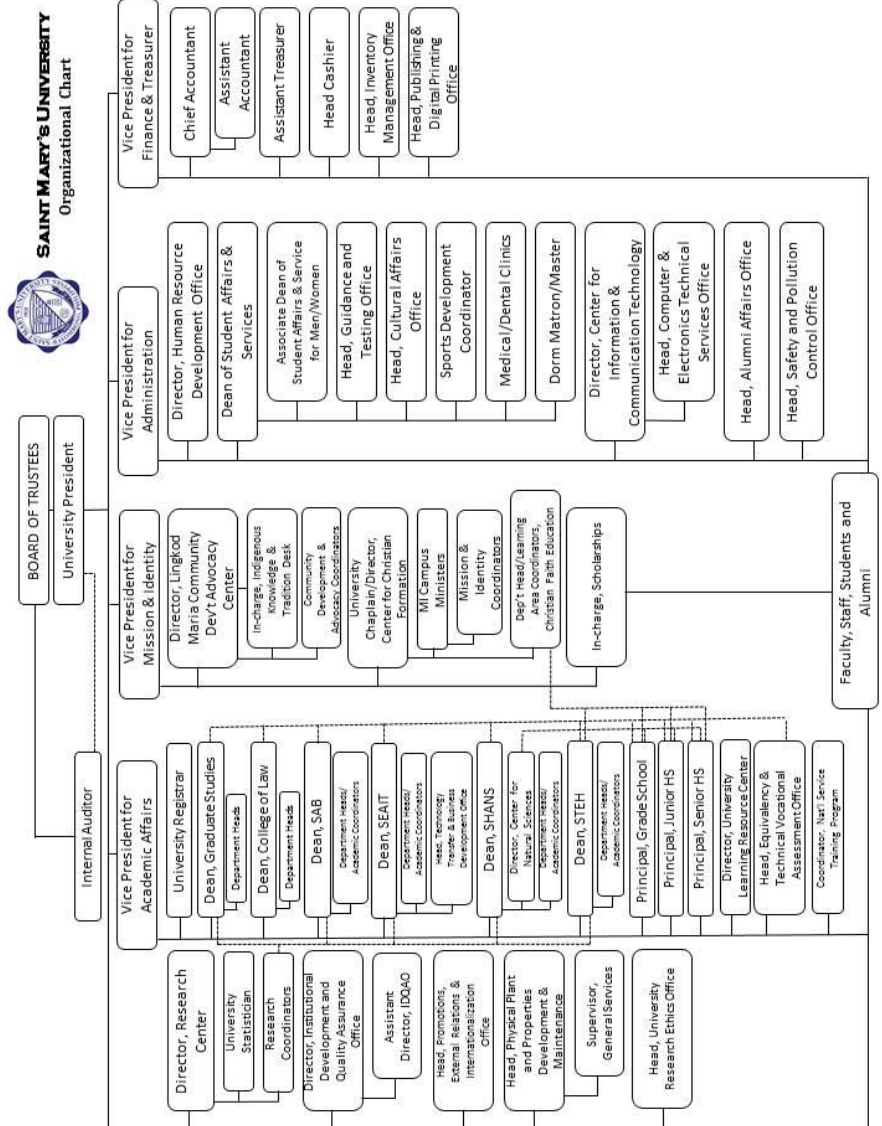
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| Chairman: | Director, HRDO ( <b>Personal Professional Wellness Program</b> ) |
|-----------|--|

Members:           **Physical Wellness Program**  
Dean of Student Affairs & Services  
Department Head, MAPEH  
Head, CAO  
Coordinator, Sports Development  
**Psycho-Spiritual Wellness Program**  
University Chaplain  
Head, GTO

**Functions:**

1. Coordinates the different SIGLA wellness programs in order to provide for more regular, sustainable, systematic and institutional wellness activities and advocacies;
2. Conducts surveys/simple researches to provide data-based information to the Vice President for Administration about emergent issues and concerns that effect or hinder the holistic wellness/functioning of university employees;
3. Recommends budget allocation for SIGLA wellness activities and needs and submits accomplishment report to the Vice President for Administration at the end of each SIGLA wellness conference; and
4. Performs other related duties as may be assigned for the purpose of ensuring the efficient and effective functioning of the SIGLA wellness program.

# IV. ORGANIZATIONAL CHART OF SAINT MARY'S UNIVERSITY



### **Chapter Three**

#### **EMPLOYMENT POLICIES FOR ACADEMIC PERSONNEL**

At the heart of every institution of higher learning are its academic personnel who may be classified according to their Function, Administrative Level, Employment Status, Work load, and Rank. Their employment is governed by the provisions of the Manual of Regulations for Private Higher Education (MORPHE) of 2008 and such other laws, rules and regulations as may hereafter be promulgated by concerned government agencies and by the University.

Employees are expected to manifest the SMU core values namely; excellence, innovation, communion and passion for Christ's mission and the CICM employee attributes of being rooted in faith and prayer, mission-oriented, compassionate, globally-enterprising and open to life-long learning, open to intercultural engagement, socially-committed and ethnically-engaged.

#### **I. CLASSIFICATION OF ACADEMIC PERSONNEL**

##### **A. ACCORDING TO FUNCTION.**

1. **Academic Teaching Personnel (ATP).** These are the academic personnel who are formally engaged in actual teaching, either in full load or partial load basis including the academic deans, the Director of the Center for Natural Sciences (CNS), department heads, Head, Equivalency and Technical Vocational Assessment Office (ETVAO), academic coordinators, and research and Community Development Advocacy coordinators;
2. **Academic Non-Teaching Personnel (ANTP).** These are the academic personnel hired on a full-load basis to support the academic programs of the University. They perform certain prescribed academic functions directly supportive of

teaching. They may be given teaching assignments subject to approval by the Head of Office or the supervising Vice Presidents. To this group belongs the:

- a. University Registrar;
- b. Administrative Deans (Dean and Associate Deans of Student Affairs and Services);
- c. Director, Human Resource Development Office (HRDO);
- d. Director and Librarians of the University Learning Resource Center (ULRC);
- e. Director and Statistician of the University Research Center
- f. Director, Center for Information and Communication Technology (CICT);
- g. Chaplain/Director, Center for Christian Formation (CCF);
- h. Director, Lingkod Maria Development and Advocacy Center (LMCDAC);
- i. Head and Guidance Counselors of the Guidance and Testing Office (GTO);
- j. Head, Promotions, External Relations and Internationalization Office (PERIO);
- k. Director, Institutional Development and Quality Assurance Office (IDQAO);
- l. Head, University Research Ethics Office (UREO)
- m. Head, Technology Transfer and Business Development Office (TTBDO)
- n. Coordinator, National Service Training Program (NSTP); and
- o. Coordinator, Sports Development
- p. The following Academic Personnel who are appointed as head of non-academic offices:
  - i. Director, Physical Plant and Properties Development and Maintenance Office (PPPDMO);
  - ii. Internal Auditor;

- iii. Chief Accountant;
- iv. Assistant Treasurer;
- v. Assistant Accountant;
- vi. Head Cashier;
- vii. Head, Inventory Management Office (IMO);
- viii. Head, Cultural Affairs Office (CAO);
- ix. Head, Computer and Electronics Technical Services Office (CETSO);
- x. Head, Alumni Affairs Office (AAO);
- xi. Head, Publishing and Digital Printing Office (PDPO); and
- xii. Head, Safety and Pollution Control Office (SPCO)

Appointees to the above offices may be re-classified to academic personnel status based on their academic qualifications.

## **B. ACCORDING TO ADMINISTRATIVE LEVEL**

1. **Top Administrative Officers.** These officers determine policies and formulate rules to ensure the most efficient and effective operation of the University. This group consists of the University President, the Vice President for Mission and Identity, the Vice President for Administration, the Vice President for Academic Affairs, and the Vice President for Finance and Treasurer.
2. **Middle Administrative Officers.** These officers assist the top administrative level in the formulation of policies, and directly oversee their implementation in their respective Schools/offices. These include the Academic Deans and DSAS, the HRDO Director, the University Registrar, the Chief Accountant, the Internal Auditor, the Director of ULRC, the Directors of the Research Center, LMCDAC, CNS, CICT, IDQAO, PPPDMO and the Chaplain/Director of CCF.



3. **Junior Administrative Officers.** These officers are entrusted some degree of supervisory authority. Belonging to this group are the Academic Department Heads and Coordinators, Assistant Accountant, Assistant Treasurer, Head Cashier, and the heads of the following offices: ADSAS, GTO, ETVAO, CETSO, IMO, CAO, AAO, PERIO, PDPO, UREO, TTBD0 and SPCO.
4. **Rank and File Academic Personnel.** These are the academic and non-academic personnel who do not hold any administrative position.

### C. ACCORDING TO EMPLOYMENT STATUS

1. **Full-Time Academic Personnel.** These are academic personnel who meet all of the following requirements as provided in the DOLE-DECS-CHED-TESDA Order No. 1, s.1996 and MORPHE:
  - a. possess aligned or allied masters degree in his/her field of specialization as prescribed under the MORPHE and by the Commission on Higher Education (CHED).
  - b. are paid monthly based on the regular workload of not less than 24 units for academic teaching personnel and 48 hours for academic non-teaching personnel.
  - c. have no other remunerative employment elsewhere requiring regular hours of work, unless with the written approval of the University President.
  - d. are not teaching full-load in any other higher education institution.

All faculty or academic personnel who do not meet the foregoing qualifications are considered part-time.

All faculty or academic personnel who are at the same time holding positions in government, whether appointive or elective, shall also be considered part-time.

There are two types of full-time academic personnel namely: Probationary Academic Personnel and Permanent Academic Personnel.

**1.1 Probationary Academic Personnel.**

- a. These are full-time academic personnel whose fitness for the job is being determined.
- b. The probationary period is covered by a semestral employment contract which may or may not be renewed depending on the performance evaluation and the needs of the university.
- c. The probationary period is three consecutive school years of satisfactory service with at least 75% performance evaluation.
- d. The probationary employee can be terminated at any time during the probationary period for unsatisfactory performance evaluation or for violations of the Code of Proper Conduct for SMU Employees and this Manual.
- e. One month before the end of the probationary period, the President will decide whether to grant or not to grant permanent status to the probationary academic personnel upon the recommendation of the PSRTC.
- f. Probationary academic personnel who are not granted permanent status are informed by the HRDO and severed from the University.
- g. The period of probation may be shortened by the University President upon the recommendation of the Personnel Selection, Rank and Tenure Committee (PSRTC). One year of probationary period may be waived for every year of outstanding performance but in no case can it be less than one (1) year.

**1.2 Permanent Academic Personnel.** These are full-time academic personnel who have completed the probationary period, met the performance evaluation standard of 75% and are granted permanent status by the University

President. They cannot be terminated unless for just or authorized cause/s under the Labor Code and grounds for termination under the MORPHE and the SMU Academic and Administrative Manual for Higher Education.

**2. Part-Time Academic Personnel.** Based on the MORPHE, academic personnel who do not meet one or more of the requirements for full-time academic personnel are considered part-time. Part-time academic personnel cannot acquire permanent status. The types of part time-academic personnel are: Temporary Academic Personnel, Substitute Academic Personnel, Partial load academic personnel with or without employment outside SMU and Lecturers/Retainers.

**2.1 Temporary Academic Personnel.** These are part-time academic personnel who do not hold the minimum qualifications for the job (aligned or allied Master's degree in their field of specialization and required PRC License for Guidance Counselors and Librarians). The workload is not less than 24 units. The years of service as temporary Academic Personnel will not be counted as period of probation.

Upon submission to the HRDO of the documents required to meet the minimum requirements, the PSRTC may, depending on the needs of the university and performance evaluation, classify the employee to probationary Academic Personnel.

**2.2 Substitute Academic Personnel.**

- a. These are part-time academic personnel whose service is engaged by the University for a particular period of time (e.g. substitute for faculty members on maternity leave, etc.).
- b. The workload may be full load or partial load. Their employment with the University is automatically severed upon the termination of the term indicated in the contract, unless the University renews it for another period.
- c. In no case shall they be employed for more than one year if they are given a full load.

- d. Substitute academic personnel who meet the minimum requirements for full-time academic personnel who is hired within the school year, may be classified as probationary academic personnel at the start of the next school year upon the recommendation of the PSRTC and based on the needs of the University.
- e. The service as substitute academic personnel is not counted as part of the probationary period.

**2.3 Partial Load Academic Personnel** These are part-time academic personnel who are given a workload below 18 units. They may or may not have other employment outside SMU. The service as part-time academic personnel is not counted as part of the probationary period.

**2.4 Lecturers/ Professionals under Retainer Agreement.** These are part-time academic and are experts whose specialized services are needed by the University for a specified period stated in their contract. They are paid on an honorarium basis and are not deducted for mandatory government contributions like SSS, PhilHealth or Pag-ibig. Retirees belong to this category. They are given workloads of not more than 18 units.

#### **D. ACCORDING TO WORK LOAD**

The workload of an academic personnel may include teaching and/or office work.

**Full Load** academic personnel in the higher education level are given at least 24 units teaching or its equivalent in office hours where 3 units is equivalent to 6 hours of office work per week.

**Partial Load academic personnel** are given less than 24 units or its equivalent in office hours where 3 units is equivalent to 6 hours of office work per week.

- E. ACCORDING TO RANK.** The rank of an academic personnel is determined on the basis of his/her educational qualifications, performance evaluation, and the length of his/her service to the University.

ACADEMIC RANK	MINIMUM EDUCATIONAL QUALIFICATION/S
Assistant Instructor 1; Assistant Instructor 2; Assistant Instructor 3	Bachelor's degree holder and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses.
Instructor I,1; Instructor I,2	Master's degree holder in the discipline or allied fields and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. In the College of Law, a Juris Doctor with Bar.
Instructor II,1; Instructor II,2; Instructor II,3	Master's degree holder in the discipline or allied fields and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. In the College of Law, a Juris Doctor with Bar.
Senior Instructor I, 1; Senior Instructor I, 2; Senior Instructor I, 3	Master's degree holder in the discipline or allied fields and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. In the College of Law, a Juris Doctor

ACADEMIC RANK	MINIMUM EDUCATIONAL QUALIFICATION/S
	with Bar.
Assistant Professor I, 1; Assistant Professor I, 2	Master's degree holder in the discipline or allied fields and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. In the College of Law, a Juris Doctor with Bar.
Assistant Professor II, 1; Assistant Professor II, 2	Master's degree holder in the discipline or allied fields and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. In the College of Law, a Juris Doctor with Bar.
Assistant Professor III, 1; Assistant Professor III, 2	Master's degree holder in the discipline or allied fields and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. In the College of Law, a Juris Doctor with Bar.
Associate Professor I, 1; Associate Professor I, 2	Master's degree holder in the discipline or allied fields and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. In the College of Law, a Juris Doctor with Bar.

ACADEMIC RANK	MINIMUM EDUCATIONAL QUALIFICATION/S
Associate Professor II, 1; Associate Professor II, 2	Master's degree holder in the discipline or allied fields and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. In the College of Law, a Juris Doctor with Bar.
Associate Professor III, 1; Associate Professor III, 2	Master's degree holder in the discipline or allied fields and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. In the College of Law, a Juris Doctor with Bar.
Professor 1- 20	Doctorate degree holder in the discipline or allied fields. In the College of Law, a Juris Doctor with Bar and Master of Laws.

**Note:** For Medical Doctors and Dentists with teaching loads, the rank of Professor requires a masters degree in the discipline or allied fields.

## II. EMPLOYMENT PROCEDURE AND POLICIES

### A. MANAGEMENT PREROGATIVES

The hiring of personnel, the designation of academic and administrative officers, the promulgation of policies, rules and regulations for the effective operation of the University, and the discipline of personnel are management functions and prerogatives.

In the exercise of its Academic Freedom as an institution of higher learning, it is the exclusive prerogative of the SMU Administration to conduct its academic affairs and manage its business, including, but not limited to:

1. the right to prescribe the courses to be taken by the students, to set the schedule of classes and assign teaching assignments;
2. to promulgate and continuously revise and update guidelines for performance evaluation;
3. set and regulate campus-based activities and activities outside of University premises which involves the name of the University, its personnel or its students, or its resources;
4. sever employment relations for any of the grounds and in accordance with the procedure under existing laws;
5. promulgate rules and regulations from time to time as it may deem necessary to maintain order, safety and the general welfare and to require compliance thereto by all of its students and personnel;
6. the right to decide the number, extent and locations of its educational campuses or complexes, the libraries, laboratories, athletic facilities and other infrastructures; and
7. as well as other rights and prerogatives that are inherent in the management of the affairs and operation of the business of the University.

## **B. PRE-EMPLOYMENT PROCEDURES**

1. The Academic Dean/Head of Office shall fill out a personnel requisition form secured from the HRDO and to be submitted to the University President at least five months before the beginning of a semester. The letter should contain the justification for the need of additional personnel



and it must be duly endorsed by the Vice President for Academic Affairs.

2. Once approved by the University President, the personnel requisition form shall be forwarded to the HRDO Director who shall proceed to advertise the personnel need of the University.
3. All application letters are addressed to the University President and must be accompanied by the following requirements:
  - a. Two (2) pieces 2x2 colored ID picture
  - b. Resume
  - c. Clearance from previous employer, if applicable
  - d. Certificate of Employment, if presently employed
  - e. Certificate of Baptism
  - f. Certificate of Confirmation
  - g. Church recommendation from Current Church Affiliation
  - h. Church Marriage Contract, if married
  - i. Academic Credentials (Diploma, Certificate/s, Certified true copy of Official Transcript of Records)
  - j. Certificate of Good Moral Character, if fresh graduate
  - k. Professional license and board exam results, if applicable
  - l. Employer's Certification allowing them to teach part-time (Government and Private Employees)
  - m. Certificate of trainings

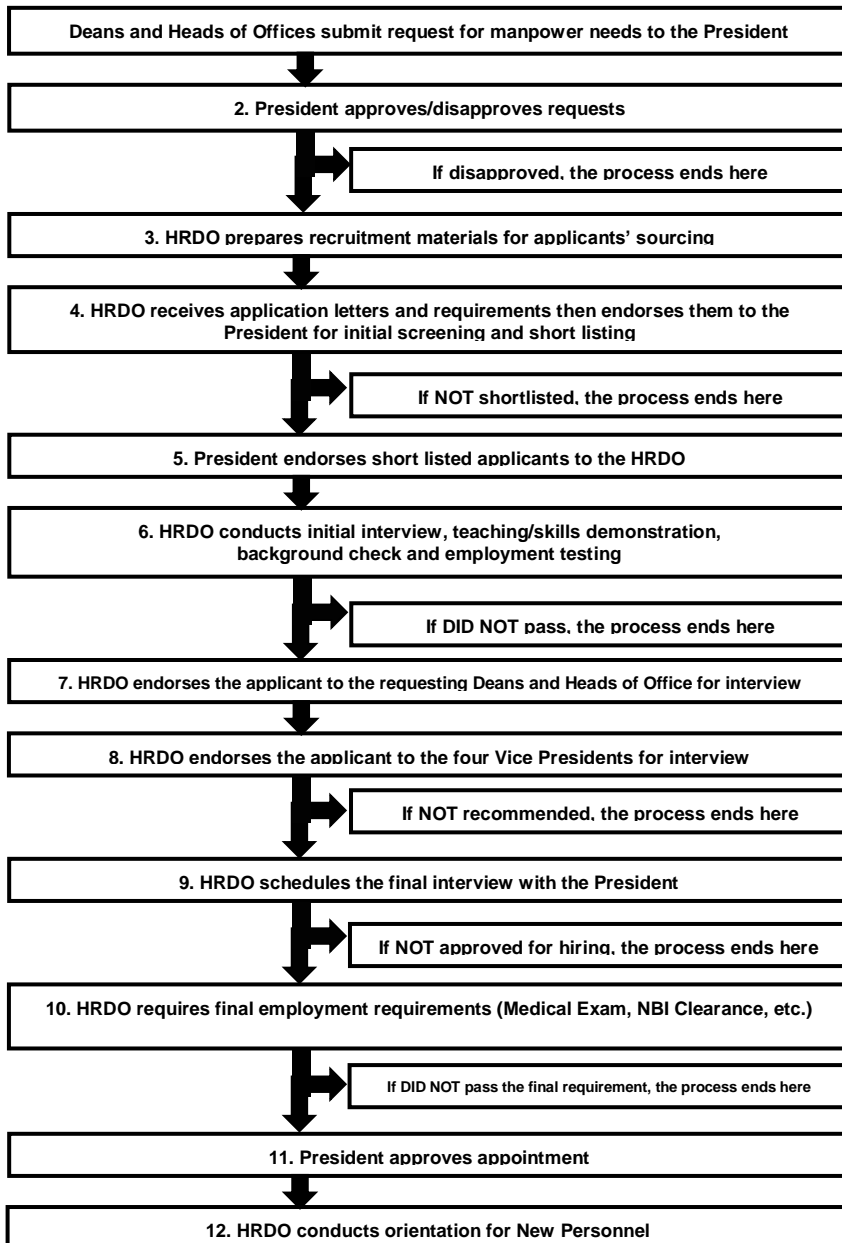
All information given by the applicant is subject to verification. The University reserves the right to disqualify an applicant, or dismiss him/her if he is already in the employ of the University, if he/she is found to have falsified any information/data he/she had given pertaining to his/her employment.

4. The University President shall examine the documents submitted by the applicants for screening purposes. The HRDO Director shall conduct an initial interview on shortlisted applicants and thereafter, the HRDO Director

- shall schedule the conduct of demonstration teaching, in the presence of an evaluation team (headed by the Vice President for Academic Affairs and such other members as he will choose). Demonstration teaching is a mandatory requirement for personnel applying as academic teaching personnel.
5. Qualified applicants are also scheduled for a series of tests in the Guidance and Testing Office. All tests results and their interpretation are forwarded to the HRDO.
  6. The applicants shall undergo a series of interviews with the Vice Presidents and the Academic Dean/Head of Office who, together with the HRDO Director, shall select the most qualified applicant/s to be recommended for final interview by the University President.
  7. Once the University President approves the hiring of the applicant, and before the issuance of the employment contract to the newly hired personnel, he/she shall be required to submit the following:
    - a. Police, NBI, and Barangay clearances
    - b. Tax Identification Number, SSS, PAGIBIG and PHILHEALTH numbers
    - c. Medical and physical examination results
  8. The HRDO Director prepares three copies of employment contract duly signed by the University President to be distributed as follows:
    - a. The new personnel for his/her personal file;
    - b. The Accounting Office; and
    - c. The HRDO for the 201 file of the personnel.
  9. The HRDO provides the Employment Proceeding Form to the Treasury and Accounting Office as basis for compensation and benefits.
  10. **Re-Hiring.** In cases where a former academic personnel has voluntarily resigned and wishes to be re-employed, he will be treated as a new applicant, subject to the usual pre-employment procedures. The rank is determined based on the rules on initial ranking.

11. All personnel shall be compensated in accordance with their classification and rank as indicated in their employment contract.
12. **Orientation of New Personnel.** To familiarize them with all the University rules, policies, set-up, and facilities, all new personnel should undergo an orientation to be spearheaded by the HRDO Director.

### PRE-EMPLOYMENT FLOWCHART



### **C. EMPLOYMENT CONTRACTS**

1. Upon the employment of an academic personnel, he shall be issued the corresponding employment contract which indicates, among others, the rank and classification of the personnel, the terms and conditions of the employment, and the period covered by the employment contract.
2. Temporary and probationary academic personnel are required to signify in writing to the HRDO, their intent to teach for the succeeding semester at least a month before the expiration of their contract at the HRDO. Failure to do so shall be construed as disinterest to the renewal of the contract. The employment relation is thus automatically severed upon the expiration of the contract.
3. The University reserves the right whether or not to renew the employment contract of temporary, probationary or part-time academic personnel. Hence, the filing of re-application by a former academic personnel is not a guarantee that he shall be assigned an academic load, since the same is dependent on the availability of teaching load and the result of his/her performance evaluation.
4. Probationary or part-time academic personnel who obtains an unsatisfactory rating in the Students' Evaluation, or Dean's evaluation, or Department Head evaluation in the first semester of teaching may be given a teaching load in the subsequent semester or term, subject to availability of load. In no instance may a probationary or part-time academic personnel be renewed if he obtains unsatisfactory rating in the Students' Evaluation, or Dean's evaluation, or Department Head's evaluation for two semesters, whether consecutive or not. It shall be the primary responsibility of the Academic Deans/Heads of offices to monitor the performance of academic personnel under their supervision.
5. An employment contract covers an entire semester of five months starting August 1 for the first semester and January 1 for the second semester. An academic personnel, whether

permanent, probationary or part-time, who wishes to resign must do so at least one month prior to the beginning of a semester, subject to acceptance thereof by the University President. Receipt of the resignation letter should not be construed as acceptance.

6. Resignation within the semester without the requisite acceptance shall make an academic personnel liable to pay damages in the amount equivalent to his/her three month salary or P50,000.00, whichever is lower. A separate penalty in the amount of P75,000.00 shall be imposed upon the employee if he resigns within the semester or summer term for breach of contract. In addition thereto, all of his/her accrued benefits granted by the University, by law, or by virtue of a Collective Bargaining Agreement shall be forfeited.
7. During the effectivity of the contract, an academic personnel enjoys security of tenure, and may not be suspended, terminated or separated, except for just or authorized cause/s or other causes enumerated in the MORPHE and in this manual and subject to the observance of the requirements of due process in all instances.

#### **D. INITIAL RANK**

1. The initial rank of academic personnel is approved by the University President upon the recommendation of the Personnel Selection Rank and Tenure Committee (PSRTC).
2. Newly hired academic personnel without previous teaching or related professional experience shall be assigned the initial rank of Assistant Instructor 1.
3. Newly hired academic personnel with previous teaching or related professional experience are given an initial rank based on the following rules:
  - a. As a general rule, no newly hired academic personnel may be given an initial rank higher than that he could have obtained if he would have been in SMU on a full load basis;

- b. For academic personnel with previous full-load teaching experience in the tertiary level, he shall be credited in full for the years of full-load service that he rendered in an accredited institution listed by the Federation of Accrediting Associations of the Philippines (FAAP). Otherwise, he shall only be credited two-third ( $2/3$ ) of the total number of full-load teaching.
  - c. For academic personnel with previous full-time practice of profession, he shall be given a credit of half-year for every year of full-time practice of profession. In order for their previous full-time professional practice to be credited, sufficient proof must be provided by the applicant.
  - d. For academic personnel with previous teaching experience in the pre-tertiary level, he shall be given a credit of one (1) year for every year of full-load teaching experience in SMU and in CICM sister schools, or one-half ( $1/2$ ) if the teaching experience was acquired from other schools.
  - e. Only the full years of service will be credited in the determination of the initial rank. Any fraction of the total years of previous experience will not be counted.
- 4. Regardless of the years of teaching and other related experience, a newly-hired academic personnel who does not meet the minimum educational qualifications to an academic rank shall be on ceiling. For instance, the ceiling rank without an aligned or allied master's degree is Assistant Instructor 3 even if the years of teaching experience is beyond 3 years.
  - 5. Resigned academic personnel who are re-hired will be treated as a new applicant and the rank is determined based on the rules on initial ranking.
  - 6. Retired academic employees who are rehired as lecturers maintain their last rank upon retirement.

7. In the case of visiting and guest lecturers, their pay shall be determined by the Advisory Board taking into consideration their special qualifications.

#### **E. GRANT OF FACULTY TENURE**

1. The grant of tenure is conferred on the academic personnel by the University President upon the recommendation of PSRTC on the basis of his/her educational qualifications, performance evaluation results, and credited years of service to the University;
2. The Director of HRDO shall notify the Vice President for Academic Affairs and the Academic Dean/Head of Office before the beginning of the sixth semester of a probationary Academic Personnel that he/she is up for tenure the following semester. The Vice President for Academic Affairs and the Academic Dean/Head of Office shall decide on whether or not to recommend the grant of tenure to a probationary academic personnel, taking into consideration his/her educational qualifications and performance evaluation. The corresponding recommendation, duly signed by the members of the PSRTC, must be submitted to the Office of the University President at least two months before the end of the probationary period.
3. The University President shall relay his/her decision to the HRDO Director, who shall prepare the corresponding document, at least six weeks before the end of the probationary period. The HRDO Director shall prepare the tenure appointment or notice of non-renewal of contract for signature of the University President.
4. The academic personnel shall be forthwith informed of the decision of the University President by personally serving upon him/her either the tenure appointment or notice of non-renewal of contract. In either case, the concerned personnel should acknowledge the receipt of the document



which shall thereafter be filed in the personnel's 201 in the HRDO.

5. SPECIAL PROVISION. Academic personnel who have been Temporary for at least two years and subsequently obtained the minimum qualification may be granted a shortened probationary period as follows:
  - i. The two years temporary and one-year probationary years of service should show an increasing trend of performance evaluation rating in the Satisfactory level (rating of 75 to 79), or sustained at least Very Satisfactory performance rating.
  - ii. A temporary personnel's performance evaluation rating that slides down within the Satisfactory level will require a probationary period of two years.
  - iii. The personnel's employment period prior to obtaining the minimum qualification will remain as temporary employment.
  - iv. The counting of credited years of service as basis for the longevity award and other benefits remains as presently practiced.

**F. CHANGE OF PERSONNEL STATUS FROM ACADEMIC TO NON-ACADEMIC**

1. Change of personnel status from academic to non-academic status must be initiated by the employee.
2. If there exists a non-academic vacancy, an employee who intends to apply, submits a letter of application to the University President who in turn consults the Advisory Board, HRDO, and unit head concerned. The employee undergoes the appropriate skills tests and interview, and the PSRTC makes its recommendation to the President who makes the final decision.
3. Management shall review the qualifications, work experience, performance evaluation and qualities of the

- employee to ensure suitability before the reclassification or transfer is approved.
4. Upon approval of the re-classification from academic personnel to non-academic personnel, the personnel:
    - a. will no longer undergo the probationary period if he/she is permanent academic personnel or has rendered one-year probationary period.
    - b. will undergo the probationary period if he/she is temporary academic personnel. The period of probation may be shortened or waived at the discretion of the University President
  5. Upon transfer to non-academic status the employee shall be governed by the Administrative and Employment Manual for Non-Academic Personnel.
  6. The PSRTC shall decide on the appropriate rank based on the rules on initial ranking for non-academic personnel.
  7. The letter from the President concerning the transfer or reclassification and the assigned rank shall contain a *Conforme* which upon signing by the employee becomes binding.
  8. The transfer will not interrupt the credited years of service in SMU.

#### **G. TRANSFER FROM ONE ACADEMIC LEVEL TO ANOTHER**

1. Transfer from tertiary to any level of basic education or vice versa, may be initiated by the employee or management.
2. If there exists a vacancy in any academic level, an academic personnel who intends to apply, submits a letter of application to the University President who in turn consults the Advisory Board, HRDO, and unit heads concerned. The academic personnel undergo the psychological tests and interview, and the PSRTC makes its recommendation to the President who makes the final decision.
3. In like manner, after assessing the needs of the university and with due consultation with the HRDO, the unit heads

concerned and the employee, the Advisory Board may transfer an academic personnel to an appropriate level where their qualifications and skills are most needed either in the tertiary, senior high school, junior high school, or grade school level. The employee undergoes the appropriate psychological tests and interview, and the PSRTC makes its recommendation to the President who makes the final decision.

4. Management shall review the qualifications, work experience, performance evaluation and qualities of the employee to ensure suitability before the transfer is approved.
5. Upon transfer to the new academic level, the Administrative and Employment Manual for Academic Personnel for that level shall apply.
6. The PSRTC shall decide on the appropriate rank based on the rules on initial ranking for that academic level.
7. The letter from the President concerning the transfer and the assigned rank shall contain a *conforme* which upon signing by the employee becomes binding.
8. The transfer will not interrupt the credited years of service in SMU.

#### **H. CHANGE IN EMPLOYMENT STATUS FROM FULL-TIME TO PART-TIME ACADEMIC TEACHING PERSONNEL**

1. Change in status of permanent and probationary academic teaching personnel to part-time status may be initiated by the employee.
2. The academic teaching personnel submits, one month prior to the start of the school year, a letter of intent to change to part-time status to the University President noted by the Dean. The University President informs the Advisory Board, HRDO, and Treasury and Accounting Office.

3. The change in status will result to forfeiting his/her probationary or permanent status including the benefits attached.
4. The letter from the President concerning the change in status shall contain a *Conforme* which upon signing by the employee becomes binding.
5. If the reclassified part-time academic teaching personnel re-applies for full-time status, he/she shall undergo the re-hiring process and will be treated as new employee.

**I. CHANGE IN EMPLOYMENT STATUS FROM PART-TIME PARTIAL LOAD TO FULL LOAD ACADEMIC TEACHING PERSONNEL**

1. Change of personnel status from part-time partial load to full load academic teaching personnel (not less than 24 units) is initiated by the employee.
2. If there exists a vacancy, an employee who intends to apply, submits, one month prior to the start of the school year, a letter of application to the University President who in turn consults the Advisory Board, HRDO, and unit heads concerned. The employee undergoes the appropriate psychological tests and other requirements for full load academic teaching personnel applicants. The PSRTC makes its recommendation to the President who makes the final decision.
3. Management shall review the qualifications, work experience, performance evaluation and qualities of the employee to ensure suitability before the reclassification is approved.
4. The work requirements and performance evaluation for full load academic teaching personnel will apply.
5. Application for change in status from full time to part time must be made at least one month prior to the start of the school year to allow the dean and HRDO to make the necessary adjustments.

## **Chapter Four**

### **PROFESSIONAL AND SOCIAL RESPONSIBILITIES OF ACADEMIC PERSONNEL**

The academic personnel are the primary personification of the University to the students and to the community. As such, their character and reputation will reflect on the way others look at Saint Mary's University as a Catholic institution of learning. This necessitates the Academic Personnel to live up to Christian values and Marian spirituality and adhere to the Philippine Professional Standards for Teachers, Code of Ethics for their respective Professions, and Code of Proper Conduct for SMU Personnel.

#### **I. PROFESSIONAL RESPONSIBILITIES**

##### **A. Professional and Christian Spirit**

1. Saint Mary's University envisions the gathering of academic personnel who are not only excellent and innovative, but more so who are deeply imbued with the mission of forming and animating a vibrant Christian community. As Christian disciples and as members of God's people, the academic personnel are witnesses to the world of the saving love of God. As such, the academic personnel are called to be supportive of the welfare of one another and to form a truly witnessing Christian community that evangelizes not only themselves but also the communities around them.
2. The academic personnel have to live, therefore, as committed Marians who know God in Jesus, glorify and worship Him in their lives, and in their professional work, and who are motivated by Christ's spirit and Mary's example to give service to their students even beyond the normal demands of school work.
3. The Marian academic personnel find fulfillment in involving themselves in various forms of community development, extension services and outreach activities.

## **B. Professional Excellence, Innovation and Communion**

The Marian academic personnel strive to possess the following qualities of a good teacher:

1. **Excellent.** He/She knows his/her subject matter thoroughly and is interested in his/her profession. He/She is a true scholar and never stops studying and learning. He/She is willing and ready to handle new subjects when called upon and shows openness for intellectual growth.
2. **Efficient and diligent.** He/She always prepares for class work. He/She handles his/her class systematically and carefully. He/She organizes his/her lessons well, uses syllabi, summarizes and outlines his/her subject contents. He/She has definite standards of work and holds students responsible for meeting these, thus helping them to be competent. He/She gives clear, varied and reasonable assignment that will develop the critical and creative thinking of the students. He/She is able to show relationship of class work and subjects to daily life.
3. **Innovative.** He/She is resourceful and uses various methods of teaching and adapts these to the subject matter and to his/her students. He/She uses a variety of audio-visual materials and instructional technology.
4. **Missionary.** He/She has a sense of volunteerism and social responsibility.
5. **Objective.** He/She gives valid and varied assessments, grades accurately and fairly, returns learning outputs promptly, discusses them with the class and gives adequate time for review. He/She encourages the students to participate in class work and to express their ideas freely and gives them a chance to think for themselves.
6. **Student-centered.** He/She strives to know the students individually and keeps them engaged in the teaching-learning process by providing the learners avenues to interact or collaborate with one another as they learn how to

learn. He/She keeps the course work adjusted to learning capacities and comprehension of his/her students. He/She constantly diagnoses students' needs, does remedial teaching, and individualizes his/her instruction. He/She keeps students well-informed of their academic standing.

7. **Compassionate.** He/She is humane, sociable, polite, tolerant and mature in dealing with students, colleagues, administrators, parents/ guardians and other stakeholders. He/She is willing to attend to students' needs even outside of class hours. He/She is intellectually honest and humble; willing to admit his/her own shortcomings and errors.

### **C. Professional Growth and Leadership**

1. Professional competence demands continuous professional growth that promotes professional leadership. Some factors indicative of the professional growth of the academic personnel are:
  - a. Preparation of instructional materials and other teaching tools; and publication of books, manuals, modules and the like;
  - b. Completion of relevant and aligned doctoral degrees, and postgraduate studies, or additional training relevant to one's work; and regular renewal of professional license;
  - c. Current leadership/membership and active involvement in recognized associations in line with one's profession;
  - d. Active participation in research activities, writing research reports and publishing in reputable professional journals; and
  - e. Representing Saint Mary's University in different learned societies and organizations when authorized.
2. The faculty development program of the University helps academic personnel achieve professional competence by offering full scholarships in the master's and doctoral

programs to academic personnel. Other opportunities are given in the form of seminars, workshops, trainings, industry immersion, mentoring, etc.

## **II. SOCIAL-PROFESSIONAL RELATIONSHIPS**

### **A. Academic Personnel - Administration Relationship**

1. Saint Mary's University believes that the personnel are its greatest assets. The personnel are treated with the dignity of a human being; are encouraged in their human and professional development; are justly rewarded, fully informed, and properly assigned so that their lives are given meaning and dignity.
2. The Administration takes upon itself, as a moral obligation, the development of the academic personnel, for which reason it offers to them the opportunities for graduate studies, scholarship grants and other personal, professional, psycho-spiritual development activities, with all privileges attached thereto.
3. As one of the basic rights of man is to be informed truthfully and be given an active part in public affairs, the principles of right information and active participation in policy-formulation are upheld in the relation of the Administration and the academic personnel in the University. The Administration believes that efficiency and success depend upon teamwork and mutuality of interest in achieving the objectives of the University, especially the welfare of the students.

The relationship between the Administration and the academic personnel, therefore, is not one of subordination, but of corporate interest and co-responsibility. The academic personnel work with rather than under the Administration, for the Administration holds in high respect the academic personnel's rights. The academic personnel should consider themselves as extension of the Administration in its educational task.



4. In the spirit of cooperation, the academic personnel speak well of the Administration. They support and defend its policies. The Administration acts in the same way towards the academic personnel. In this spirit, loyalty is developed in two directions: from Administration to academic personnel and vice-versa.
5. To attain success, the academic personnel have to share in the total school program from routine activities like recording and reporting class attendance to the complex problems of curriculum development and policy-making.
6. The Administration strongly supports an open-door policy whereby the academic personnel freely communicate and participate with the Administration in the formulation and implementation of sound educational practices and programs, designed to enhance the University position as a higher institution of learning. This practice of academic personnel participation is in keeping with the principles of subsidiarity which has been strongly advocated by the papal encyclical "*Mater et Magistra*." The University wants this principle to be carried out and practiced so that every academic personnel can contribute his/her share in the attainment of the University's common objectives. This it does while being guided by the principles of Christian and democratic processes, for the resolution of problems must be made after considering all aspects of University life -- the academic, the administrative, the human, the socio-economic and spiritual.
7. Academic personnel involvement in shaping and executing Administration's policies manifests itself in the following ways:
  - a. Conscientious implementation of the policies and regulations duly promulgated for the purpose of operational efficiency;
  - b. Coordination, whenever needed, with the different offices in the University as stipulated in this Manual and other official documents and issuances;

- c. Wholehearted participation in meetings called
  - (i) to analyze existing policies or formulate new ones; and
  - (ii) to discuss rules and regulations or problems, including curriculum development;
- d. Serving in different committees and participating actively in meetings by sharing one's opinions on University educational methods, policies, or procedures;
- e. Taking an enthusiastic interest in and giving unselfish support to all officially sanctioned activities;
- f. Personal handling of routine disciplinary problems met within the classroom, unless otherwise stated;
- g. Rendering voluntary service when needed;
- h. Cooperating with the Administration in the selection of textbooks, supplies, and equipment that best fit the interest of the students; and
- i. Maintaining cordial, friendly, and wholesome relations with those who exercise authority; and
- j. Reporting violations of policies, rules and regulations by students and fellow personnel to the proper authorities.

#### **B. Academic Personnel - Peer Relationship**

1. The academic personnel, in order to become a truly effective and dynamic educational force, must establish a friendly but dignified relation among their peers which include fellow personnel. Highly professional respect and congenial spirit should be displayed at all occasions. Through an amiable and fraternal attitude, which is manifested in all dealings among personnel, a feeling of unity and teamwork is generated. This way, cooperation, and not competition, becomes the norm of peer relationship.
2. If the academic personnel are to create a community in which Christian and democratic principles are nourished,

and which they are called to, they must themselves be free, cooperative, and capable of working together. In actual practice, this means that the Marian Academic Personnel observe the "**Code of Ethics for Professional Teachers**". Hence, an academic personnel:

- a. Speaks well of his/her fellow personnel at all times and in all places and protects personnel's interests in or out of the presence of students, parents, and others;
- b. Assists his/her fellow personnel in their work whenever necessary;
- c. Works harmoniously with other members and reinforces coordination through channels;
- d. Gives his/her personal and professional support to activities in which his/her fellow personnel are duly engaged;
- e. Contributes in creating an *esprit de corps* which makes no distinction among the Schools/Departments/units to which other personnel belong;
- f. Holds inviolate all the confidential information given to him/her in the exercise of his/her professional functions;
- g. Should he/she be one who is senior in service, extends a helping hand to new personnel through peer coaching or mentoring so that they may get more easily adjusted to their work and to the University environment;
- h. Should he/she be a new employee, inquires why things are done as they are, before disregarding them or adversely commenting on them or extends help in areas where he/she is familiar;
- i. Does not discuss in class his/her personal troubles with his/her peers nor criticizes them in the class for this is against fair play and ethics; and
- j. Engages in objective peer evaluation of instruction

for mentoring.

### **C. Academic Personnel - Students Relationship**

1. An academic personnel directs his/her immediate attention to the students whose interests and needs he is directly charged with, by virtue of his/her profession, and his/her teaching contract.
2. He/She treats his/her students fairly and respects their personalities and potentials. He/She considers his/her students' individual differences. He/She does not allow prejudice, preference or discrimination to have any place in his/her relations with students.
3. He/She is prohibited from tutoring with remuneration or material value his/her own students and other students of the school. Instead, he/she conducts consultation with students who need remedial attention and offers his/her services to implement the shepherding program out of dedication to his/her profession.
4. To obtain a better operational efficiency of the University, academic personnel should know and implement the policies of the Student Handbook as well.
5. Merit should serve as the only criterion for the academic personnel to evaluate the performance of his/her students. Grading and promotion of students are generally determined by the academic personnel in accordance with the evaluation standards set by the Institution and not by any other consideration.
6. All academic personnel should extend special attention, kind consideration, and sustained interest even outside the classroom to first year students and transferees since the first school year is a period of adjustment.
7. Guidance of students, either formal or informal, is the concern of all academic personnel. The academic personnel provide their students with guidance within their expertise and specialization or they refer their students to guidance counselors for professional counseling.

8. In the activities of the co-curricular and extra-curricular organizations, the academic personnel have the mandate of inspiring the duties of citizenship and of a peace-loving citizen of the Republic.
9. To promote a constructive relationship with the students, the academic personnel integrates in his/her dealings with his/her students the following considerations:
  - a. Provision of wholesome motivation and appreciation rather than aggressive opposition;
  - b. Provision of a tolerant, patient, and sympathetic understanding of students' problems, difficulties, physical and health conditions, and limitations;
  - c. Provision of a wholesome learning atmosphere;
  - d. Offering constructive criticism when necessary even for non-scholastic activities, such as sports, hobbies, etc.;
  - e. Consideration of the capacity and welfare of the students in the giving of class requirements;
  - f. Maturity in dealing with the challenges of the teaching profession;
  - g. Avoiding the sending of students to do personal errands during or out of classes; and
  - h. Avoiding any commercial or business transactions with students.

**D. Academic Personnel - Parents Relationship**

1. It is helpful for the academic personnel as educators to have some awareness of the student's parents' cultural and socio-economic background, the personal relationship he/she has with his/her parents, and the religious atmosphere and attitudes in his/her home.
2. Academic personnel shall exercise special parental authority. As such, they are given the responsibility of cooperating with the parents in molding the youth. Outside of formal teaching, they cooperate with parents in guiding the cultural and recreational activities of students; helping the parents in directing the students in the wise use of leisure hours; and

establishing contact with parents concerning the problems of students.

3. Academic personnel should avoid any commercial or business transactions with parents/guardians using undue influence or moral ascendancy.

**E. Academic Personnel - Community Relationship**

1. Every academic personnel constitutes a link with the community. In civic, cultural, social and religious gatherings an academic personnel uses effective means to inform the public about the University's objectives, functions, programs, plans and policies.
2. Academic personnel should be genuinely interested in the conditions of the community. Membership in civic, cultural and religious associations and participation in community projects are encouraged. However, academic personnel should exercise due care before accepting advisorship to non-Saint Mary's University organizations and discuss it with his/her Dean and the University President.
3. Academic personnel should refrain from accepting advisorship to fraternities or sororities within or outside of the University.
4. In order that political activities of an academic personnel may not prejudice his/her teaching services, an academic personnel who plans to run for public office should present his/her plans in writing to the Advisory Board duly noted by his/her immediate superior before the beginning of the semester. The Advisory Board may request him/her to be on leave or to reduce his/her load substantially, to let him/her devote his/her time to his/her political activities. This is an act of justice and fairness to himself/herself and to his/her students.

### **III. OTHER PROFESSIONAL RESPONSIBILITIES**

#### **A. Academic Personnel and the University Learning Resource Center (ULRC)**

##### **1. Academic Personnel Use of the ULRC**

- a. An academic personnel is given the privilege to use the resources of the ULRC. Observance of rules and regulations of the ULRC is expected on his/her part. Thus, academic personnel should read ULRC policies and circulars in order to be properly informed about the ULRC and its collection.
- b. New academic personnel must attend an orientation about the ULRC.
- c. Where "open shelf" is observed, every academic personnel must deposit bulky personal belongings at the designated areas, except writing materials and valuables.
- d. Academic personnel must personally borrow books and fill in the loan record and book card.
- e. An academic personnel should not borrow books for other people. To do so would be tantamount to depriving students (who pay ULRC fee) of the use of books.
- f. An academic personnel may borrow 15 books at a time (those which are not in demand), from the main and branch libraries (except College of Law Library), for a period of one month. This loan privilege does not apply to reference books, periodicals and theses. Moreover, any book which is urgently needed may be recalled with due notification to the academic personnel concerned. The rules on overdue books and fines for students apply also to the academic personnel.
- g. At the end of each term, academic personnel should return all books borrowed and settle accounts before a clearance can be signed by the ULRC Director.
- h. Academic Personnel enrolled as graduate students should follow the rules and regulations just like any other graduate student.

- i. Books duly borrowed by an academic personnel are entirely under his/her responsibility.
- j. Academic personnel may give suggestions to the ULRC Director for the improvement of the ULRC services.
- k. Academic personnel should not ask the ULRC personnel to conduct research work for them.

## **2. Acquisition of New Books**

- a. Should there arise a need for new books or additional copies of a book in the ULRC, the academic personnel concerned submits to the Department Head the list of books recommended for purchase. Book orders endorsed by the Department Head and the Dean are forwarded through the Director of ULRC to the Vice President for Academic Affairs who approves and endorses same to Vice President for Finance and Treasurer for purchase.
- b. As a manifestation of professional responsibility, every academic personnel regularly and continuously updates himself/herself on the ULRC's new books and periodical acquisitions, particularly on those in his/her field of specialization, through visits to the browsing sections or from the ULRC newsletter, Web OPAC, and Facebook page.

## **3. The Academic Personnel and the Students' Use of the ULRC**

- a. Academic personnel should encourage their classes to make frequent and proper use of the ULRC through well-planned out-of-class activities that promote the wide use of ULRC resources.
- b. At the beginning of a regular semester or summer term, every academic personnel should designate some books, which are directly related, or extremely important in the understanding of the course he/she is going to teach during the term. Such books are placed in the Reserved Books Section of the Main Library. These books must be with copyright year of not older than five years and listed (with call numbers) in the course syllabi.



- c. Library research assignments given to students must be realistic i.e. given according to the physical possibilities of the present collection of the ULRC. Library research assignments should not be given in lieu of regular class schedule.

## **B. Organization Advisorship**

1. The Adviser of a co-curricular organization is appointed by the Academic Dean, while the Adviser of an extra-curricular organization is appointed by the Dean of Student Affairs and Services. Acceptance of advisorship is a healthy sign of understanding that education is not achieved only within the confines of the classrooms.
2. The activities of co-curricular and extra-curricular organizations must be reflective at all times of Saint Mary's University's vision-mission statements. Academic personnel Advisers and all other academic personnel should, therefore, give due attention to the following regulations:
  - a. The prescribed rules and regulations governing student activities should be observed, as provided in the Saint Mary's University Student Handbook.
  - b. Activities of co-curricular and extra-curricular organizations should be held preferably during free hours of the day or on free days so that class hours are not disrupted. Exceptions may be given in cases duly approved by the President.
  - c. Academic personnel are strictly prohibited from collecting money or the like from the members of student organizations unless authorized to do so in writing by the Academic Dean and/or the Dean of Student Affairs and Services.

## **C. Academic Freedom**

1. The University upholds the exercise of academic freedom by all academic personnel in consonance with the provision of Sec. 8 (2), Art. XV, of the 1987 Constitution. As such, every

academic personnel has “the freedom to investigate the problems of his/her science and express his/her conclusions whether through publications or in the instruction of students without interference from (university) authorities unless his/her methods are found by qualified bodies of his/her own profession to be clearly incompetent or contrary to professional ethics.”

2. The exercise of academic freedom, however, should not diminish or preclude the obligation of academic personnel to disseminate and live by the creeds and principles on which Saint Mary’s University as a Catholic institution is founded.

#### **IV. SPECIFIC DUTIES AND RESPONSIBILITIES**

**A. Attendance and Punctuality.** The University expects all personnel to have a professional attitude towards attendance and punctuality at work. Absence from work disrupts the normal operations of the University and results to the short-changing of services to students. On the other hand, tardiness delays the start and hence the completion of classroom activities. Absences should only be for valid reasons/emergency cases. All academic personnel should:

1. Record their daily attendance by using the biometrics. They should register their time-in and time-out in the morning and in the afternoon. In cases of biometric breakdown, attendance should be recorded in a logbook.
2. Submit their attendance record to the HRDO immediately within one week from the day of an activity conducted outside of the University such as RLE, OJT, field work, etc.
3. Meet their classes regularly and punctually. Personnel should proceed to their class five (5) minutes before the start of the class. Accumulated tardiness and undertime reported by the checkers will be deducted from their salary and performance evaluation.

Excessive and habitual absenteeism shall be dealt with in accordance with the Code of Proper Conduct for SMU Personnel.

4. Start and dismiss their classes on time. A lecture class may be dismissed five (5) minutes before the next period. A two or more hour class period may be given a fifteen (15) minutes break. A personnel should not dispense with the fifteen- minute break to justify early dismissal;
5. Accomplish the Employee Leave Form (ELF) and Alternative Classroom Activity Form (ACAF) in accordance with the existing University rules. Absences that are not covered by ELF and ACAF, or filed after the absence (except for emergency cases), are unauthorized absences which shall be considered in the performance evaluation of personnel.
  - a. Absences are of two types namely: Authorized and Personal Absences.
    - i. Authorized absences include Official Business (OB), Official Time (OT), Birthday Leave, Bereavement Leave, Solo Parent Leave, Maternity/paternity leave and others authorized by the VP for Administration. Official Business includes being sent for seminar or being sent by the Administration to transact business for the University. Official Time is granted when personnel is allowed to attend external engagements without financial support from the University or on personal capacity and not as an official representative of the University but with the approval of the University. Authorized absences do not affect performance evaluation and pay;

- ii. Personal absences consist of sickness and other emergencies.
  - b. Absences that affect performance evaluation are personal absences excluding death of immediate family member (maximum seven days), sickness with medical certificate and emergency cases as assessed by the supervising head. Absences deducted from pay include all personal absences in excess of twelve (12) days;
  - c. Tardiness is committed when the employee reports in class but does not arrive at the officially designated starting time. Making up for tardiness by extending a few minutes or hours longer is not allowed. Early dismissal of classes is also not allowed.
  - d. **Alternative Class Activity Form**
    - i. The Alternative Class Activity Form (ACAF) is accomplished by the academic personnel when the class is expected to be outside of the designated classroom/laboratory, performing or participating in an alternative activity.
    - ii. The academic personnel is expected to be with the class even during alternative class activities. Otherwise, the academic personnel will be marked absent.
    - iii. The ACAF should be approved by the Department Head and/or Academic Dean and submitted to the HRDO before the conduct of the alternative activity.
6. Absences of academic teaching personnel in the classroom shall be computed on the basis of the following formula:

FULL LOAD ACADEMIC PERSONNEL:

$$\text{Monthly Absence (days)} = \left[ \frac{\text{No. of Hours Absent per Month}}{\text{Total Teaching Hours per Month}} \right] \times \text{Total Working Days in a Month}$$

PARTIAL LOAD ACADEMIC PERSONNEL:

$$\text{Monthly Absence (hours)} = \text{No. of Hours Absent per Month}$$

7. Attend University functions and School activities where attendance is required.
- a. All academic personnel are expected to attend general academic personnel meetings, departmental meetings, recollections, educational assemblies, convocations, seminars, in-service trainings and other institutional functions. The part-time academic personnel are encouraged to find time from their work outside the University to attend such activities/functions. These are opportunities for professional growth which Deans and Departmental Heads should organize.
  - b. The University functions are the following:
    1. **Absences from the following University Activities will be deductible from performance evaluation and pay:**
      - i. Academic/Administrative Sessions- At the beginning of each semester, all academic personnel are called to attend an academic/administrative sessions . It is followed by a general meeting in which plans and recommendations for the semester are presented by the President.
      - ii. Recollection/Retreats- These activities are arranged by the Campus Ministry Office for further spiritual formation of employees. They may be held in or outside the campus.

- iii. University Games - To promote sportsmanship, leadership and community spirit, the University holds competitive games among the students, academic personnel and staff of the different schools/colleges.
- iv. Foundation Day (December 8) - This day commemorates the founding of the University and the renewal of the academic personnel's dedication to sustained educational service.
- v. Commencement Exercises - The Graduation Exercises with the Baccalaureate Mass are the culminating activities of the academic community.
- vi. Programs/Activities during Special University Holidays – These are celebrations in observance of special occasions such as CICM Founding Anniversary, University President's Birthday, Sacerdotal Anniversary and the like.
- vii. Opening and Closing Activities of the SMU Integral Growth and Lifestyle Advocacy (SIGLA)
- viii. Other activities/functions which are initiated, organized, called for, or required by the University President.

**2. Absences from the following activities will be deductible from performance evaluation:**

- i. Recognition Program - It marks the official recognition of the university scholars service grantees and dean's listers in a simple academic convocation.
- ii. Gawad Maria Program – This marks the official recognition of the university's outstanding personnel and tribute to retirees and service awardees.
- iii. Monthly flag raising ceremony – The flag raising ceremony is an occasion to be well abreast of current developments in the university.

**B. Academic Responsibilities.** All personnel are expected to strive for excellence in the performance of their respective duties to meet the standards set by the University. For this reason, they should

1. Obtain at least a satisfactory rating in the teaching performance evaluation conducted by the University twice a year.
2. Conduct scholarly researches and participate in the community extension activities.
3. Prepare and update the syllabus in coordination with members of his/her academic department head and/or Dean, and be guided by it in the conduct of day-to-day classroom instruction. Copies of the approved syllabus must be distributed and discussed to the students during the first day of classes. The entire subject matter included in the syllabus must be covered during the semester.
4. Undertake classroom management and delivery of instructions through creative and innovative teaching, proctoring, mentoring and advising following the prescribed syllabus.
5. Be available during consultation time for his/her students. Academic teaching personnel should allot at least one hour a day for this purpose. The schedule of consultation hours of the faculty should be posted on the college or department bulletin board for information. It shall be the joint responsibility of the Academic Dean and the Department Head to ensure that academic teaching personnel under their supervision are available for consultation during the designated hour.
6. Conduct make-up classes for sessions missed.
7. Give special major examinations to students with authorized and excused absences.
8. Return quiz papers, activity outputs and assignments to students and discuss the computation of their grades.
9. Submit within the period prescribed by the University the final grades of students to the Office of the Registrar.

**C. Professional and Ethical Responsibilities.** As personnel of a Catholic institution of higher learning, every personnel is expected to be guided by the Marian virtues in performing his/her duties and responsibilities and in dealing with others. They are expected to observe high standards of professional conduct and ethics in their work. For this purpose, every personnel should take it upon himself/herself to read, understand and live by the provisions of this Manual, the Code of Proper Conduct for SMU Personnel, the SMU Anti-Sexual Harassment Implementing Guidelines, the Code of Professional Ethics in their professions, and other similar laws and guidelines.

**D. Property Accountability.** Every personnel is responsible for all University properties entrusted to him/her by virtue of the functions of his/her office/position. Hence, all personnel

1. who are entrusted with keys to offices, classrooms, cabinets, lockers and other enclosures shall be held accountable for all losses and damages sustained by the University by virtue of his/her neglect in the use of the keys;
2. shall be held accountable for any loss of or damage to University properties due to their neglect and want of due care and shall pay its replacement value; however, the personnel shall not be liable for such losses due to *force majeure* or causes beyond their control;

**Financial liability for failure to follow University rules on proper maintenance of facilities:** Any employee who was reported and proven to have violated the University rule of switching off lights and electrical units (like air-conditioning unit, ceiling/orbit/electric fans, computer units, laptops and other similar office equipment and gadgets) will be liable to pay an equivalent power cost computed per day or per night.

The payment of electricity cost shall not relieve the person from any corresponding sanctions based from the Code of Proper Conduct for SMU Personnel.



Unit/Gadget	Charge
Lights, ceiling/orbit/electric fans, exhaust fans	Php100.00/night Additional Php200.00/day**
Computer units, laptops & peripherals (AVR, UPS), water dispenser and closets, and other similar appliances	Php150.00/night Additional Php300.00/day**
Aircon units	Php500.00/1 or ¾ hp air-conditioning unit  Additional Php1,000.00/day**

\*\*Sunday or holiday

3. are prohibited from appropriating or converting school properties for their personal or for a third person's advantage. All office facilities and office supplies are to be used only in the office and are strictly for University business. In cases when University properties are brought out of the University, the corresponding forms must be properly filled up; and
4. are obliged to report as soon as possible to the Vice President for Administration any occurrence of loss or damage to University properties, regardless of causes such as acts of robbery, theft, natural calamity and the like.

**E. Proper Grooming and Attire.** All personnel are expected to wear the prescribed uniform and their ID. During the "dress down" (non-uniform) days, the following are not allowed:

1. For Female Academic Personnel
  - a. Tight-fitting pants, and knee-length pants, slashed or ripped denim pants;
  - b. Very tight skirts, and mini-skirts;

- c. T-shirts or blouses which are tight-fitting, with plunging necklines;
  - d. Bare backs, haltered and flimsy blouses which are worn without undershirts;
  - e. Very short or hanging blouses which expose the stomach or mid-rib;
  - f. Bright colored hair and highlights; and
  - g. Rubber slippers/ flat step-in
2. Male Academic Personnel
- a. Very long T-shirts;
  - b. T-shirts which are tight fitting;
  - c. Slashed or ripped denim pants;
  - d. Cross-dressing;
  - e. Rubber slippers;
  - f. Long and/or bright colored hair and highlights;
  - g. Hair accessories (such as kerchief and others) and earrings.

**F. Trustworthiness/Confidentiality of University Information.**

It is the responsibility of all personnel to safeguard the confidentiality of the records in their respective offices. No official records should be shown, lent or released to anyone without the approval of the supervisor responsible for them.

During meetings, no one is allowed to record the proceedings unless authorized by the presiding officer. The keeping of any unauthorized recording of conversations in the course of official business without the knowledge of the persons involved shall be treated as “Unacceptable Behavior” and subject to disciplinary action. Annex D explains further the guidelines on confidentiality.

**G. Consideration of Others and Concern for Safety.** All personnel should always be considerate of their colleagues. Such attitude leads to high morale, smooth office teamwork and greater

productivity. Being considerate, however, should not be misinterpreted to mean unjustified tolerance of misdeeds.

To ensure security and safety of the University properties, as well as personal belongings of all personnel, the following shall be strictly observed:

1. Rooms or offices must always be locked, especially after office hours;
2. Upon leaving, all switches for lights and appliances shall be turned off;
3. Bags and packages brought in and out of the school premises, and delivery vans and vehicles are subject to inspection by the guards; and
4. Personal property of personnel brought into and brought out from the University premises must be properly recorded and registered in the security logbook/properly filled-out form.

**H. Good Housekeeping.** Proper housekeeping should be a daily personal responsibility of all personnel. Offices should be kept clean. CHSF rules should be observed at all times. All teaching personnel should never leave a classroom unless the chalkboards or white boards are clean, chairs are in proper order, and lights, electric fans and/or air conditioning units are turned off. Use of University electrical resource for personal consumption is discouraged.

**I. Honesty.** Dishonesty is certainly inconsistent with the basic precepts of professional standards and moral calling of all Christians. Thus, all personnel should observe honesty in their dealings and this should be reflected in the disposition of office supplies, office equipment, use of official time as well as handling

of money and valuables found in the University campus. Dishonest acts shall be dealt with accordingly.

**J. Privacy of Offices.** In consideration of their colleagues, no visitors should be entertained in faculty rooms and offices. Children of personnel are discouraged from staying in the offices, especially during office hours but instead can stay in the space/facility designated by management. Aside from exposing them to potential hazards, their presence also affects the productivity of the personnel.

**K. Transacting Business in the University Premises.** Consistent with the goal of the University to uphold the dignity of every personnel, no lenders should be allowed to collect indebtedness inside the classroom and in offices. Personnel are strictly prohibited to sell goods or tickets to students and their parents unless authorized in writing by top management.

**L. Overtime and Off-set Work Day.** When the exigencies of service so require, the Head of Office may, using the Request Form for Overtime, secure written permission from the Vice President for Administration for academic non-teaching personnel to perform overtime work defined as work beyond 8 hours in a day (or beyond 9 hours in a day for the shortened work week schedule). This authorized overtime work is paid accordingly unless the employee opt to rest by offsetting (not reporting for work) for the equivalent extra hours rendered within 30 calendar days from the date of extra work rendered as approved in the Employee Leave Form (ELF). The normal rest day for academic non-teaching personnel is Sunday while the normal working week is Monday to Saturday or as indicated in the office schedule approved by the Vice President for Administration.

## **Chapter Five**

### **INSTRUCTIONAL POLICIES**

The academic personnel should take cognizance of their three-fold responsibility to the University, to their profession and to their students. More than just a source of livelihood, the employment of academic personnel carries with it a sensitive and crucial obligation to contribute to the molding of the youth to exemplify excellence, innovation, communion and passion for Christ's mission.

#### **I. TEACHING ASSIGNMENTS**

##### **A. General Guidelines on Teaching Loads**

1. The assignment of teaching loads shall be done by the Academic Dean in consultation with the Department Heads or Coordinators, and the Heads of office for academic non-teaching personnel and the non-academic personnel.
2. The teaching loads may be recommended for revision by the Vice President for Academic Affairs before the University President gives final approval. In certain cases, the teaching load may be reviewed by the Advisory Board.
3. The computation of the compensation for teaching is based on the salary guide of the academic personnel.

##### **B. Load for Academic Personnel**

1. The regular or basic teaching load for a full-time academic personnel is 24 unit-hours during the regular semester unless otherwise provided for by law or regulatory bodies (CHED and PRC guidelines). This load includes teaching and other related work such as advisorship for student organizations, committee work, meetings, student consultation, and co-and extra-curricular activities.
2. An academic personnel may be given a maximum of four preparations, except in exceptional instances where the

expertise and availability of the academic personnel is needed or required.

3. Deans, assigning loads to academic personnel under other schools/ colleges, must consult the Dean of the “home” school to enter the course. Teaching loads in other schools/college of the university should not be more than the loads in the “home” school.
4. In general, a part-time academic personnel may be given a load of not more than 17 units. In cases when there is a shortage of qualified full time academic personnel, a part-time academic personnel may be given additional load although his employment status remains part-time.
5. Rank and File Academic Non-Teaching Personnel may be given a teaching load within their office hours with the written consent of their respective Heads of Office. In no instance may their teaching load be more than six (6) units. Their teaching assignments shall not be considered as overtime work and the total office and teaching assignment should not exceed 48 hours inclusive of 4 hours of professional development activities.
6. Non-academic personnel may be given teaching load with written consent of the office Head of not more than six (6) units. For their teaching work, they shall be treated as part-time academic teaching personnel and shall be paid accordingly. As part-time academic teaching personnel, their teaching assignments shall not be considered as overtime work and the total office and teaching assignment should not exceed 48 hours inclusive of 4 hours of professional development activities. Non-academic personnel who are given teaching load could not acquire permanent or regular status as academic teaching personnel.
7. A full-time academic personnel may be assigned an overload of not more than six (6) units in his field of specialization in the Graduate Studies or in the College of Law.
8. Academic personnel who are given some units for supervisory work/coordinating function shall render two

hours of office work for every credited unit per week. For example, a three-unit credit is equivalent to six hours of supervisory work/coordinating work per week. The actual office schedule shall be endorsed by the supervising head for approval by the Vice President for Administration.

9. Deans may endorse to the Advisory Board, through the Vice President for Academic Affairs, to give other assignments credited as units (e.g. Study load, project in-charge) provided, clear outputs are specified. In such cases, a formal agreement is prepared specifying outcomes expected and sanctions for non-compliance to the agreement.
10. The normal teaching load during the midyear term is nine (9) units for full time permanent academic personnel. This nine-unit load is equivalent to 24 units in the regular semester. Probationary and part-time academic personnel may be given teaching loads if there are available loads. Since the availability of subjects is dependent on the enrolment and the number of available teachers, the actual load may be higher or lower provided the priority and criteria for loading are followed.
11. A permanent academic teaching personnel must teach the approved teaching load. Should he/she refuse to teach the assigned teaching load, the Dean directs the academic teaching personnel to submit a written explanation to the University President who may approve or disapprove the request.

### **C. Administrative and Academic Officers**

1. Academic and administrative officers normally render 48 hours of work per week inclusive of four hours of professional development activities usually on a Saturday. The administrative load units cover the supervisory and other responsibilities of the office and work hours rendered beyond the normal office hours and work days when needed.
2. They are expected to have teaching loads aside from their administrative or office work. The Vice Presidents may be

assigned teaching loads whenever necessary. The table below serves as a guide in assigning the teaching load for academic and administrative officers during the regular semester and midyear term unless otherwise specified by CHED, PAASCU or other regulatory bodies.

<b>ADMINISTRATIVE AND ACADEMIC OFFICER</b>	<b>Total or Fixed Units</b>	<b>Expected teaching &amp; special assignments per semester in units or equivalent hours</b>	<b>Expected teaching &amp; special assignments for Midyear Term in units</b>
Vice Presidents	45	3	1.1 summer units
Academic Deans, Registrar, HRDO Director, DSAS, PPPDMO Director	39	12	4.5 summer units
Directors of CICT, CCF, LMCDAC, URC, ULRC, IDQAO	36	12	4.5 summer units
CNS Director	36	18	6.8 summer units
Internal Auditor, Chief Accountant	36	12	4.5 summer units
ADSAS, Heads of Offices	33	12	4.5 midyear units
Department Heads/JD Academic Program Coordinator/Gradu ate Programs Cluster Department Heads supervising more than 10 Academic Personnel	30	18	9 midyear units



<b>ADMINISTRATIVE AND ACADEMIC OFFICER</b>	<b>Total or Fixed Units</b>	<b>Expected teaching &amp; special assignments per semester in units or equivalent hours</b>	<b>Expected teaching &amp; special assignments for Midyear Term in units</b>
Department Heads/Graduate Programs Cluster Department Heads supervising at most 10 academic personnel	30	21	9 midyear units
NSTP, Sports Development, Clinical and Research Coordinators	30	18	6.8 midyear units
Some Academic Personnel in Office (e.g. IP Desk Staff)	30	18	6.8 midyear units
University Statistician	30	9	3.4 midyear units
Year-level Coordinator,- CDA Coordinator, MI Coordinator	27	24	9 midyear units

- Those in-charge of assigning the loads must prioritize the required teaching or special assignments given to those with expected teaching loads (the officers included in the above table) before any overload is assigned to other academic personnel. Special assignments refer to work assigned not inherent to the office occupied. However, those in charge of assigning the loads are strongly reminded to make the necessary planning arrangements to ensure that the School complies with the *prohibition on unusually heavy teaching loads*. Subsequently, no overload shall be assigned to

administrative and academic officers and academic personnel with fixed units, unless absolutely necessary and endorsed by the Vice President for Academic Affairs and approved by the University President.

4. If the officer refuses to accept the assigned teaching load/s, he/she must write a letter of explanation to the University President who determines if the reason is justifiable or not. If the reason for refusal is unjustified, there shall be a corresponding reduction in the fixed load corresponding to the teaching load being assigned. In no case shall the fixed load be reduced to less than 24 units. The officer shall either teach the assigned teaching load or his fixed load shall be reduced by the number of units
5. In case an academic non-teaching personnel has a teaching load, the time rendered for teaching is inclusive of the 48 work hours per week including office work and professional development activities.
6. In special circumstances, the Vice President for Academic Affairs may endorse more than the maximum teaching or special assignments load. The maximum extra load that can be given to an officer with fixed units is six units in the semester and two units in the midyear term.
7. At the end of the school year, the Treasury and Accounting Office shall determine if there are excess teaching loads & special assignments beyond the expected teaching load for the year for Junior and Middle Academic and Administrative Officers except Department Heads and Coordinators.
8. For Junior and Middle Academic and Administrative Officers except Department Heads and Coordinators, the overload or excess teaching units which should not exceed 14 units & special assignments shall be computed on an annual basis and shall be paid at the end of the year using the formula shown below:

$$\begin{array}{rcl}
 \text{Excess units for the year} & \begin{array}{c} + / - \text{ overload} \\ \hline \text{underload for} \\ 1^{\text{st}} \text{ sem} \times 5 \end{array} & \begin{array}{c} + / - \text{ overload} \\ \hline \text{underload for} \\ 2^{\text{nd}} \text{ sem} \times 5 \end{array} & \begin{array}{c} + / - \text{ overload} \\ \hline \text{underload for summer} \\ \text{converted to} \\ \text{semestral units} \times 2 \end{array} \\
 \\
 \text{Overload Pay for excess units at the end of the year} & = & \frac{\text{Regular monthly rate}}{\text{Fixed units}} & \times \frac{\text{Excess units for the year}}{2}
 \end{array}$$

**Note:** (+) is for overload; (-) is for underload

9. The excess units for the year are divided by two to reflect the reduction in administrative office time brought about by the excess teaching load. Excess teaching loads reduce the administrator's consultation time (with teachers, students, & administrators), supervision time, time for networking with external agencies, etc.
10. The overload of the Academic Department Heads and Academic Coordinators are paid in full during the semester of overload.
11. In an office where the work requires continuing attention of the officer concerned, the supervising Vice President may request the University President in writing for a reduction in the normal teaching or special assignment load of the particular officer citing the justification. This is done two weeks before the assigning of loads every semester.

**D. Department Heads, GPC Department Heads, Academic Coordinators, Research and Community Development and Advocacy Coordinators**

1. The regular work loads of Academic Department Head and GPC Department Heads are as follows:

RANGE OF SUPERVISION	AT MOST 10 ACADEMIC PERSONNEL		MORE THAN 10 ACADEMIC PERSONNEL	
	Regular Semester	Midyear	Regular Semester	Midyear
Teaching	21 units	9.0 units	18 units	9.0 units
Supervision	9 units	2.3 units	12 units	2.3 units
Total	30 units	11.3 units	30 units	11.3 units

- a. In the event that the Department Head supervises more than 10 faculty members whether full time or part time, he/she shall be given a release load of three units from teaching which shall be added to his/her load for supervision for a total of 30 units in the regular semester i.e. 18 units teaching and 12 units supervision. For purposes of determining the number of faculty members being supervised, a faculty member shall be included in the department where the academic personnel belongs, regardless of the number of teaching load handled in other departments.
- b. When necessary, the Vice President for Academic Affairs may assign a teaching load above the regular teaching load of 21 units (or 18 units) to the Department Head. The excess teaching load shall be paid over and above the 30 units.
- c. During the midyear term, Department Heads will have an administrative load of 2.3 units which is equivalent to six semestral units since they are not expected to perform many of their semestral responsibilities and they are expected to have a midyear teaching load of 9 units.

1. The regular work loads of Academic and CDA Coordinators are:

RANGE OF SUPERVISION/ COORDINATION	ACADEMIC/ CDA COORDINATOR	
	Regular Semester	Midyear
Teaching	24 units	9.0 units
Supervision/Coordination	3 units	1.1 units
Total	27 units	10.1units

2. The regular work loads of Research Coordinators are:

RANGE OF COORDINATION	RESEARCH COORDINATORS	
	Regular Semester	Midyear
Teaching	18 units	6.8 units
Coordination	12 units	4.5 units
Total	30 units	11.3 units

### E. Priority in Assigning Loads

The teaching loads shall be assigned following the order of priority indicated below. No overload should be assigned if there are officers/academic personnel with fixed units who can handle the subject. If a possible overload is identified, the priority for assigning such overload should likewise follow the order below:

#### For Regular Semester:

1. Permanent Academic Personnel
2. Probationary Academic Personnel
3. Department Heads, Academic, Research and CDA Coordinators
4. Other Academic and Administrative Officers
5. Part time Temporary Academic Personnel
6. Academic Non-Teaching Personnel
7. Part time Partial Load Academic Personnel
8. Non-Academic Personnel
9. Lecturers
10. Substitute Teachers

#### For Midyear Term

1. Department Heads, Academic, Research and CDA Coordinators
2. Other Academic and Administrative Officers
3. Permanent Academic Personnel
4. Probationary Academic Personnel
5. Part time Temporary Academic Personnel

6. Academic Non-Teaching Personnel
7. Part time Partial Load Academic Personnel
8. Non-Academic Personnel
9. Lecturers
10. Substitute Teachers

In cases of the same level of priority based on the above criterion, the following factors shall be considered in this order:

1. **Performance evaluation.** Priority is given based on the academic personnel's overall rating in the previous school year's performance evaluation.
2. Expertise on the subject. Academic personnel with specializations or major discipline of study and who are practitioners are prioritized in the assignment of related subjects.
3. Highest degree attained. Academic personnel with doctorate and master's degrees which are aligned with their field of specialization are given priority over those with none.
4. Availability and other considerations. Priority may be given to academic personnel who is readily available and who possesses some other special qualifications.

#### **F. Teaching Load in the Midyear Term**

1. Teaching load during the midyear term is dependent on the number of enrollees in particular subjects. Teaching load during midyear will be based on the following criteria:
  - a. Nature of the subject or field of specialization,
  - b. Performance evaluation, and
  - c. Years of efficient teaching experience in the University.
2. As a rule, the regular teaching load for midyear term is nine units. Academic personnel may apply in writing for research work or study load (for thesis and dissertation writers scheduled for final oral defense), instead of teaching. However, their application is subject to the approval of the

Research and Community Development Council (RCDC) for research load or the Vice President for Academic Affairs for study load.

**G. Remuneration for Graduate and Post-Baccalaureate Teaching Load**

For a teaching load of masteral subjects, the academic personnel are paid 125% of the undergraduate rate and 150% for doctoral subjects. The academic personnel of the College of Law teaching Juris Doctor (JD) subjects are paid the rate of doctoral subjects. A special remuneration package is applied to visiting professors and guest lecturers.

**II. INSTRUCTIONAL MANAGEMENT**

**A. Classroom Management**

1. The class period consists of the entire duration as scheduled for a particular subject. Academic personnel are expected to be in the class venue on time, begin class work promptly, and dismiss the class punctually.
2. The class period begins and ends with a prayer or a short invocation led by the academic personnel or an assigned student.
3. Academic personnel should teach for the full duration of the class time/period. Proper and full use of the class period for academic instruction is a proof of effective teaching.
4. Academic personnel should have all educational and instructional aids at hand.
5. Academic personnel are not allowed to transact business with or entertain visitors during class period unless these visitors are authorized by University officials, or in cases of emergency. They should not allow their students to do the same.
6. Academic personnel are not allowed to hold classes during Sundays and legal holidays unless in exceptional cases which must be endorsed by the Academic Dean and duly

- approved by the Vice President for Academic Affairs and the Vice President for Administration.
7. At the beginning of the semester/midyear term, academic personnel provide the necessary information to students on their class policies, the requirements of the course, the use of the approved textbooks, the syllabus and the list of readings.
  8. Academic personnel should check at the beginning of the term whether their students have taken the prerequisite subjects to the course. Problems in connection with prerequisite subjects are referred to the Academic Dean.
  9. Only officially enrolled students may be allowed to attend a class. A seat plan is advisable for effective classroom management.
  10. Academic teaching personnel should abide by the CHSF and Green Campus Behavioral Guidelines at all times. Academic personnel should lead the class in observing the CHSF Minute for the routine housekeeping in the class venue (room, laboratory or field).

## **B. Shepherding**

The Shepherding program is a way of life that finds its inspiration from the Good Shepherd “who leaves the 99 others and searches high and low for the lost sheep” (Mt. 18: 10-14) and when necessary the “Good Shepherd can lay down his life for his sheep.” (John 10:11, 14)

As a way of life, its activities and action plans may vary among different fields and venues, but the biblical inspirations of a “sincere and wholehearted dedication to students, without counting the cost,” will always stay the same.

As a general rule, educators who are involved in the Shepherding Program, must commit and take into heart the tenets of the Good Shepherd of Love and Sacrifice. But below are some specifics to guide aspiring Marian Shepherds:



1. **Listener-advisors.** As the primary line of contact between the student and guidance shepherding program, academic teaching personnel are expected to know the students best. They are able to communicate with students, build trust and respect, and assist the student to adjust to life in the university.
2. **Referral and receiving agents.** Academic teaching personnel refer to the guidance counselor students who are identified to be in need of counseling service. They encourage students to seek guidance counselor assistance and support and reinforce the outcome of counseling.
3. **Human potential discoverers.** They identify students' talents, abilities, strengths and interests.
4. **Role as career educators.** They integrate career education in the curriculum and promote positive attitudes and values to education, career preparation, and decision-making.
5. **Human relations facilitators.** They provide favorable conditions and environment for learning and serve as a model in demonstrating positive human relations.
6. **Guidance shepherding program supporters.** They influence how students view and utilize the guidance shepherding activities and collaborate with the guidance counselor, parents, administration and the community.

### **C. Student Discipline**

1. Discipline in the classroom is the academic personnel's sole responsibility. The academic personnel himself/herself deals with acts of misbehavior in class according to the dictates of prudence and as warranted by time, place and circumstances.
2. Academic personnel should not admit in class students without proper identification card and complete uniform, which identify them as *bona fide* students of Saint Mary's University. Academic personnel should remind students to wear their identification card at all times while inside the campus.
3. Any major breach of school discipline defined in the Student

Handbook should be promptly reported to the Associate Dean of Student Affairs for Men/Women. Academic personnel are presumed to know the provisions or rules stated in the Student Handbook to be able to exercise school discipline. Failure on the part of the academic personnel to report serious breaches of discipline constitutes an act of negligence and irresponsibility prejudicial to the interests of students, academic personnel and the University.

4. Since they exercise *loco parentis*/special parental authority, the academic personnel can mete out disciplinary measures to erring students, but in no case shall corporal punishment be imposed.
  - a. They may demand, on the basis of their sound judgment, public apologies and written promises from students, or issue reprimands and warnings to them.
  - b. They may send misbehaving, erring and intoxicated students out from classes, and immediately inform the Associate Dean of Student Affairs and Services for Men/Women.
  - c. The faculty member may refer or file a complaint to the Dean of Student Affairs and Services or the Associate Deans of Student Affairs and Services in order to give the students due process of law following procedures stated in the Student Handbook.
5. At the end of the semester, the Dean of Student Affairs and Services shall forward to the Academic Deans and the University Registrar the list of students who are not to be readmitted for violation of the rules and regulations prescribed in the Student Handbook to the Academic Dean, the University Registrar, the Vice Presidents and the University President.

#### **D. Classroom Teaching**

1. The professional responsibility, integrity and teaching

competence of an academic personnel is observed in classroom teaching.

2. Consultation hours for students should be utilized to encourage/promote better learning achievement.
3. Alternative class activities by students during class time is allowed only if explicitly required in the module or syllabus and subject to the approval of the Academic Dean/Department Head. As such, specific guide questions and instructions must be given to students. It is imperative that the instructor must accompany the students in the library, audio-visual room (AVR) or in the class activity area during the entire duration of the class time. The Alternative Class Activity Form (ACAF) must be accomplished and approved before the actual activity and a copy thereof submitted to the HRDO.
4. Field trips and seminars prescribed in a course are conducted preferably during vacation time or free days within the semester to prevent students' absences from their other academic classes. Approval must be sought following the procedural guidelines.
5. Academic personnel may anchor their instructional activities on the "PRIME-UP" teaching framework. Whether in lecture or laboratory classes, in-campus or on-the-job training, theory or field subjects, the Marian teacher endeavors to undertake class activities within the following framework:

**P:** Prayer, Prior Knowledge, Preparatory Activities, Projection device, Preliminaries, Punctuality and Attendance Monitoring, Physical Environment Check, Prior Knowledge, Pre-cognition, Presentation, Plan for the Day, Probing

**R:** Relevance to the University Vision-Mission, Recall, Real-World Connection, Recitation, Recognition of Students' Achievements, Readiness Activities, Remediation, Readings, References and Resources

- I:** Interaction, Instructional Technology, Internet Resources, Interests, Integration of Values, Internalization, Innovations
- M:** Matching Teaching-Learning Styles, Multiple Intelligences, Marian & Christian Spirituality, Modelling Mother Mary, Mission of Christ, Minute of CHSF
- E:** Excellence Prompting and Pledge, Enduring Understandings, Evaluation of Essentials, Enthusiastic/Encouraging Agreements/Assignments
- U:** Universal Understandings (Generalizations), Utilization (Transfer), Unfolding of Things to Look Forward to, Updates, Upgrades
- P:** Preparing to Wrap-up, Prescriptions for Future Learning (Assignment), Plan for the Next Class, Prayer of Class Closure, Post Script

Different approaches, methods, techniques, or strategies may be applied or utilized for the various components of the framework.

6. Compassionate Teaching Approach (compiled from [www.facebook.com/SMUSTEH/posts](https://www.facebook.com/SMUSTEH/posts), 2020 Aug 10)

The paradigm shift on the delivery of content and instruction caused by the COVID-19 pandemic led the School of Teacher Education to evolve an approach that caters to existing and emerging educational needs. To become better quality education providers, with the aim to be more inclusive than ever, the university commits herself to the ideas of Compassionate Teaching for our students. As Marian instructors inspired by Mother Mary and the teachings of Jesus Christ, the idea of Compassionate Teaching was

conceptualized to achieve the true significance of teachers in the learning continuity. We will COMMUNICATE! We will provide CLARITY! We will CONNECT! Because SMU CARES! Compassionate Teaching is composed of four dimensions that describe the commitment of Marian instructors in teaching in the “new normal”.

- a. **Compassionate Teaching.** Teaching is a very humanistic profession, and teachers become humane by showing compassion to the learners with the sincere feeling of being concerned and understanding about the learners (Alrubail, 2015). Compassionate practices build on the teaching character that is beyond understanding who our learners are, but also the things they are going through, and being there for them. Compassionate teaching in this framework is defined as a teaching principle that analyzes and understands the learners and their contexts, shows kindness and understanding, and provides consideration and a helping hand towards a more effective delivery of content and instruction and successful student learning. According to Wolpow, Johnson, Hertel and Kincaid (2011), compassion is the heart of teaching and learning. To become compassionate teachers, there is a need to recognize that we can only expect students to successfully achieve the intended academic goals if their basic needs are met. The school and the whole community need to work together to share, to gather and utilize student information they have, and to support each other to provide compassionate education.
- b. **Communication.** Marian instructors commit to communicate with the students regularly to become their “guide at the side” and “peer at the rear”. This will enable the instructors to become physically or virtually present for the students during the learning process. This dimension believes that teacher presence is an important factor for successful student learning. It involves

constant and regular communication through different platforms available to the students and the instructors such as text messaging, online chat, phone calls, video calls and online forums among others.

- c. **Connection.** Marian instructors commit themselves to connect with students which entails a deeper understanding since it needs to know and understand the context of the learners, the different factors that affect learning, growth and development.
- d. **Clarity.** Marian instructors commit to provide clear learning and assessment activities. Results of assessments are valid and reliable measures of student learning and are used for careful planning of the next lessons for a more just and humane teaching.
- e. **Care.** The end goal of all the dimensions is to provide care for the students. This dimension describes the commitment to become inclusive, responsive and supportive to the students' well-being. Marian instructors commit to provide care for the students by responding to their concerns, needs and issues, and by motivating and encouraging students despite the difficulties, challenges and pressures they experience. Marian instructors commit to help each other in looking after the students' emotional, social, physical, environmental, occupational, financial and spiritual well-being.

#### **E. Assignments and Other Requirements**

- 1. The requirements of a course should include some out-of-class assignments. Academic personnel should make students work hard but temper assignments with moderation and be aware that the usual load of a student consists of 7-8 subjects a semester.
- 2. For the purpose of giving assignments, academic personnel should know the available books, periodicals and references in the ULRC. Projects or assignments which involve expenses

on the part of the students should be referred to the Academic Dean through the Department Head, keeping in mind the socio-economic status of students.

3. Term-paper assignments in the undergraduate courses should stress quality rather than quantity.
4. Academic personnel should provide students opportunities for independent and creative work and research. They should be motivated to master their chosen field of specialization.
5. Academic personnel should check or evaluate all course requirements.

#### **F. Instructional Materials**

1. A basic textbook and/or module should be prescribed by the Academic Dean and/or Department Head for every subject. All academic personnel teaching the same subject should use and follow the basic textbook/module.
2. The Department Heads or Coordinators should recommend through the Academic Deans the purchase of textbooks prescribed for students. No academic personnel should make transactions with students about the purchase of books. The books will be made available at authorized outlets. The Academic Deans should see to it that a sufficient number of textbooks are available in the library.
3. Academic personnel must be familiar with the intellectual property and copyright laws and disallow students to use photocopied volumes of commercially available textbooks.
4. Academic personnel should prepare modules, outlines, and teaching materials. These modules/outlines should be endorsed by the Department Head and the Academic Dean who forwards them to the Publishing and Digital Printing Office for evaluation and approval by a designated committee. From the Publishing and Digital Printing Office, these materials are brought to the Vice President for Academic Affairs for final checking and approval before printing. These publications are sold at authorized outlets.

5. Teaching aids such as laptops, LCD projectors, overhead projectors, audio-visual aids etc., are available at the Multimedia and Technology Section of the University Learning Resource Center (ULRC) or at the office of the Academic Dean. Arrangements should be made with the Section Heads concerned on the utilization of these instructional aids.

### **G. Policies and Procedures on Examinations, Attendance and Grading Systems**

- 1. Grading Terms and Examinations.** A semester is divided into three grading terms for regularly scheduled subjects, each culminating in a major examination. These examinations shall be referred to as follows:
- First Term Examination,
  - Second Term Examination, and
  - Final Examination.

The coverage and weight of each examination is summarized in this table:

<b>GRADING TERM</b>	<b>DURATION</b>	<b>MAJOR LEARNING ASSESSMENT</b>	<b>COVERAGE OF EXAMINATION</b>	<b>WEIGHT OF TERM GRADE IN THE FINAL GRADE</b>
First Term	Weeks 1 to 6 (or first one-third of allotted time)	First Term Examination	First one-third of the subject coverage	25%
Second Term	Weeks 7 to 12 (or middle one-third of allotted time)	Second Term Examination	Middle one-third of the subject coverage	25%
Final Term	Weeks 13 to 18 (or last one-third of allotted time)	Final Examination	Entire subject coverage	50%



## 2. Criterion Referenced Grading

- a. The grading system adopted is the criterion-referenced or percent system.
- b. As a rule, computed grades range from 65 to 100 in all grading terms, while the lowest passing grade is 75. However, the lowest FINAL grade reported in the grading sheet is 70, regardless of the score/points earned.
- c. **Criterion-Reference.** Scores in each graded activity shall be transmuted to grades with the following cut-of equivalences in the transmutation scales using equal intervals. To give premium to excellent performance and to discourage mediocrity, the following grade transmutions are required:
  - a. For General Education Courses (or Basic/"Minor Subjects"): 60 percent score = 75 grade.
  - b. For Professional Courses (or "Major Subjects"):
    - i. 65 percent score – 75 grade
  - ii. For Integration Courses (or "Review Subjects"):
    - i. 70 percent score = 75 grade
- c.1. The transmutation scales for 60% score=75 grade, for 65% score=75 grade and for 70% score= 75 grade are shown in Table 1.
- c.2. The official spreadsheet grading template (Grade Computation Program (**Bayot, 2018**)) shall be used by the faculty.
- d. Academic teaching personnel should indicate the required cut-off in the transmutation table in the syllabus. It must be disseminated to the students at the beginning of the classes. The cut-off represents the minimum percentage of knowledge expected to be learned or the score/points earned to obtain a passing grade. For example, the 60 score cut-off on a 100 percent score represents a 60 percent minimum performance requirement, equivalent to a passing grade of 75%.
- e. The Academic Dean, Department Head concerned, and all Academic Personnel teaching the same subjects will

determine if a higher transmutation is to be used for a particular subject.

- f. the cut-off is a guide to avoid extremes in assigning grades. Thus, it should be used intelligently, adhering to objectivity, fairness, justice, and common sense.

**Table 1. Grading Transmutation Scales**

Grade	Remark	60% score = 75 grade	65% score = 75 grade	70% score=75 grade	Grade
100	Highest possible grade	100	100	100	
99		98-99	99	99	99
98		97	97 - 98	98	98
97		95-96	96	96 - 97	97
96		94	94 - 95	95	96
95		92 - 93	93	94	95
94		90 - 91	92	93	94
93		89	90 - 91	92	93
92		87 - 88	89	90 - 91	92
91		86	87 - 88	89	91
90		84 - 85	86	88	90
89		82 - 83	85	87	89
88		81	83 - 84	86	88
87		79 - 80	82	84	87
86		78	80 - 81	83	86
85		76 - 77	79	82	85
84		74 - 75	78	81	84
83		73	76 - 77	80	83
82		71 - 72	75	78 - 79	82
81	Lowest passing grade for academic scholars, and dean's listers.	70	73 - 74	77	81
80		68 - 69	72	76	80
79		66 - 67	71	75	79
78		65	69 - 70	74	78

Grade	Remark	60% score = 75 grade	65% score = 75 grade	70% score=75 grade	Grade
77		63 - 64	68	72 - 73	77
76		62	66 - 67	71	76
75	Lowest passing rate	60 - 61	65	70	75
74		58 - 59	64	69	74
73		57	62 - 63	68	73
72		55 - 56	61	66 - 67	72
71		54	59 - 60	65	71
70	Lowest final grade reported on grading sheet	52 - 53	58	64	70
69		50 - 51	57	63	69
68		49	55 - 56	52	68
67		47 - 48	54	60 - 61	67
66		46	52 - 53	59	66
65	Lowest possible computed grade in the class record; Given also for cheating in assessment activities	0 - 45	0 - 51	0 - 58	65

- g. Academic teaching personnel should indicate the required cut-off in the transmutation table provided and must be disseminated to the students at the beginning of the classes. The cut-off represents the minimum percentage of knowledge expected to be learned or score/points earned to obtain a passing grade. For example, the 60 score cut-off on 100 percent score represents 60% minimum performance requirement which is equivalent to a passing grade of 75%.

- h. The Dean, Department Head concerned, and all other Academic Personnel teaching the same subjects will determine if a cut-off higher than 60% is to be used for a particular subject.
- i. The cut-off is a guide to avoid extremes in assigning grades. Thus, it should be used intelligently adhering to objectivity, fairness and justice, and common sense.
- j. **Nature and Grading of the Major Examinations.** Grades shall be promptly reported to students and determined from the following sources:
  - i. Class standing. This comprises all graded class activities during the term, including quizzes, recitations, assignments, seatwork, themes, experiments, laboratory work and the like. Each assessment output is scored then graded and the average (based on approved weights) of these grades is the class standing grade. Class standing accounts for 50% of the term grade.
  - ii. Term examination. This is a long or major examination requiring higher-order cognitive competency and/or performance skills assessed through a written test, practical test, skills assessment, performance test or a combination of these. Each major exam accounts for 50% of the term grade.
  - iii. Changes in the weights for the different sources of class standing and for several components of the term examination are allowed whenever necessary to suit certain subjects, after approval by the respective Academic Deans.
- k. The term grades are simple averages of the grades in class standing and term examination. The Final Grade is the weighted average with the tentative final grade having twice the weight of the other term grades to reflect the full-content coverage of the final examination.
- l. The following formulae shall be used for computing grades during a regular semester:

$$G_1 = \frac{CS_1 + FTE}{2}$$

$$G_2 = \frac{CS_2 + STE}{2}$$

$$TFG = \frac{CS_F + FE}{2}$$

$$FG = \frac{G_1 + G_2 + 2TFG}{4}$$

where

$G_1$  = Grade for the first term

$CS_1$  = Class standing grade for the first term

FTE = First term examination (long test) grade

$G_2$  = Grade for the second term

$CS_2$  = Class standing grade for the second term

STE = Second term examination grade

TFG = Tentative final grade

$CS_F$  = Class standing grade for the final term

FE = Final examination grade

FG = Final grade

- m. During the midyear term, the GCP should be adjusted to reflect only the midterm and final exams.

**3. Duration and Schedule of Examinations.** The Registrar shall issue a schedule of the major examinations before the beginning of every semester. Exams for OJT/RLE shall be scheduled so that practicum duties shall not be unduly disrupted.

- a. Major Examinations are those administered during the blocked schedule. A testing period of 1½ to 2 hours each is allotted for these major examinations.
- b. Adherence to the schedule of examinations, as prepared by the Registrar's Office, will prevent inconveniences on the part of the students and academic personnel. It will also encourage the settlement of the student's financial obligations on time.
- c. Any change in the general time schedule for examinations should get the prior written approval of the Vice President for Academic Affairs upon recommendation of the Academic Dean.

- d. To give a “partial final test” ahead of the scheduled examination needs the written approval of the Vice President for Academic Affairs upon recommendation of the Academic Dean.
- e. The College of Law and the Graduate School shall only have two major examinations; Midterms and finals.

#### **4. Approval and Printing of Examinations.**

- a. All major examinations accompanied by Tables of Specifications (TOS) must be submitted by academic personnel for review and approval by the Academic Coordinator, Department Head and/or Academic Dean. Copies of approved major examinations and Tables of Specifications (TOS) are submitted to the Academic Dean as clearance requirement.
- b. For printed exams and performance checklists/rating sheets used with major examinations, all pages of the master copies must be signed and dated by the approving officer before these are endorsed for reproduction at the Publishing and Digital Printing Office. No examination and no quizzes consisting of objective test-items may be flashed as presentation slides. Unsigned term examinations are unauthorized for reproduction and cannot be administered to students.
- c. Major examinations administered through the e-Learning Management System should have an approval footnote.

#### **5. Test Booklets**

- a. Students should mark or write their answers to major examination questions, objective tests (forced choice or short-answer supply types) as well as essay and open-response tests, on official test booklets that can be obtained from authorized outlets.
- b. Marked and graded test booklets for the first and second terms should be returned to students for their perusal and review. Test booklets for the final examinations should be submitted to the Dean’s Office as a clearance requirement.

**6. Examination Permit**

- a. All students and instructors are advised about the conscientious implementation of the TEST PERMIT REQUIREMENT during major examinations.
- b. Instructors must require students to present their test permits before taking major examinations. Instructors should sign opposite their Course Number on the permit and also ensure that the Test Permit Number is written on the test booklet or answer sheet.
- c. Test permits are obtained, through self-service, at the Treasury and Accounting Office.
- d. Students must keep their test permits secure for purposes of verification regarding examinations they have taken.
- e. In compliance to CHED Memorandum Order No. 22. 2010, the following flexibilities are extended to students who are financially challenged or who cannot readily obtain their test permits:
  - i. For the First and Second Term Examinations, students accompanied by their parents can obtain their test permits after availing of the student loan facility under the Program for Educational Assistance to Students (PEAS). This non-cash support can be applied through the Office of the Dean of Student Affairs and Services.
  - ii. Students who can show proofs of indigency can apply at the Office of the Vice President for Mission and Identity for tuitional discounts under the University Socialized Tuition Fee Program (STFP).
  - iii. For the Final Examinations, students are allowed to take their examinations even without test permits.
- f. All academic and support personnel are enjoined to refer to ODSAS or VPMI the students who are financially constrained to obtain their test permits.
- g. Academic personnel should take note of the students who take major examinations without valid test permit.
- h. When an officially enrolled student has not presented an examination permit during the final examinations, his grades

will be withheld, in which case, the Academic Personnel shall submit the grades to the Registrar's Office by filling out the prescribed form.

- i. The withheld grades will be viewed at the Student Portal after the students have fully settled all accountabilities and have presented the test permit at the Registrar's Office.

## **7. Special Examination and Exemptions from Examinations**

- a. As a general rule, oral examinations are not allowed unless approved by the Academic Dean of the School concerned.
- b. A special examination may be given only with the written permission of the Academic Dean, and for special cases, the Vice President for Academic Affairs. This should be given within ten (10) days after the scheduled term exam.
- c. Special examinations are granted with full credit for circumstances beyond the control of the student such as sickness (with medical certificate), accidents and death of an immediate family member.
- d. To be fair to the students who take their examinations as scheduled, maximum credit for major examinations allowed for unexcused absences (due to reasons other than sickness with medical certificate, accident or death of an immediate family member) is only 75% of actual score.
- e. No student may be granted exemption from any examination.

## **8. Supervision during Tests**

- a. Instilling in students the virtues of honesty and integrity is a part of the Marian formation even during examinations and quizzes. Academic personnel should prevent opportunities for cheating by personally administering and supervising the examinations.
- b. Academic personnel should not request others to substitute for them to administer a test unless approved by the Academic Dean or Vice President for Academic Affairs for special cases. Office personnel, students or outsiders may not be asked to administer examinations.



**9. Checking of Test Papers**

- a. Academic personnel must personally check or correct test papers, and record test results in the class record.
- b. Assigning their own students to correct examination papers is not allowed since it may lead to favoritism, suspicion and jealousy.

**10. Shepherding of Students-at-Risk based on Term Grades.**

Academic personnel shall assist the Guidance and Testing Office in its Shepherding Program by submitting to the Academic Dean a referral report of underperforming students after each grading term. This will allow prompt provision of intervention (such as advising or coaching) for potentially academically-delinquent students.

**11. Grading Sheets**

- a. The instructor must see to it that the official grading sheet in ESMIS at the Registrar's Office contains the names of all students who attended the class.
- b. A copy of the class record printed from the Grade Computation Program shall be submitted to the Dean's Office as clearance requirement.
- c. Only the final grade shall be indicated in the grading sheet.
- d. Final grades shall be submitted through ESMIS within three (3) days after the last day of the final exams excluding Sundays or holidays, or as set by the Vice President for Academic Affairs.
- e. Grades are the sole responsibility of academic personnel. The Academic Dean can discuss grades with the academic personnel but cannot change the grade. However, in the event that the grades given are put into issue, the Academic Dean can require the academic personnel to explain the manner how he arrived at the computed grades.
- f. Grading sheets with alterations or erasures should bear the initial of the academic personnel. Grades must bear the mark of finality since scholarship or graduation is attached

to them. The final grades, once submitted and approved, cannot be altered, except in cases when academic personnel has satisfactorily proven that he/she committed an error.

- g. Correction or alterations in grades must be done within the period of two months from the time they are submitted to the Registrar's Office. Thereafter, they can no longer be changed or altered for whatever reason.
- h. A student who drops a subject is marked either with **AW** (Authorized Withdrawal) or **UW** (Unauthorized Withdrawal). The date of dropping should be indicated in the grading sheet under "Remarks". **AW** means officially dropped due to valid reasons like sickness (with medical certificate), accident (with police report), death of an immediate family member (with death certificate) or change of residence, that is, the student's dropping from class was approved by the Academic Dean and the corresponding petition form was submitted to the Registrar's Office. A mark of **UW** (Unauthorized Withdrawal) is given if the officially enrolled student is dropped due to non-appearance or due to absences beyond the maximum allowed during the term.
- i. Corrected final test booklets/papers are submitted to the Academic Deans.
- j. Failure to punctually submit the grades does not only hamper the operation of the administrative process but is most unfair to students. Thus, Academic Personnel who remises in the submission of grading sheet shall be imposed demerits and shall be dealt with in accordance with the provisions of the Code of Conduct for SMU Personnel.

## 12. Incomplete Mark

- a. A mark of INC is given, only in EXTREME cases, to a student who has

- i. Failed to appear for the final examination as scheduled
  - ii. Not submitted final manuscript of thesis, proposal, research paper or capstone project
  - iii. Not finished RLE, make-up duties, on-the-job-training, practicum, or internship
  - iv. Not submitted requirements on time due to the following reasons with supporting documents: (1) sickness or other medical condition (with medical certificate), (2) injury from accident or calamity (with police report, medical abstract or barangay certification), or (3) death (with supporting document) of an immediate family member (parent, grandparent, child, sibling or legitimate spouse). Failure to submit other course requirements on time due to other reasons does not merit an INC mark but a **failing grade** in the requirements and a final grade is computed.
- b. The reason for the INC mark is considered part of the records of the students. Teachers should indicate the reason for INC mark on the grading sheet (e.g. No Final Exam; Incomplete RLE; Lacked OJT Time, No Final Manuscript).
  - c. If there is no justifiable reason for the student's failure to take the scheduled examination, to finish RLE/internship/practicum, or submit thesis/capstone project manuscripts, maximum credit is only 75% of raw score and grade is transmuted accordingly.
  - d. Incomplete grades caused by failure to take the final examinations or to submit requirements on time due to sickness, accident or death of an immediate family member should be completed within one year from the issuance of the incomplete grades. Students have the responsibility to verify their grades or get their copy of grades from the Dean's Office at the designated date, or approach the concerned academic personnel regarding

their incomplete grades. Beyond the one-year grace period, students will be required to re-enroll the subjects marked with INC. An “INC” mark which is not removed within 365 days after the end of the semester in which the subject was enrolled (which is the one-year grace period) shall automatically be considered a failing mark.

- e. If the student exceeds the allowed absences, ceases to attend classes on the final term and has little chance of passing even with a delayed final examination, a failing grade is computed and given with a remark of DROPPED-FAILED. The final grade is based on the first and second term grades, final term class standing and the imputed final exam grade transmuted from a zero score. In each case, the date of dropping is indicated on the grading sheet.
- f. A student who ceases to attend classes due to valid reasons stated in letter “a”, during the final term but has not exceeded the allowed absences may be given an INC mark.
- g. The student secures the completion requirement form from the Registrar’s Office and presents to the academic personnel together with the requirements submitted. The academic personnel must sign the form as proof that the student has completed the requirements.

### **13. Completion Form**

- a. Completion is done by performing the corresponding academic activity that would be rated, and the final grade would be computed accordingly (considering all the other sources of the grade). It should be made clear that mere completion does not automatically warrant a passing grade. Unsatisfactory compliance with the required academic action may merit failing final grade. In either case (whether passing or failing), faculty members should PROMPTLY accomplish SMU Form RO 57, attaching individual computation of grade and supporting documents (i.e., final test booklets, approval sheet of

thesis/proposal/capstone/project; Certificate of Completion of OJT/internship/practicum; or medical/police/death/barangay certificate).

- b. The Completion Form from the Registrar's Office shall be accomplished by academic personnel and must be submitted within the one-year grace period after the INC was incurred.
- c. Upon completion by the student, academic personnel must submit a completion form to the Registrar's Office within one (1) month regardless of passing or failing mark.
- d. The Completion Form must be accomplished in triplicate for approval by the Academic Dean. Alterations in the form should be countersigned by the academic personnel otherwise the same shall not be valid.
- e. For security purposes, the form should be personally submitted by the academic personnel to the Registrar's Office.

**14. Grading Provisions in the Course Syllabus.** The major examinations should be explicitly indicated at strategic points (end of the 6<sup>th</sup> week or first one-third of the subject, end of 12<sup>th</sup> week or second one-third of the subject, and end of the subject) as milestone activities in the course syllabus. Combinations of various forms (written and practical) of the term examinations and their corresponding weights must be included in the relevant section of the syllabus.

**15. Other Grading Considerations**

- a. An Academic Personnel must consult with the Academic Dean when more than 30% of the class fail despite appropriate interventions. The academic personnel must avoid extreme liberality and strictness and abide by the principles of fairness, justice and common sense.
- b. Instructors should not entertain any request to give high marks or rectify low marks in order to save a scholarship unless there is an inadvertent error on the part of the

- academic personnel. To do otherwise is against professional ethics and teaches graft and corruption.
- c. Corrected non-final major examinations booklets or papers (i.e. for first-term and second-term examinations) are to be given back to the students at most seven (7) days after the examination. Within the same period, academic personnel should inform students about their term grades in class.
  - d. Instructors should never give a grade of 73% or 74% for the finals. It should either be 72% or below, or 75%.
  - e. A student who was absent during short quizzes or recitations may be given a special make-up assignment or test, if his/her absence was reasonable and excused; otherwise, he/she gets a zero for these quizzes.
  - f. A student who cheats during any quiz or major examination, or commits plagiarism gets a grade of 70% for the particular test or the research work.

#### **16. Class Record**

- a. Every instructor must have a class record using the Grade Computation Program (GCP) in which he/she reflects the results of tests, quizzes, assignments and the like. Aside from the class record, the academic personnel keeps track of the attendance and tardiness of every student in the Class Monitoring Form (CMF).
- b. Academic personnel should keep the records of the students' rating for future legitimate needs.
- c. Grading sheets showing first and second term grades are submitted to the respective Deans for their notation, not later than 10 days after term examinations.
- d. Academic personnel who resign, or are separated from the University, or on study leave, should surrender to their Academic Dean all class records of the two preceding school years for reference purposes. No clearance shall be issued until the academic personnel comply with this requirement.

**17. Recomputation of Grades**

- a. Students' requests for recomputation of grades are referred in writing to the Academic Dean of the School concerned, or to the Vice President for Academic Affairs, if not resolved at the level of the Academic Dean.
- b. Recomputation of grades and test paper results will be entertained only within two months after the release of grades and test results. No recomputation will be entertained after this period.

**18. Rectification of Grades**

- a. Grading sheets are official documents. No change of grade may be considered unless an error has been committed by the academic personnel.
- b. The academic personnel, not the student, applies for a change of grade, at the office of the Academic Dean, addressed to the Vice President for Academic Affairs. The application is done in triplicate, stating the change and its reason/s, accompanied by a supporting document. If the Vice President for Academic Affairs approves the rectified grades, the application shall be submitted to the Registrar's Office for recording and filing.
- c. Correction or rectification in grades must be done within the period of two months from the time they are submitted to the Registrar's Office. Thereafter, they can no longer be changed or rectified for whatever reason.

**19. Changing and Dropping of Subjects**

- a. The practice of changing subject/s is discouraged but allowed only if there are conflicts in the student's class schedule and should be done within the prescribed petition period. Application for changing subject/s can be done by obtaining a prescribed form from the Registrar's Office. This is submitted for approval to the Academic Dean concerned. A fee is charged for any change of subject/s, but it is waived for changes due to abolition of subjects.

- b. A student, who, after the first major examination drops any of his subjects without prior approval of the Academic Dean, automatically receives a failing grade in that subject which will be marked on the grading sheet.

## **H. STUDENT ATTENDANCE**

1. Saint Mary's University considers monitoring the regular attendance and punctuality as important obligations. It assumes that every student has to come to the University to use all opportunities and facilities offered to him/her. Regular attendance, therefore, in all classes is obligatory.
2. Students' attendance of students during convocations, fora and special assemblies like intramurals, foundation day, Eucharistic celebrations and other activities sanctioned by the University is required. Absence from such activity will be recorded as absence from the class period which otherwise would have been held.
3. A student is required to attend classes regularly from the first day of the school calendar. Classes missed because of late enrollment shall be considered as absences.
4. A student absent for only one class period shall not be allowed to re-enter the class without an admission slip duly signed by the Associate Dean of Student Affairs and Services for Men/Women.
5. A student who is tardy within the first 15 minutes of the class will be considered absent but may still be allowed entry into the class. In both cases, the student should secure an admission slip from the ADSAS offices. Three counts of tardiness will considered as one absence. Habitual tardiness and absences, especially during the first period in the morning or the afternoon, shall not be allowed.
6. A student is held personally responsible for lectures, grade activities, and missed assignments due to absences.
7. A student who misses a quiz due to an unexcused absence will not be given credit for the quiz.



8. The Associate Deans of Student Affairs and Services for Men/Women regularly keep parents informed of students' absences through letters and individual conferences, thus the students' absences have to be promptly reported by the academic personnel to their offices following the schedule of reporting as shown in the table below:

<b>CONTACT HOURS Per week</b>	<b>1<sup>st</sup> Report (Warning)</b>	<b>2<sup>nd</sup> Report (Warning)</b>	<b>3<sup>rd</sup> Report (Dropping)</b>
	<b>ABSENCES (in hours)</b>	<b>ABSENCES (in hours)</b>	<b>No. of hours of absences before one is dropped</b>
1	2 hrs.	3 hrs.	4 hrs.
1.5	3 hrs.	4.5 hrs.	6 hrs.
2	3 hrs.	5 hrs.	8 hrs.
3	4.5 hrs.	7.5 hrs.	12 hrs.
4	5 hrs.	10 hrs.	15 hrs.
5	6 hrs.	13 hrs.	19 hrs.
6	9 hrs.	15 hrs.	23 hrs.
7	9 hrs.	17 hrs.	26 hrs.
8	10 hrs.	19 hrs.	29 hrs.
9	11 hrs.	22 hrs.	33 hrs.
10	12 hrs.	25 hrs.	37 hrs.
11	14 hrs.	27 hrs.	41 hrs.
12	15 hrs.	29 hrs.	44 hrs.
13	16 hrs.	32 hrs.	48 hrs.
14	17 hrs.	34 hrs.	51 hrs.
15	18 hrs.	37 hrs.	55 hrs.
16	19 hrs.	38 hrs.	59 hrs.
17	21 hrs.	43 hrs.	64 hrs.
18	23 hrs.	45 hrs.	68 hrs.
19	24 hrs.	48 hrs.	72 hrs.
20	25 hrs.	50 hrs.	76 hrs.
21	26 hrs.	53 hrs.	79 hrs.
22	28 hrs.	55 hrs.	83 hrs.
23	29 hrs.	58 hrs.	87 hrs.
24	30 hrs.	60 hrs.	91 hrs.
25	32 hrs.	63 hrs.	95 hrs.

<b>CONTACT HOURS Per week</b>	<b>1<sup>st</sup> Report (Warning)</b>	<b>2<sup>nd</sup> Report (Warning)</b>	<b>3<sup>rd</sup> Report (Dropping)</b>
	<b>ABSENCES (in hours)</b>	<b>ABSENCES (in hours)</b>	<b>No. of hours of absences before one is dropped</b>
26	33 hrs.	66 hrs.	98 hrs.
27	34 hrs.	68 hrs.	102 hrs.
28	35 hrs.	71 hrs.	106 hrs.
29	37 hrs.	73 hrs.	110 hrs.
30	38 hrs.	76 hrs.	113 hrs.
31	39 hrs.	78 hrs.	117 hrs.
32	40 hrs.	81 hrs.	121 hrs.
33	42 hrs.	83 hrs.	125 hrs.
34	43 hrs.	86 hrs.	129 hrs.
35	44 hrs.	88 hrs.	132 hrs.
36	45 hrs.	91 hrs.	136 hrs.

9. A student is given first and second warnings before he/she is “dropped” from the class. The number of hours of incurred absences corresponding to the number of units of a subject before ‘warnings’ or ‘dropping’ is implemented as shown in the table above.

## **I. ACADEMIC SUPERVISION**

1. Democratic Supervision is a service extended to academic personnel in their work as teachers. Its primary purpose is to evaluate the methods and contents of teaching with the ultimate end of fostering the development of the students in the actual setting of learning. Supervision does not aim at finding fault, but at giving necessary help and guidance to academic teaching personnel by offering the ideas, practices, experiences, and techniques of skilled and efficient teachers. Supervision, therefore, is not an end in itself, but a means to efficient teaching.
2. Supervision, to be constructive and creative, and not merely critical, should be based not on the authority of one person, or on the efforts of the supervising academic personnel alone, but on the collective endeavors of the whole teaching force in each

department. It should be flexible and easily adjustable to classroom situations. It should be based on a professional rather than on a personal relation among the Department Head, the Academic Dean, and the supervised academic personnel. This way, supervision becomes a cooperative study of teaching techniques rather than the study of one individual by another person.

3. All academic personnel are covered by the supervisory program. The Academic Dean and the different Department Heads institute the supervisory program. Academic personnel teaching subjects under a department should be supervised by the Head of the Department, while those faculty members without Department Heads should be supervised by the Academic Dean. The Academic Dean, however, may call upon any Department Head even of another School for assistance. Generally, every academic personnel should be supervised at least once a semester, but probationary academic personnel should be supervised at least twice a semester. Class supervision is done with or without due notice.
4. The Academic Dean and the Department Head/Academic Coordinator should conduct clinical academic supervision. This is initiated by the Academic Dean and Department Head who engages the academic personnel in a pre-observation conference in which areas for supervision during class observation and schedule are agreed upon.
5. The evaluation reports of the Academic Deans, Directors and Department Heads take proper recognition of good points observed and, in a tone of understanding and friendly help, also of weak points that need improvement. This report is submitted to the Academic Dean only after a conference between the supervising Department Head and the academic personnel observed. This post-observation conference in a dialogue form leads to desirable and tangible results, not only for the academic personnel observed but for the whole department as well. It provides an opportunity for the exchange of ideas between the supervising Head of the School/

Department and the academic personnel. This democratic practice of “professional conversation” enhances the teaching-learning situation, for the academic personnel observed is made to actively cooperate in supervision and not merely required to accept the authoritative imposition of desirable changes in classroom activities.

6. Shared faculty members should be supervised by the mother department and evaluated by other departments where the faculty member teaches.
7. The Vice President for Academic Affairs is furnished a copy of summary of the evaluation.

#### **J. SCHEDULE OF EVENTS AND SUSPENSION OF CLASSES**

1. Classes and office works are suspended on regular and special holidays as declared by the government and on other holidays as declared by the University President.
2. College events, such as athletic games, cultural presentations, field trips and the like should not interfere with class periods, except in extreme and justifiable cases approved by the Vice President for Academic Affairs.

##### **3. Suspension of Classes**

###### **a. Typhoons/Storms/Flood**

- i. When PAGASA raises Signal No. 3 or above in Nueva Vizcaya, all classes in the tertiary level, including Graduate Studies and College of Law, within the said locality shall be deemed automatically suspended without need of declaration from the University and/or any of its officials until PAGASA lowers the said typhoon signal.
- ii. In case PAGASA raises Typhoon Signal No. 2 or No. 1 in Nueva Vizcaya, classes in the tertiary level, including Graduate Studies and College of Law shall not be suspended. However, the University President may, at his own discretion, suspend classes in the tertiary level, including graduate studies and College of Law, until such time that the typhoon signal(s)

shall have been lowered by PAGASA or until the weather improves .

- iii. When the MLGU or PLGU declares no classes in private colleges and Universities, the University shall abide by the MLGU or PLGU declaration.
- iv. For safety and security reasons, no one is allowed to enter the University campuses, unless authorized for very important concerns.
- v. However, it is expected that administrators in all levels particularly those given with the responsibility over physical facilities (offices, equipment) should come to the campus to check and secure the facilities before and after a strong typhoon, when one finds it safe to travel from home to the university and vice-versa.

**b. Fire, Earthquake, Pandemic and other Natural Calamities**

- i. The academic personnel must comply with the directives from the University President and vice presidents and other authorized government officials.
- ii. The Campus Safety and Disaster Preparedness Committee shall take the necessary actions to mitigate the effects of the calamity.

**4. Required Number of School Days**

Academic personnel must ensure to complete the required number of school days for the school year. Alternative class activity may be conducted to off-set the days when classes are suspended.

## **Chapter Six**

### **EVALUATION, PROMOTION AND ACCELERATION OF ACADEMIC PERSONNEL**

In line with the vision-mission of the University, academic personnel are evaluated by their students, Academic Department Heads/Coordinators and Academic Deans according to their excellence, innovation, communion and passion for Christ's mission.

#### **I. EVALUATION OF ACADEMIC PERSONNEL**

Every academic personnel is evaluated for his/her yearly performance at the end of the school year. The evaluation is generally anchored on the four core values.

A. The academic personnel is evaluated by the Academic Dean, Director/Department Head/Coordinator(s), and Students, and by Administration for research and community extension.

1. For Academic Personnel, the percent weights of the summative evaluation components are as follows:

Source	Full Teaching Load With Bachelor or Master's Degree	Academic Personnel With Doctorate Degree	Partial Teaching Load With Outside Job/ Partial Teaching Load On Study Leave /Non-Academic Personnel With Partial Teaching Load*	Office Heads/Academic Non-Teaching Personnel With Partial Teaching Load Without Doctorate Degree
Students	30	30	30	30
Dean	20	20	20	20
Director/Dept. Head/Coordinator	30	30	30	30
Research	10	15	Not required	5
Extension	10	5	Not required	credited in office rating
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>80</b>	<b>85</b>

Source	Full Teaching Load With Bachelor or Master's Degree	Academic Personnel With Doctorate Degree	Partial Teaching Load With Outside Job/ Partial Teaching Load On Study Leave /Non-Academic Personnel With Partial Teaching Load*	Office Heads/Academic Non-Teaching Personnel With Partial Teaching Load Without Doctorate Degree
			Prorated to 100	Prorated to 100

- \*Notes:
1. Partial load Academic Personnel from the Elementary and High School are rated like Partial Load Academic Personnel with outside jobs.
  2. For those with office function, the teaching ratings will be combined with the office rating proportionate to the units for office and teaching or as stated below for department heads.

B. The Academic Dean evaluates the academic personnel along administrative and academic areas.

1. The following criteria are used for the Dean's evaluation of academic personnel in the administrative area.

CRITERIA
<b>a. CHRIST'S MISSION</b>
a.1 Providing services beyond what is required without remuneration and without complaints (e.g. committee work, school-level or institutional activities)
a.2 Prompt submission of student-related forms and communications (completion, referrals, academic consultation log, study groups reports, endorsements, etc.)
a.3 Conduct of substitution teaching, remedial classes, study group sessions, student organization advising without remuneration
a.4 Engagement as resource speaker, research presenter, or teaching demonstrator in in-person/online academic activity
a.5 Support for Relevant and Innovative Programs,

Initiatives (e.g. Compassionate Teaching, INSET, extension and outreach)
a.6 Timely Submission of Report on Student Absences
<b>b. COMMUNION</b>
b.1. Involvement in College Activities
b.2 Support for School/College Administration
b.2.1. Prompt Compliance with School Policies and Directives (e.g. uniform/dress code, Compassionate Teaching, INSET, e-SEII, ACAF, long exam approval)
b.2.2. Coordination and Communication through Channels
b.3 Attendance in School/College-Level Activities
b.4 Attendance in University/Institutional Activities
b.5 Submission of Requirements, Reports, and End-of- Semester Clearances to Dean's Office
<b>c. EXCELLENCE</b>
c.1 Attendance and Punctuality
c.1.1 Absences in Teaching that are Deductible from Evaluation
c.1.2 Tardiness/Early Dismissal - Demerit: 0.5 point for every 5 instances of tardiness or early dismissal in teaching
c.2 Cooperation in the Implementation of Proper Notification to Dean concerning Absences
C.3 Submission of Grades and Rectification (Midyear Term, 1 <sup>st</sup> sem, 2 <sup>nd</sup> sem)
C.3.2 Demerit: Unauthorized Late Submission of Grades
C.3.3 Demerit: Rectifications of Grades due to Teacher Error
<b>d. INNOVATION through Professional Growth</b>
d.1. Obtained aligned doctorate degree with supporting document
d.2. Obtained aligned master's degree; passed bar exam
d.3. Completed aligned graduate units during the year with supporting document of grade, if not doctorate degree holder
d.4. Current membership in duly recognized associations in line with one's profession, with unexpired ID card (with supporting document)



d.5. Attendance in conferences, seminars, workshops or academic convocations (organized/hosted by non-SMU)

2. The Academic Dean conducts supervision of instruction to evaluate the academic personnel in the academic area.
- C. The Department Head uses the following criteria in the evaluation of the academic personnel in their discipline.

<b>CRITERIA</b>	
<b>1. CHRIST'S MISSION (25%)</b>	<ul style="list-style-type: none"> <li>Indicators on the core value of Christ's Mission deals with presiding over moments of prayer in class, involvement in community extension and outreach, service beyond official time, manifesting desirable work ethics and sense of propriety, modelling and integrating Christian values and Marian virtues/identity, response to communication issues, feedbacking on students' performance, shepherding of and academic support for at-risk students, and concern for students and personnel well-being,</li> </ul>
<b>2. COMMUNION (25%)</b>	<ul style="list-style-type: none"> <li>Indicators on the core value of Communion involve Cooperation with School Administration (updating subject syllabi and enriching learning materials, observing policies in improving teaching-learning outcomes, and submitting clearances, reports, book endorsements and examinations), Cooperation with Students (respecting individuality, providing opportunities for developing socio-emotional skills and responsibility for learning, favorable professional relationship and enforcing reasonable disciplinary rules), and Cooperation with Peers (through dignified relationships, support and active involvement in departmental meetings and activities, and respect for each other).</li> </ul>
<b>3. EXCELLENCE (25%)</b>	<ul style="list-style-type: none"> <li>Indicators on the core value of Excellence include</li> </ul>

Course Content (substantiality and functionality of materials covered, organization and presentation, and mastery of subject matter and trends and development in the discipline), Teaching Skills (adeptness in instructional delivery, ensuring conducive settings, proficiency in the medium of instruction with well-modulated voice and in text) and Evaluating Students (quality of assessment, objectivity in grading, efficiency and accuracy of evaluation record and timely feedbacking and submission of students' performance ratings).

**4. INNOVATION (25%)**

- Indicators on the core value of Innovation refer to the conduct and disseminate research, relating content with other fields and to students' context, production of learning resources, creativity of interactive class activities, appropriateness of teaching techniques and technologies, sustaining learners' responses and varied forms of participation, stimulating intellectual curiosity and critical thinking through an effective art of questioning, clarity and specificity of assignments, and commitment to continuing professional development.

In addition, the Department Head shall conduct classroom evaluation.

- D. The Students' Evaluation of Instruction is done by accomplishing the Students' Evaluation of Instructors Inventory. The following are the criteria:

**CRITERIA**

**1. Christ's Mission and Communion**

- **Christian Spirit and Relationships** deal with initiating fervent moments of prayer, integrating community extension, addressing difficulties, conducting academic consultations, shepherding at-risk learners, concern for class well-being, manifesting sense of propriety, modelling and integrating Christian values and Marian identity, and providing opportunities for developing socio-emotional skills and

responsibility for learning
<b>2. Excellence</b> <ul style="list-style-type: none"><li>● <b>Mastery of Subject Matter</b> deals with the breadth and depth, substantiality and functionality of materials covered including trends and developments in the profession, logical presentation of lessons, clarification of difficult concepts, ability to relate contents with other fields or practice and to students' context, enriching discussions with faculty research results and up-to-date readings</li></ul>
<ul style="list-style-type: none"><li>● <b>Class Management</b> deals with ensuring conducive class settings, efficiency in instructional routines with clear instructions and announcements, effective transitions, provision of course outlines, proficiency in the medium of instruction with well-modulated voice and in text, and enforcing reasonable disciplinary rules</li></ul>
<ul style="list-style-type: none"><li>● <b>Student Evaluation</b> deals with the validity and reliability of assessment tools, relevance and reasonableness of assignments and tasks, objectivity in grading, efficiency and accuracy of evaluation record, compassionate implementation of grading policies, and timely feedbacking of students' performance ratings.</li></ul>
<b>3. Innovation</b> <ul style="list-style-type: none"><li>● <b>Teaching Skills</b> deals with the effectiveness and efficiency of instructional delivery, production of learning resources, creativity and variety of interactive activities, appropriateness of teaching techniques and flexible technologies, sustaining participation, stimulating critical thinking through an effective art of questioning, and proficiency in the medium of instruction.</li></ul>

E. The Administration's evaluation of academic personnel includes the following criteria among others:

1. **Passion for Christ's Mission and Communion with the Academic Community** are evaluated based on involvement in voluntary community development, outreach and extension activities reported to the Lingkod Maria Development and

Advocacy Center (LMCDAC). Points are awarded by the LMCDAC Director based on criteria and point-system described in the Manual of Procedures and Guidelines (MOPG) of the LMCDAC.

2. **Innovation** which is evaluated based on written outputs of completed research studies during the reckoning period. Points are awarded by the University Research Director based on criteria and rubric in the Manual of the University Research Center.
  3. Part-time academic personnel in the college level with outside jobs are exempted from conducting research and community extension services but are given merit points for documented research and extension activities, if any.
  4. Full-time academic personnel who teach in different levels (college, high school, elementary) are evaluated for their performance in each of the levels where they teach. These performance ratings are not synthesized into one but are considered separately.
- F. The Academic Directors, Department Heads and Academic Coordinators are evaluated by the Academic Deans and academic personnel according to their functions as academic administrators on the following criteria using the appropriate forms.

The Academic Deans shall make use of the following criteria:

CRITERIA	
1.	<b>CHRIST'S MISSION (25%)</b> <ul style="list-style-type: none"><li>Indicators on the core value of Christ's Mission involve implementation of institutional advocacies in community extension and outreach, modelling Christian values and Marian virtues, desirable work ethics and sense of propriety, shepherding of at-risk students, service beyond official time, and concern</li></ul>

for students and personnel well-being,
<p><b>2. COMMUNION (25%)</b></p> <ul style="list-style-type: none"> <li>Indicators on the core value of Communion deal with cordiality and rapport with students and personnel, informing stakeholders about developments, open communication, supporting university and school projects, engaging in collaborative decision making, assisting in the supervisor's activities, overseeing the students' practicum or internship, involving alumni and industry partners in relevant activities, and conduct of post-conferences regarding personnel evaluation with deliberation on these with the supervisor.</li> </ul>
<p><b>G. EXCELLENCE (25%)</b></p> <ul style="list-style-type: none"> <li>Indicators on the core value of Excellence include articulation of institutional vision-mission, economical and rational allocation of human and material resources, overseeing of promotional campaign, accomplishment of plans, implementation of regulatory and accrediting bodies, regular class observations, involvement in professional organizations, and enforcing professionalism and academic discipline.</li> </ul>
<p><b>H. INNOVATION (25%)</b></p> <ul style="list-style-type: none"> <li>Indicators on the core value of Innovation are on the promotion of self and departmental professional growth, conduct and dissemination of relevant research, leading in the preparation, selection and utilization of learning resources, organizing in-service trainings, curricular improvement or new offering, prompt attention to referred matters, trying out of creative work ideas and alternative strategies to enhance efficiency and effectiveness in teaching or office/lab work practice, and coping resourcefully with difficulties.</li> </ul>

The Academic Directors, Department Heads and Academic Coordinators shall also be evaluated as an academic personnel since they have teaching loads. The

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percent weights of the evaluation of Academic Directors, Department Heads and Academic Coordinators are as follows:

DESIGNATION	EVALUATOR	% WITHIN	TOTAL
<b>As Academic Director/ Department Head/Coordinator</b>			20%
	Academic Dean	50%	
	Academic Personnel	50%	
<b>As Academic Personnel</b>			80%
	Academic Dean	20%	
	Academic Dean acting as Department Head	30%	
	Students	30%	
	Research	10-15%	
	Community Extension	5-10-15%	

- I. The Academic Deans are evaluated as administrators and also as academic personnel because of their teaching loads. The percent weights in the evaluation are as follows:

DESIGNATION	EVALUATOR	% WITHIN
<b>As Academic Dean</b>		
	Administration	50%
	Academic Personnel/ Staff (Subordinates)	30%
	Client	20%
<b>As Academic Personnel with Doctorate Degree</b>		
	Academic Director/ Department Head/Coordinator	30%

DESIGNATION	EVALUATOR	% WITHIN
	<b>Students</b>	30%
	<b>Community Extension</b>	5%
	<b>Research</b>	<u>15%</u>
		80% (pro-rated to 100%)
<b>As Academic Personnel without Doctorate Degree</b>		
	<b>Academic Director/ Department Head</b>	30%
	<b>Students</b>	30%
	<b>Community Extension</b>	10%
	<b>Research</b>	<u>10%</u>
		80% (pro-rated to 100%)

The evaluator should be guided by the dictates of propriety and fairness regardless of who is the subject of the evaluation. Favoritism and bias should be avoided so as not to compromise the objectivity of the evaluation process.

## II. RECOGNITION FOR EXEMPLARY PERFORMANCE

The Gawad Maria Program recognizes exemplary performance of employees such as Outstanding Performance, Academic Achievement Award, Magnificat Award for consecutive outstanding performance, Service Awardees, Best in Research, Best in Extension, Team Awards, Professional Leadership etc., the guidelines of which are stated in a separate manual.

### III. PROMOTION IN RANK

- A. Promotion in rank is the annual increase in rank which depends on the years of service and the evaluation of the academic personnel's performance by his/her Academic Dean, Director/Department Head, students and the Directors of University Research Center and LMCDAC.
- B. Promotion in rank means vertical movement in the salary guide.
  - 1. For academic personnel with full load, promotion in rank means vertical movement of one year.
  - 2. For academic personnel with less than full load, promotion in rank means pro-rated vertical movement of 1/2 year for a satisfactory performance rating.
- C. For permanent academic personnel, the required minimum performance evaluation rating to be qualified for promotion in rank is "satisfactory" (70%).
- D. For probationary and part-time including temporary academic personnel, the required minimum performance evaluation rating to be qualified for promotion in rank is "satisfactory" (75%).
- E. No academic personnel can be granted or promoted to the rank of Instructor without an aligned/allied master's degree (with official transcript of records).
- F. For the rank of Instructor, an aligned/allied master's degree is required. For the rank of Professor, an aligned/allied doctoral degree is required.
- G. An academic personnel will be retained in rank if the required minimum evaluation rating for promotion is not obtained.
- H. For academic personnel who teach in different levels, the promotion is for each level. For example, one who teaches in both college and basic education levels may be promoted in high school for satisfactory performance but retained in college for unsatisfactory performance.
- I. Academic personnel hired during the second semester must have served at least five (5) months to be eligible for



promotion in rank.

- J. Effective A.Y. 2023 – 2024, the levels of performance evaluation rating are as follows:
  - a. Very Satisfactory (90 to 100)
  - b. Satisfactory (80-89)
  - c. Fair (70-79)
  - d. Unsatisfactory (69 and below)
- K. Effective A.Y. 2023 – 2024, the outstanding award is given to personnel with exemplary performance over and beyond the expected tasks. The award is conferred by the Employee Awards Committee upon attainment of the standards and criteria set by the committee.

#### **IV. ACCELERATION IN RANK AND SALARY ADJUSTMENT**

- A. An academic personnel is accelerated by one year in the rank scale upon appointment to a Junior Administrative Position, by two years to a Middle Administrative Position and three years to Top Management Position but not surpassing the highest allowed rank corresponding to educational attainment. Acceleration shall not apply to re-appointments, designations in acting or OIC capacity, lateral movement (movement within the same administrative level), and lower position.
- B. An academic personnel is accelerated by one year in the rank scale for a Magnificat Award, (vertical movement) but not surpassing the highest allowed rank corresponding to educational attainment. For those on ceiling, a cash incentive is given instead of acceleration.

A Magnificat Award is given to academic personnel who obtained outstanding performance for five consecutive years (effective AY 2023 - 2024).
- C. An academic personnel is accelerated when he/she finishes an aligned or allied master's degree (with official transcript of records and diploma) or passes a government licensure

examination (with PRC/Bar official rating). The acceleration means movement to the corresponding column (horizontal acceleration) in the salary guide for higher education

- D. For academic personnel who earn an aligned or allied doctoral degree (with official transcript of records and diploma), the acceleration is three years or its equivalent (vertical movement in the rank scale) plus movement to the corresponding column (horizontal movement) in the salary guide for higher education.
- E. For academic personnel who earn a non- aligned or non-allied masteral degree (with official transcript of records and diploma), there is movement to the corresponding column (horizontal movement) for non-aligned masteral degree in the salary guide for higher education. The highest rank for non-aligned or non-allied masteral degree is Assistant Instructor 3.
- F. For academic personnel who earn a non- aligned or non-allied doctoral degree (with official transcript of records and diploma), there is no acceleration of three (3) steps (vertical movement in the rank scale) but there is movement to the corresponding column (horizontal movement) for non-aligned doctoral degree in the salary guide for higher education. The highest rank for non-aligned or non-allied doctoral degree is Associate Professor III, 2.
- G. Academic personnel who is on ceiling in their current rank and obtain the appropriate degree moves to the appropriate column in the salary guide and promoted to the next higher rank upon submission of the transcript of records and diploma provided they pass the performance evaluation standard in the previous school year.

## **Chapter Seven**

### **FACULTY DEVELOPMENT PROGRAM**

One of the most important educational resources in the realization of the vision, mission, goals and objectives of a University and its schools is its academic personnel. Quality education depends so much on the quality of educators who train professionals in various fields who will contribute to the welfare of the community and who will help mold the youth of the country. Based on these, it is very important that academic personnel continuously engage in professional advancement to qualify themselves with the necessary degrees, relevant industry immersion and professional practice, and to keep abreast with the latest trends and developments on the concepts, strategies, innovations in instruction, research and extension, and likewise be actively involved with professional organizations in their fields of specialization, if they are to be updated. Personal development should also be attained in the areas of spiritual, social, mental, psychological, financial and physical well-being and health, while the academic personnel are active in instructional functions in the university. These objectives would be achieved through a program of professional and personal development for the academic personnel through the Faculty Development Program.

As an institution of learning, it is a primary concern of the University to advance the professional growth of its academic personnel. On the other hand, the academic personnel are expected to chart their personal and professional development, either on their own or in conjunction with the University, not only for the purpose of securing their employment tenure but more importantly, to make themselves relevant to the academic community amidst this fast-paced world. Regardless of whether the personal and professional development is on their own account or charged to the University, it is the duty of the academic personnel to secure the recommendation of the Academic Dean and the approval of the Vice President for Academic Affairs, and to inform the HRDO Director. This is to ensure

that their personal and professional undertaking will not adversely interfere with the performance of their work.

## **I. Objectives of the Faculty Development Program**

The Faculty Development Program strives to achieve the following objectives:

1. To improve the academic personnel profile in terms of formal advanced professional degrees, industry immersion, professional practice, and relevant trainings;
2. To upgrade and update the qualifications of the academic personnel;
3. To immerse the academic personnel in recent trends and development on the concepts, strategies, and innovations in instruction, research and extension in their disciplines or fields of specialization;
4. To involve the academic personnel in leadership positions and membership in professional organizations or associations in their disciplines; and
5. To contribute to the personal development of the academic personnel in the areas of spiritual, social, mental, psychological, financial, and physical well-being and health.

## **II. Components of the Faculty Development Program**

1. Formal Professional Advancement
  - 1.1 Graduate Studies
    - a. SMU Funded Scholarships within SMU
    - b. SMU Funded Scholarships outside SMU
    - c. Personal Graduate Studies in or outside SMU
  - 1.2 Certification or Accreditation (ex. TESDA)
2. Other Professional Advancement
  - 2.1 Academic Session
  - 2.2 In-service Seminars/Trainings and Continuing Professional Development

2.3 Involvement in Professional organizations/  
Associations

3. In-campus Personnel Development Activities

**III. Formal Professional Advancement**

Formal Professional Advancement involves graduate studies and certification or accreditation.

**1. Graduate Studies**

**A. SCHOLARSHIP GRANTS WITHIN SMU**

- a. Only temporary, probationary or permanent academic personnel who are enrolled for Masters or Doctoral programs which have been approved by the University shall enjoy free tuition and miscellaneous fees. Those whose studies do not bear the required approval shall be charged like a regular student.
- b. Probationary and Part time (Temporary) academic personnel who want to avail of the study grant must have rendered at least two consecutive semesters of full-load teaching with satisfactory performance (75%) rating and are teaching in SMU during the time of the study grant.
- c. For academic personnel who would like to avail of the study grants within the University in line with the documented Faculty Development Plan of the School, the following steps will be taken:
  - i. accomplish HRDO Form for a scholarship grant, indicating the intended field of study and timeline for its completion.

- ii. The academic personnel bring the accomplished application form to the Academic Dean for recommendation and signature.
  - iii. The academic personnel bring the application form to the Vice President for Academic Affairs for final approval.
  - iv. Grantee submits approved application form to the HRDO and presents enrolment form to be noted by the HRDO Director.
  - v. Grantee proceeds with the enrolment. A photocopy of the form indicating the amount of assessed fees must be submitted to the HRDO for filing.
  - vi. Before enrolling for the next semester, the grantee should submit the accomplished HRDO Progress Report form to the HRDO. When approved by concerned University officers, this serves as the permit to enroll.
- d. The privilege for study grants within SMU shall not apply to obtain a degree in Juris Doctor (J.D.).
- e. Grantees should earn passing grades in all subjects. They shall pay the fees for courses with failing marks or incomplete grades, and penalty courses if they exceed maximum residency and dropped subjects (Unauthorized Withdrawal).
- f. Grantees of the Scholarship Grants within SMU are bound to comply with the following service pay back requirements, counted from the time of the completion of the last unit. Ten to twelve months in a year of teaching or work in SMU while not enjoying the faculty study grant is counted as one year of service payback requirement. Those who complete a master's degree and continue to a doctoral degree must serve separately the number of service payback for both the master's degree and the doctoral degree.

<b>TOTAL UNITS COMPLETED</b>	<b>SERVICE REQUIREMENT</b>
1- 9 units	1 year
10-19 units	2 years
20-29 units	3 years
30-39 units	4 years
40-49 units	5 years
50 units and above	6 years

- g. Should their employment with the University be terminated either by resignation or retirement or dismissal --- either at their instance or of the University --- before or after the completion of their degree but prior to completion of the service requirement, they shall be required to pay all the fees for all the subjects that they were given a discount with legal interest of 12% per annum compounded annually corresponding to the unserved service obligation. In case of litigation, it shall further include attorney's fees of 10% of whatever is due to the University and cost of litigation. This is without prejudice to other legal remedies available to the University.
- h. Any unserved service payback requirements shall be paid by the academic personnel upon retirement from the University. They shall be required to pay all the fees for all the subjects not yet served in the service requirement that they were given a discount with legal interest of 12% per annum compounded annually. In case of litigation, it shall further include attorney's fees of 10% of whatever is due to the University and cost of litigation. This is without prejudice to other legal remedies available to the University.
- i. Those who pursue undergraduate studies related to their field of teaching enjoy full discount on tuition and miscellaneous fees. However, their studies must have been

endorsed by the Academic Dean and approved by the Vice President for Academic Affairs.

## **B. SCHOLARSHIP GRANTS OUTSIDE OF SMU**

- a. Probationary, Permanent or Part time (Temporary) academic personnel who served the University for at least two (2) consecutive semesters may be sent for study outside of the University upon application or recommendation of the Academic Dean. Qualified personnel are required to submit their application for a scholarship, indicating the intended field of study and timeline for its completion, to his/her Dean. The Dean will assess the application on the basis of the academic aptitude of the applicant, the result of the performance evaluation, and the needs of the School. If the Dean finds the application to be meritorious, he/she shall endorse the same to the Vice President for Academic Affairs.
  - i. Academic personnel accomplish the application form from the HRDO.
  - ii. Academic personnel bring the application form to the Dean for first endorsement.
  - iii. Academic personnel brings the application form to the Vice President for Academic Affairs and the Vice President for Administration for second endorsement and the Vice President for Finance and Treasurer for the availability of budgeted funds and the University President for final approval.
  - iv. The accomplished and approved form shall be returned to the HRDO for the signing of the contract.
- b. The University shall pay for the tuition and other applicable fees of the grantee. In addition, thereto, the University shall also



- i. Provide a monthly stipend and travel allowance in such amount as may be determined by the University; and/or
  - ii. Pay the salaries of the grantee which shall be computed on the basis of his/her regular teaching and/or administrative load.
- c. The grantee shall only enroll in the school and the course indicated in his/her application. Deviation from the approved application shall be a ground for the immediate termination of the scholarship grant. This is without prejudice to other available remedies to the University.
- d. The grantee should obtain his/her degree within the period indicated in his /her study contract. Written requests for extension may be considered by the University President on a case to case basis.
- e. During the period of the scholarship, the grantee shall devote his/her full time to the course of study, enroll the maximum study load, complete all requirements and pass all subjects enrolled.
- f. In the event that the grantee cannot enroll due to unavailability of subject, approved Leave of Absence, and other valid reasons approved by the University President, the study grant shall be suspended and the grantee shall be required to render service to the University on a full-load basis. This service is considered part of the service payback.
- g. The scholarship grant shall be terminated immediately if:
  - i. the grantee obtains a failing mark in more than one subject in one semester/term.
  - ii. the grantee fails in one subject, in one semester/term and obtains another failing mark in the subsequent semester/term;

- iii. the grantee drops out or withdraws from the program due to personal reason/s;
- iv. the grantee obtains two (2) unsatisfactory performance rating, if he/she is on study grant with partial work load /full work load with the University.
- h. Academic personnel who are on study grant will be charged correspondingly all fees for courses with failing marks or incomplete grades, penalty courses, and dropped subjects.
- i. In no case shall the grantee engage in any full-time or part-time work of any kind outside SMU.
- j. The HRDO shall take charge of the monitoring of the academic progress of the grantee.
- k. The grantee shall be required to render service pay back for the following period:

<b>CONDITION OF STUDIES</b>	<b>SERVICE REQUIREMENT</b>
Full time Study leave	4 years for every year of study
Partial work load with full time study	3 years for every year of study
Full work load with part time study	2 years for every year of study

- 1. The period during which the grantee is on studies shall not be included for the purpose of computing the service pay back requirement. The service pay back shall be rendered after the completion of the degree. Ten to 12 months in a year of teaching or work in SMU while not enjoying the faculty study grant is counted as one year of service payback.
- 2. The fractional part of the study leave consisting of 1-5 months is considered  $\frac{1}{2}$  year and 6-12 months is considered as one year of studies.
- 3. In the event that the grantee opts to discontinue the studies, he/she shall be required to render service

payback based on the years of study grant multiplied by the required service requirement corresponding to the condition of studies in the table above. For example, an employee who enjoyed 2 years of partial work load with full time study grant will serve 6 years as service payback requirement.

4. If the grantee does not finish his studies for reasons attributable to him/her, or decides not to render the pay back service mentioned above, he/she shall be made to pay for the following:
  - i. Cost of studies to include school fees, stipends, travel allowances and salaries covering the de-loaded units for the studies.
  - ii. Legal interest of 12% per annum compounded annually.
  - iii. Liquidated damages in the amount of Php25,000.<sup>00</sup> for scholars solely supported by SMU and Php50,000.<sup>00</sup> for scholars supported by both SMU and other agencies.
  - iv. In case of refusal to pay, they shall also be charged with attorney's fees of 10% of whatever is due to the University and cost of litigation.
5. Personnel who are on study grant will be charged correspondingly all for courses with failing marks or incomplete grades, penalty courses, and dropped subjects.
  1. A grantee who is on full time study leave shall receive corresponding adjustments in the salary upon the effectivity of every salary increase. He/She shall also be promoted in rank within the duration of the grant provided he/she submits the grades indicating that he/she has not failed or dropped any of his/her subjects during the performance evaluation period.

- m. After completion of the degree, the graduate degree shall be considered for salary increase and promotion only after the presentation to the HRDO of his/her transcript of record with special order (SO) number, if applicable. If the delay in presentation of the requirements and documents is due to causes beyond the control of the grantee as determined by the administration, the promotion shall be made retroactive to the date of graduation as appearing on the original transcript of records.
- n. A grantee may be given a one (1) year extension of the study grant under the same terms and conditions, at the discretion of the University President after considering the reason.
- o. A grantee who is on full time study leave and who extends his/her studies beyond the regular period of completion will be retained in rank at the discretion of the University President after considering the reason for the delay in completion.
- p. If the grantee does not finish within the extension period, he/she can continue with his/her studies on his/her own expense and treated as a leave of absence without pay.
- q. Scholarship grants given by agencies outside of SMU shall be governed by the provisions of such grants. However, the University may also impose additional obligations to the grantee if it will extend benefits in consideration of the grant (e.g. payment of salaries during the scholarship period, stipends and allowances, etc.). These obligations will be covered by a corresponding contract.
- r. The University Administration reserves the option to redirect the field of study or stop the study grant based

on the performance of the personnel in his/her work or studies or based on the priorities of the University.

**ii. FORMAL STUDIES ON PERSONAL EXPENSE (DISCOUNTS)**

- a. Some academic personnel obtain their advanced degrees by enrolling in graduate programs at their own personal expense in programs and institutions of their choice. In such cases, the academic personnel accomplish a Permit to Study and submits this to the HRDO. This is to ensure that his/her professional undertaking will not adversely interfere with the performance of his/her work, especially teaching. Even if there is no return service obligation, it is still the duty of the academic personnel to regularly submit progress reports to the HRDO for profile purposes.
- b. The academic personnel who are college graduates of the University and have actual teaching loads in any level of the university may avail of the following discounts on tuition fees when they enroll in the SMU School of Graduate Studies but only for one master's degree:
  - i. 50% if SMU college alumni.
  - ii. 25% if non-SMU graduates
- c. To avail of the 50% or 25% discount, the academic personnel must present to the Treasury and Accounting Office during every enrolment, their enrollment form signed by the HRDO director after submission of the permit to study and fill-up the application for discount.
- d. Permanent employees enrolled on their own expense at Saint Mary's University shall be granted a 20% discount on tuition fees if enrolled in the masteral degree program, and 10% discount on tuition fees if enrolled in the doctorate and Juris Doctor programs. The employee is required to accomplish the permit to study to avail the discount.

- e. Academic personnel (teaching and non-teaching) with full work load in the University and who are enrolled on their own expense, may avail of the 50% discount on tuition fees if enrolled in allied/aligned masteral degree program in SMU.
- f. Permit to study and progress reports are required to be accomplished before the discounts can be granted.
- g. The various discounts cannot be combined. Only the highest discount for which the employee is qualified can be availed.

### **iii. CERTIFICATION OR ACCREDITATION**

Academic personnel may acquire additional qualifications in the form of certifications and accreditation of specializations after undergoing formal short-term trainings. These certifications may be necessary in their teaching and in the exercise of their professions.

#### **a. CERTIFICATIONS**

Academic personnel may attend short-term formal training courses to upgrade their skills and be issued certificates of qualifications. Examples of these are the courses whose training regulations are registered with and accredited by the Technical Education and Skills Development Authority (TESDA). For these, National Certificates (NCs) are awarded for specific qualifications and within a fixed period of validity. The certification must be updated/renewed.

#### **b. SPECIALIZATION ACCREDITATIONS AND LICENSING**

Academic personnel may also be issued accreditations for specialized skills after undergoing formal validation procedures that are administered by relevant professional bodies in their disciplines. Examples of these are accreditations as ASEAN Advanced Level Engineer by the

Philippine Technological Council (PTC), and as accredited/licensed basketball officiating referee by the National Integrated Basketball Referees Association (NIBRA) after a series of training clinic for accreditation and licensing.

**c. FUNDING**

1. If the additional qualification is mostly for the academic personnel's individual benefit, he/she shall personally bear the specific training fees and the corresponding fees for certification, accreditation or licensing.
2. If the qualification is required for the offering of a course or training program in the university (e.g. training and assessment at ETVAO or courses in the TVL strands in Senior High School), subsidy can be provided for the applicable training. In this case, the Guidelines for Payback for Trainings, Seminars, Workshops and Travels (in the next section) will apply.

**IV. Other Professional Advancement**

Other Professional Advancement involves the following activities:

**a. ACADEMIC SESSION**

The Annual Academic Session gathers all academic teaching personnel in a convocation for a formal lecture and workshop on a theme that is relevant to their instruction, research and/or extension functions. Distinguished resource persons with vast national and international exposures conduct a lecture and facilitate a workshop that will enhance the instructional ability (including pedagogy), research skills and/or extension sensibilities of the faculty members. Activities may involve updating or retooling of the academic personnel on content, pedagogy or emerging

trends in education.

The Academic Session may also be the venue for the awarding and presentation of grants/awards for Professorial Chairs in Instruction or Research. For the public lecture series of Professorial Chairs, one of the lectures in the series shall be scheduled during an Academic Session.

Attendance in the academic session is strictly monitored. Absence in the academic session by full-load faculty members is deductible from performance and pay.

**b. IN-SERVICE SEMINARS/TRAININGS AND CONTINUING PROFESSIONAL DEVELOPMENT**

All academic personnel are required to attend in-service trainings (INSET) or seminars that are relevant to instruction, research and extension in their respective fields, which are held in, or sponsored by, the University or organized by professional associations. Annual budget allocation per faculty member is made for attendance in at least one INSET for the school year, outside the university preferably at the national or international level.

For seminars/trainings held outside of the University which entails payment of registration fees and other incidental expenses, the Dean shall endorse to the Vice President for Academic Affairs the names of the participants who shall be chosen on the basis of:

1. The needs of the School and the participating personnel;
2. The relevance and timeliness of the training/seminar to the field of specialization of the participants;
3. The budgetary requirements; and
4. Such other relevant factors as the Dean may determine.



For Continuing Professional Education/Development (CPE/CPD) seminars and trainings, the Academic Personnel shall personally bear the specific CPE/CPD registration fees.

The following guidelines govern the academic personnel's attendance in professional development activities:

1. Academic personnel are encouraged to plan in advance their attendance in INSET for the school year. National and international conferences/seminars covering themes on instruction, research, and extension, with reasonable registration fees and organized by reputable universities and accredited providers are preferred.
2. Priority shall be given to academic personnel who shall be presenting research papers.
3. Multiple attendees may be allowed if there are parallel sessions in the seminar/conference. Otherwise, attendees may be required to shoulder counterpart expenses.
4. Attendees shall submit a written report on the seminar/training attended with activity plan for multiplier effect in teaching, research and extension.
5. Photocopies of Certificates of Participation shall be submitted to the dean's office and the HRDO.
6. Academic personnel are required to regularly update their individual Faculty Information Sheet in the Human Resource Information System to reflect their professional development activities.
7. Payback for Trainings, Seminars, Workshops and Travels.
  - i. An academic personnel who decides to leave Saint Mary's University is obliged to pay the cost of training (such as registration fees, travel expenses, accommodation, allowance),

and salaries for the period while on training and travel days if he/she availed of support from the University for trainings, seminars and workshops and travels with a combined duration of 3-20 days, including travel days within the past 12 months, or more than 20 days, including travel days within the past 24 months.

- ii. The reckoning period of computation of payback should be the date of resignation.
- iii. Simple interest is to be applied for the first year but if not paid within a year, compound interest will be applied.

**c. INVOLVEMENT IN PROFESSIONAL ORGANIZATIONS/ ASSOCIATIONS**

Academic personnel are strongly encouraged to engage actively in activities of reputable professional organizations of which they are members. These associations provide professional development activities for their members and other interested parties in the areas of instruction, research, extension and even linkages.

The following guidelines govern the academic personnel's involvement in officially recognized professional organizations/associations:

1. Membership fees and renewal dues in professional organizations shall be borne by the academic personnel. If the school is required to be a member of the same organization, the institutional membership fee is charged to the University.
2. Photocopies of official identification cards of membership and corresponding renewal cards in professional organizations/associations shall be submitted to the Dean's Office and HRDO.

3. Academic personnel are required to regularly update their individual Faculty Information Sheet in the Human Resource Information System to reflect new memberships and leadership positions.
4. Leadership positions in professional organizations at the national or international levels shall be officially recognized during the *Gawad Maria* Ceremonies. Recognition shall also be given to Regional Chapter Presidents of professional organizations.

**V. IN-CAMPUS PERSONNEL DEVELOPMENT ACTIVITIES**

These include the following:

- a. Orientation for new employees and re-orientation for current employees of the University's mission, vision, goals, objectives, organizational structure, policies and procedures, services, academic personnel functions and responsibilities, benefits, and remuneration, etc.;
- b. Induction and in-service trainings for professional development for academic personnel conducted by their respective schools and capacity-building units in the university to address assessed development or training needs in the areas of instruction, research and extension;
- c. Regular presentation and oral sharing of current contents or readings from recent professional journals done during general and departmental faculty meetings. Written reports on the current content sharing require the faculty to indicate in which subjects/courses the journal articles may enrich or update. This leads to an updating or enrichment of the corresponding curriculum map, not just in references but more importantly in content. The written report also provides an exercise in literature search, abstracting and bibliographic citation as part of research capability building.
- d. The SMU Integral and Lifestyle Advocacy (SIGLA) program instituted for the personal-professional,

psycho-spiritual and physical development of University personnel.

1. Psycho-spiritual development can be derived from the following activities:
  - i. annual retreats and recollections conducted by the Campus Ministry Office at the start of the year and at mid-year during the semestral break or as scheduled. Venues vary from year to year, from out-of-town formation centers or training facilities to appropriate venues within the university campus.
  - ii. sponsorship of weekly and monthly liturgical celebrations for birthday and special occasions.
  - iii. Small group dynamics may also be conducted for team-building to enhance personnel relationships with others.
2. Further physical and social development is encouraged with the conduct of the following:
  - i. Year-round sports tournaments (e.g. basketball, volleyball, table tennis, biking, badminton and chess) among academic and non-academic personnel. Teams among the personnel also play with invited teams from the outside, like faculty and staff from other CICM schools and neighboring colleges and universities;
  - ii. Song, Dance and cultural contests/activities;
  - iii. Regular Zumba or *hataw* sessions after office hours on selected weekdays, held at the gymnasium,

- Sacred Heart Center, or in front of the  
Rev. Lambrecht stage; and  
iv. Family Day Celebrations.

e. Marian C.A.R.E.S. Program

The Marian **C.A.R.E.S.** Program intends to provide avenues for values formation and wholistic wellness of members of the Marian academic community. This program intends not only to promote the physical, psycho-emotional, social, and spiritual well-being of all members of the academic community but also to nurture their innate potentials (Aduca, *et al.*). The whole day of Wednesdays (except during major exam days) shall be reserved for non-class activities for students, faculty members and staff. The formation program is geared towards:

1. **Spiritual Formation** - by providing meaningful experiences that will deepen participants' relationship with God through Eucharistic celebrations, creative prayer services and activities, recollections, and other similar activities.
2. **Well-Being** - by providing psycho-emotional and social support, like the following but not limited to:
  - i. **Team and Community-Building** to include faculty and personnel meetings and capacitation workshops.
  - ii. **Routine Counseling** by the Guidance Counselors where participants are assisted with their concerns as well as to get to know them better.
  - iii. **Disaster Risk Reduction Management** through participation in earthquake or fire drills or similar resilience or disaster preparedness activities..
  - iv. **Enhancement Activities** that provide opportunities for the participants to hone their skills, abilities and talents.
  - v. **Outreach Activities** that instill community engagement by participants towards those in need

3. The following are the themes of the Marian C.A.R.E.S. program:
  - i. **Christian Faith**
  - ii. **Appreciation, Affection, and Affiliation**
  - iii. **Risk Reduction**
  - iv. **Enhancement of Skills**
  - v. **Social Responsibility**
4. Institutional Marian **C.A.R.E.S.** activities for employees must be coordinated with respective supervising Vice Presidents.
5. Marian C.A.R.E.S. activities (for students and employees) are scheduled for priority following the letters of C.A.R.E.S.:
  - i. First and Fifth Wednesdays are **Christian Formation** days. The period 3:30-5:00pm every Wednesday remains to be **Campus Ministry** period.
  - ii. Second Wednesday is for activities on **Appreciation, Affection and Affiliation**. Hence school/college or departmental faculty meetings are prioritized on this day.
  - iii. Third Wednesdays can be prioritized for **Risk Reduction** and Mitigation and other activities for **Enhancement of Skills** and Personal Attributes. Skills trainings for behaviors during calamities and disasters and for occupational safety may be held during this Wednesday.
  - iv. Fourth Wednesday priorities are on **Social Responsibility** and **Community Engagement** activities.
6. Out-of-campus extension activities on Wednesdays may be participated in by faculty members. Participation of non-academic personnel on Wednesday extension service may be allowed only if office or unit operations are not disrupted in any way. Social responsibility activities can also be

conducted on Saturdays with most students, faculty and non-academic personnel.

7. Wednesdays should not be thought of a non-school day, albeit a non-class day that may call for students and faculty to be in campus for relevant activities that delve with the themes.
8. Scheduling non-class activities on Wednesdays aims to avoid unnecessary disruption of classes on class days.
9. Activities on other themes may still be conducted on any Wednesday. However, reservation of university facilities may be based on the priority theme scheduled on which Wednesday. For example, on the first and fifth Wednesdays, activities on other themes must give way to Eucharistic celebrations, Christian formation, campus ministry activities, class recollections or retreats, creative liturgies, in-campus activities of the Christian Faith Education (CFE) Department, etc. for the use of facilities of choice (e.g. Rev. Cornelius Tonus Gymnasium, Sacred Heart Center/Open Stage, Grade School Gymnasium, Junior High School Gymnasium, Aula Maria, Conference Halls, Functions Rooms, Amphitheatre, Four Pillars Stage, Patios).

## **Chapter Eight**

### **REMUNERATION AND BENEFITS**

#### **I. RULES PERTAINING TO SALARIES**

- A. Decisions on increases in salaries and increases/new benefits for the personnel of Saint Mary's University are subject to the approval of the Board of Trustees of Saint Mary's University.
- B. All personnel are issued copies of the latest salary guide. Salaries of personnel are paid using a monthly salary rate, except for substitute teachers who are paid using a salary rate per hour of teaching. If the substitute teacher assumes the class until the end of the semester for a minimum of one (1) month, the salary is computed as a regular load. The salaries are given on the 15<sup>th</sup> and last day of each month. Should the payday fall on a non-working day, the salaries are paid on the last working day prior to the non-working day.
- C. Personnel salary rates and scale are based on the ranks or steps and educational qualifications as determined by the HRDO and approved by the PSRTC.
- D. In case of exceptional and special qualifications or work assignment, the University President, in consultation with the Advisory Board and Extended Advisory Board, has the right to determine the appropriate remuneration.
- E. The salary of a regular or permanent Academic Personnel is the total of the basic load of 24 units and the administrative allowance or the additional units attached to an office or position, if any. For full-time Academic Personnel without administrative load, their salary is based on the basic load of 24 units and any teaching overload and/or special assignments.



- F. In no case shall there be a diminution in the basic salary for 24 units and benefits of permanent employees.
- G. An Academic Personnel who is transferred to another office or is given a new assignment after his/her term of office shall assume the workload/units attached to the new office/assignment.
- H. If the transfer is from a higher to a lower position during the term of appointment, the personnel retains his/her load/units until the term of appointment expires after which he/she shall be paid the load/units of the new office/assignment.
- I. If the transfer is from a lower to a higher position during the term of office, the personnel shall be paid the load/units of the new office immediately.
- J. Members of the Administration occupying executive positions (Top, Middle and Junior Administrative Personnel) shall not receive overtime pay for work extended beyond the regular work hours or work days as these are covered by the administrative allowance. All those with administrative allowance are expected to render services beyond the regular work hours or work days when needed to respond to urgent concerns. For special projects, the Advisory Board may assign an honorarium.
- K. All personnel are entitled to their regular daily wage during the national regular holidays and school holidays declared by the Administration and Provincial or Municipal LGUs.
- L. Accumulated tardiness and/or undertime for the month shall be proportionately deducted from the personnel's salary for the succeeding month. The report on accumulated tardiness and/or undertime for the month must be submitted by the HRDO to the Treasury and Accounting Office on or before the 10<sup>th</sup> day of the following month.

- M. When offices and classes are declared suspended by the University President, there shall be no deduction in the salaries of personnel. Suspension of classes, however, does not necessarily mean suspension of office work.

## II. LEGAL BENEFITS

The University complies with the legal responsibilities of providing all personnel with government mandated employee benefits under the Labor Code and other special laws.

**A. Social Security Systems (SSS) Benefits.** As mandated by Republic Act. No. 8282, otherwise known as the Social Security Act of 1997, all personnel are members of the Social Security System (SSS) and shall be entitled to the following:

1. Sickness benefit,
2. Retirement benefit,
3. Disability benefit
4. Death and funeral benefit, and
5. Salary and other loans.
6. Employees' Compensation (EC) Program. All SSS-registered personnel are compulsorily covered by the Employees' Compensation insurance. This aims to assist workers who suffer work-connected sickness or injury resulting to prolonged absence from work. The benefits under the EC program may be enjoyed simultaneously with benefits under the social security program effective June 1984.
7. The Mandatory Provident Fund (MPF) which was introduced effective January 1, 2021 under the SSS Workers' Investment and Savings Program, covers all employees with earnings above Php20,250.00 per month, levied at the same rate as SSS premium contributions. At retirement of the employee, the accumulated MPF will be converted into a monthly pension payable for a period of at least 15 years.

8. Maternity leave and pay
  - a. The benefits under the Social Security System Expanded Maternity Leave under R.A. No. 11210 include:
    - a.1 Entitlement by female worker to 105 compensable days of maternity leave for live childbirth, regardless of the type of delivery and number of deliveries. The maternity leave period is counted in calendar days, inclusive of Saturdays, Sundays, and holidays. In case of miscarriage, the entitlement is 60 days of paid maternity leave;
      - i. Female employees from the private sectors availing the maternity leave shall receive SSS maternity benefit based on the prescribed computation of SSS and the salary difference, if any, between the average regular wages rate for the entire duration of maternity leave and SSS benefits.
      - ii. The employer of the availing worker is required by the law to pay the salary differential.
      - iii. The salary differential to be paid by employers in the private sector is considered as a benefit exempt from the Income and Withholding Taxes.
    - b. Option for the female worker to extend for an additional thirty (30) days without pay;
    - c. Extension of fifteen (15) days for solo mothers;
    - d. Female worker may, at her option, allocate up to seven (7) working days of said benefits to the child's father, whether or not the father is married to the female worker. In the absence of the father, the female employee may still allocate said maternity leaves to an alternate caregiver

who is either a relative within the 4th degree of consanguinity or a current partner, regardless of gender, who shares with her the same household.

- e. Maternity leave is for every instance of pregnancy, miscarriage or ETP (emergency termination of pregnancy), regardless of frequency.
- f. An option to extend leave for an additional thirty (30) days without pay. The extended maternity leave is allowed but, chargeable against the female employee's sick leave credits, and against the vacation leave credits in case her sick leave credits have been exhausted. Application for extended maternity leave must be filed with the agency at least forty-five (45) days before the end of the 105 days maternity leave. In case of a medical emergency, subsequent notice shall be submitted.
- g. To qualify for the maternity benefit from the Social Security System, the female worker must meet the following requirements:
  - i. the employee must have paid at least 3 monthly SSS contributions in the 12-month period immediately preceding the semester of the birth, miscarriage or termination; and
  - ii. must notify her employer of her pregnancy and expected date of birth. Such notice shall be transmitted to the SSS in accordance with the rules and regulations. Failure of the pregnant female worker to notify the employer shall not bar her from receiving the maternity benefits, subject to guidelines prescribed by the SSS.

- B. Paternity leave** Paternity leave benefits are given to married male employees whose legal wife had a child delivery or miscarriage. The benefit applies to all male employee regardless of employment status. The benefit consists of seven (7) days of leave credits with full pay. The married male employee is required to be cohabiting with his legal wife unless there is a justifying circumstance. The benefit is non-convertible to cash and non-cumulative, and availed as follows:
- a. 7 working days paternity leave to the father of the child, if he is married to the female worker. Thus, a married new father can enjoy as much as 14 working days leave (7 days Paternity leave and 7 days under RA 11210).
  - b. An unmarried new father may be entitled only to 7 working days allocated leave under RA 11210 (Expanded Maternity Leave Law).
- C. National Health Insurance Program (NHIP) Benefit.** Pursuant to Republic Act No. 7875, otherwise known as National Health Insurance (NHI) Act of 1995, all University personnel are covered by a medical insurance administered by the Philippine Health Insurance Corporation (PHILHEALTH). Both the University and the personnel contribute to the premium of the insurance based on the personnel's actual monthly salary and contribution schedule provided by PHILHEALTH.
- D. Home Development and Mutual Fund (HDMF) Benefit.** As mandated by Presidential Decree No. 1530 more popularly known as PAG-IBIG Fund, all University personnel are members of the Home Development and Mutual Fund and shall be entitled to multi-purpose loans and housing loans at low interest and long-term payment. Both the University and the personnel contribute to the monthly premium in an amount not less than Php100.<sup>00</sup>.

**E. The 13th Month Pay.** Presidential Decree No. 851 provides for the payment of thirteenth month pay which is equivalent to 1/12 of the total basic salary earned within the calendar year.

1. Basic salary includes all remunerations or earnings regularly paid by an employer to an employee for services rendered. The salaries during approved sabbatical leave and sick leaves with pay shall be included in the computation of the gross pay for purposes of computing the thirteenth month pay. Honorarium-based pay and NSTP pay shall be included in the computation of the thirteenth month pay.
2. The computation shall not include *de minimis* benefits, overtime pay, substitution pay, honorarium, night shift differential pay, premium pay, 2-unit midyear pay, and other monetary benefits which are not part of the regular salary of the personnel.
3. The 13<sup>th</sup> month pay of employees are given in two installments: not later than May 5 and not later than December 5 of each year. For emergency cases or other contingencies, an advance of the 13<sup>th</sup> month pay may be granted computed based on the actual number of months rendered.
4. The 13<sup>th</sup> month pay shall be computed on the basis of the following rules:

**GENERAL RULE:** The 13th month pay of academic personnel is computed based on the total of the basic salary received during the calendar year divided by 12.

**SPECIAL RULE:** For the following academic personnel, the denominator is the actual number of months of service instead of 12:

- a. Permanent and probationary academic personnel who do not teach during the midyear term;
- b. Those who are retiring during the year; or

- c. Permanent and probationary academic personnel who go on approved leave of absence and who have rendered service for at least six months during the calendar year.

**F. Service Incentive Leave.** As provided in Article 95 of the Labor Code of the Philippines, an employee who has rendered at least one year of service is entitled to a yearly five (5) days service incentive leave with pay.

**G. Solo Parent Leave.** In accordance with Republic Act No. 11861 otherwise known as The Expanded Solo Parents' Welfare Act, all solo parent personnel who have rendered service of at least six (6) months of service to the University shall be entitled to parental leave of not more than seven (7) working days every year.

1. The parental leave may be availed on a continuous or staggered basis, subject to the approval of the University President. In this regard, the Solo parent shall submit the application of parental leave at least one week prior to availing the Solo parent leave, except on emergency cases.
2. A solo parent refers to any individual who falls under any of the following categories:
  - a. Birth of a child as a consequence of rape, even without final conviction: *Provided*, That the mother has the sole parental care and support of the child or children: *Provided*, further, That the solo parent under this category may still be considered a solo parent under any of the categories in this section;
  - b. Death of the spouse;
  - c. Detention of the spouse for at least three (3) months or service of sentence for a criminal conviction;
  - d. Physical or mental incapacity of the spouse as certified by a public or private medical practitioner;
  - e. Legal separation or de facto separation for at least six (6) months, and the solo parent is entrusted with the

- sole parental care and support of the child or children;
- f. Declaration of nullity or annulment of marriage, as decreed by a court recognized by law, or due to divorce, subject to existing laws, and the solo parent is entrusted with the sole parental care and support of the child or children; or
  - g. Abandonment by the spouse for at least six (6) months;
  - h. Spouse or any family member of an Overseas Filipino Worker (OFW), or the guardian of the child or children of an OFW: *Provided*, That the said OFW belongs to the low/semi-skilled worker category and is away from the Philippines for an uninterrupted period of twelve (12) months: *Provided*, further, That the OFW, his or her spouse, family member, or guardian of the child or children of an OFW falls under the requirements of this section;
  - i. Unmarried mother or father who keeps and rears the child or children;
  - j. Any legal guardian, adoptive or foster parent who solely provides parental care and support to a child or children;
  - k. Any relative within fourth (4th) civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care and support of the child or children as a result of the death, abandonment, disappearance or absence of the parents or solo parent for at least six (6) months: *Provided*, That in cases of solo grandparents who are senior citizens but who have the sole parental care and support over their grandchildren who are unmarried, or unemployed and twenty-two (22) years old or below, or those twenty-two (22) years old or over but who are unable to fully take



care or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition, they shall be entitled to the benefits of this Act in addition to the benefits granted to them by Republic Act No. 9257, otherwise known as the 'Expanded Senior Citizens Act of 2003'; or

- l. A pregnant woman who provides sole parental care and support to the unborn child or children.”
  - m. Children or dependent refer to those living with and dependent on the solo parent who are unmarried, or unemployed and twenty-two (22) years old or below, or those twenty-two (22) years old or over but who are unable to fully take care or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition.
3. Before a personnel may avail of this privilege, he/she should present the corresponding certification from the concerned government agency attesting to the fact that he/she is a Solo Parent. Within three (3) days from availment of Solo Parent Leave, the personnel should present a corresponding proof/certification/document to the HRDO showing that the leave period was utilized for the authorized purpose. This privilege will not be credited as Solo Parent Leave if the personnel fails to comply with the above conditions.
  4. Unused Solo Parent Leave within the school year is not cumulative. Neither is it convertible to cash.
  5. The Solo parent employee may avail of parental leave under any of the following circumstances:
    - a. Attend to personal milestones of a child, such as birthday, communion, graduation and other similar events;

- b. Perform parental obligations such as enrolment and attendance in school programs, PTA meetings and the like;
  - c. attend to medical, social, spiritual and recreational needs of the child; and
  - d. Other similar circumstances necessary in the performance of parental duties and responsibilities, or physical presence of the parents is required.
6. A change in the status or circumstance of the parent claiming benefits, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for these benefits.

**H. Special Leave Benefits for Women.** Republic Act No. 9710 or the Magna Carta for Women Act provides for special leave benefits for women regardless of age and civil status:

- 1. A female personnel having continuous aggregate employment service to the present employer of at least six months for the last 12 months shall be entitled to a special leave benefit for a maximum of two (2) months with full pay based on her gross monthly compensation following the surgery caused by gynecological disorders. When the employee reports to work before or after the two (2) months leave, she must present a medical certificate indicating that she is fit to work. If the attending Physician requires an extension of the medical leave, the leave will be considered as leave without pay from the University but may be applied from SSS benefits.
- 2. "Gynecological disorders" refers to disorders that would require surgical procedures such as, but not limited to, dilatation and curettage and those involving female

reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by a competent physician. For the purpose of availing this benefit, gynecological surgeries shall also include hysterectomy, ovariectomy, and mastectomy.

3. The female employee must file an application for special leave within a reasonable period of time (15 days) before the expected date of surgery. The employee must submit a proof that she underwent surgery due to Gynecological disorders as certified by competent Physician.
4. There shall be no double compensation for the period covered by this special leave. Any salary paid during the period of contingency shall already cover the leave benefits stated above.

- I. **Paid Holidays.** Regular holidays are paid days. This means that every personnel is entitled to his/her regular daily wage on regular holidays even if he/she has not reported for work.

### **III. BENEFITS GRANTED BY MANAGEMENT**

#### **A. Sick Leave**

Temporary, probationary and permanent academic personnel are entitled to 5 days sick leave (SL) with pay per school year. If unused, it is not monetized.

#### **B. Additional Service Incentive Leave.**

1. In addition to the 5 days Service Incentive Leave (SIL) mandated by law, temporary, probationary and permanent academic personnel are granted an additional 2 days Service Incentive Leave for a total of 7 days SIL with pay for every

- year of completed service. The leave credits may be used for whatever reason.
2. Temporary, probationary and permanent academic personnel who have rendered at least one year of service, and who do not use all or part of the allowed 7 days SIL for personal absences in a school year are given cash incentive pay corresponding to the number of unused SIL days to be paid within one month after the end of the school year.
  3. Personal absences to be charged to the seven (7) days SIL include all absences, except:
    - a. Absences on official business or on official time;
    - b. Bereavement leave of seven (7) days for death of immediate family members (parents, siblings, half - brother/sister, spouse, children, and parents-in-law);
    - c. Authorized absences incurred by Union officers or their authorized representatives during CBA negotiations, LMC meetings and other Management-Union activities for a maximum of 15 days;
    - d. Birthday leave;
    - e. Special leave for women;
    - f. Maternity leave;
    - g. Paternity leave;
    - h. Sabbatical leave;
    - i. Solo parent leave; and
    - j. Fieldtrip leave
    - k. Leave without pay
  4. The pay credit is based on the basic pay of the personnel as contained in the salary guide of the applicable school year.
  5. Those who are on full study leave are not entitled to the incentive pay credit but those on study leave with partial teaching or office work are entitled thereto.

6. Those on approved leave for part of the school year are granted the incentive pay credit in proportion to the number of months served.
7. The University President, Vice Presidents, partial load academic personnel, lecturers, and contractual personnel are not entitled to the incentive.
8. Accumulated absences beyond the 12 days allowed leaves (SL and SIL) shall be proportionately deducted from the personnel's salary for the succeeding month. The report on accumulated absences beyond 12 days must be submitted by the HRDO to the Treasury and Accounting Office (TAO) on or before the 10<sup>th</sup> day of the following month.
9. Those who resigned or retired within the academic year, the SIL will be computed using this formula:

$$\frac{\text{Months served}}{12 \text{ months}} \times 7 \text{ days (incentive leave)} = \text{SIL}$$

- C. Longevity Pay / Loyalty Awards.** In recognition of their loyalty to the University, the following awards are given to permanent academic and non-academic personnel who have rendered 5, 10, 15, 20, 25, 30, 35 and 40 years of actual full-time service.

For the purpose of qualifying an employee for longevity pay/award, the basis is the actual number of years of service rendered as an employee on full workload.

YEARS OF SERVICE	AWARD/S
Upon attainment of Regular Status	An academic personnel who attains regular status is entitled to one (1) scholarship for a ward for college education at Saint Mary's University provided he/she has no children enjoying the study grant for personnel dependents. The terms of the scholarship are the same as that for personnel dependents. The scholarship is non-transferable and will be

YEARS OF SERVICE	AWARD/S
	discontinued when the personnel resigns or is separated from SMU or shall have his/her own child enrolled and enjoying the Study Grant for Personnel Dependents.
5 years	A certificate plus Php4,000. <sup>00</sup>
10 years	A certificate plus Php8,000. <sup>00</sup>
15 years	<ol style="list-style-type: none"> <li>1. A certificate plus Php12,000.<sup>00</sup></li> <li>2. A single or a childless married personnel with 15 years of service is entitled to one (1) scholarship for a ward or dependent from Kindergarten 2 to College at Saint Mary's University, subject to the following terms and conditions: <ol style="list-style-type: none"> <li>a. The terms of the scholarship are the same as that for regular personnel dependents.</li> <li>b. The scholarship is non-transferable and will be discontinued when the personnel shall have his/her own child enrolled and enjoying the Study Grant for Personnel Dependents.</li> <li>c. The benefit stops when the personnel resigns or is terminated for cause.</li> <li>d. This benefit will be continued even after the retirement, death or total and permanent disability of the personnel.</li> </ol> </li> </ol>
20 years	A certificate plus Php20,000. <sup>00</sup>

YEARS OF SERVICE	AWARD/S
25 years	A Plaque and Php10,000. <sup>00</sup> plus Certificate of Scholarship for one ward from Kindergarten 2 to College at Saint Mary's University, subject to the following terms and conditions: <ol style="list-style-type: none"> <li>The terms of the scholarship are the same as that for regular personnel dependents.</li> <li>The benefit stops when the personnel resigns or is terminated for cause.</li> <li>This benefit is non-transferable and will be continued even after the retirement, death or total and permanent disability of the personnel.</li> </ol>
30 years	A plaque plus Php30,000. <sup>00</sup>
35 years	A plaque plus Php35,000. <sup>00</sup>
40 years	A plaque plus Php40,000. <sup>00</sup>

#### D. Midyear Pay

- Permanent and probationary college academic personnel are entitled to a two-unit midyear term pay whether they teach or not during midyear term. This midyear term pay is over and above the regular midyear term pay, if the faculty member has midyear term load (teaching or research load).
- College academic personnel who teach/render service for one semester only will be entitled to one-unit midyear pay.

**E. Rice Allowance.** All permanent and probationary academic personnel are given monthly rice allowance, a *de-minimis* benefit

which is not taxable. The rice allowance shall not be included in the 13<sup>th</sup> month pay and retirement/separation pay computations. Those on leave without pay, except those on sickness, maternity leave, sabbatical leave, and special leave for women, are not entitled to this allowance. Prolonged sickness leave must be with updated medical certificate.

- F. Uniform Allowance.** All permanent and probationary academic personnel are entitled to a uniform allowance as stipulated in the Collective Bargaining Agreement (CBA) with the SMU Employees' Union. The HRDO, in consultation with the SMU Employees' Union President shall coordinate with employee representatives per unit regarding the uniform design, color, material and the service provider.
- G. Leave of Absence Without Pay.** A personnel of Saint Mary's University may, upon the recommendation of the Academic Dean/Head of Office and the approval of the Advisory Board, be granted a leave of absence without pay for one month or more provided that:
1. The chief purpose for such leave may be protection or recovery of health, studies, and board or bar examinations review;
  2. The leave of absence shall be filed at least 30 days before the effectivity;
  3. The personnel who proposes to take a leave should apply to the Academic Dean/Head of Office who shall make the necessary recommendation to the Advisory Board;
  4. Such leave of absence shall take effect at the start of a semestral or midyear term. A one-semester leave is preferably granted during the second semester.
  5. The period of such leave shall be a maximum of one school year or may be extended for another year upon the approval of the Advisory Board.
  6. During the period of the leave, the personnel shall not accept



employment outside of Saint Mary's University. Upon verification of employment, the HRDO should notify the employee of such alleged violation in the Code of Proper Conduct for SMU Personnel and make the necessary explanation. With or without explanation, the HRDO shall determine whether or not to initiate an administrative proceeding;

7. This leave of absence shall not be included in the computation of the actual years of service rendered;
8. Upon return, the personnel shall carry the rank held before the leave;
9. While the employee is on leave without pay, he/she will not be entitled to benefits mandated by the government and granted by management except the study grants for dependents/wards where the rules on the study grants for personnel dependents shall apply;
10. The employee shall pay his/her SSS/PhilHealth/HDMF contributions as a voluntary contributing member, and his/her loans.
11. One who is granted Leave of Absence without Pay and does not immediately return to work at the end of the leave period shall be issued a return-to-work notice by the HRDO. In case of non-compliance with the return to work notice the HRDO shall initiate the appropriate administrative proceeding for violation of professional responsibilities as stated in the Code of Proper Conduct for SMU Personnel.

#### **H. Medical and Dental Benefits.**

1. The University shall provide to all employees free medical and dental consultation and basic first aid in the university clinics.
2. The University shall provide permanent and probationary employees free annual medical examination which includes the following: ECG, chest x-ray, CBC, urinalysis, blood chemistry which includes: FBS, BUN, Creatinine, Cholesterol, HDL, LDL, Triglycerides, Uric Acid, SGPT and SGOT, except

those not recommended by the school physician for a particular employee (ex. X-ray for pregnant women).

### **I. Insurance Protection**

All permanent, probationary, and temporary academic personnel are covered for free by the group accident insurance package (on a rider policy as negotiated by Administration with benefits which may change from year to year).

The benefits under this accident insurance coverage may include:

- Accidental Death/Disablement
- Unprovoked Murder and Assault
- Burial Benefit (accident case)
- Medical Expense Reimbursement (accident case)
- Separate Cash Assistance (for natural death)
- Daily Cash Allowance (60 days maximum for accident confinement)
- Daily Cash Allowance (60 days maximum for sickness confinement, provided the hospital confinement is not due to congenital illness)
- Emergency Cash Assistance (due to fire and earthquake)

#### **-Other Features**

- 24 - Hour coverage for 365 days, worldwide, (accidents within and outside the school premises).
- With Motorcycle Coverage – (whether a passenger or driver/operator of any 2 or 3 or 4 wheeled motorized vehicles), provided with driver's license and head gear/helmet.
- Dog, cat, snake bites and any form of animal bites, and food poisoning are included.

**J. Birthday Leave and Birthday Cash Gift.**

1. All permanent, probationary and temporary academic personnel shall be entitled to one day birthday leave with pay during the actual date. The leave can be on any scheduled date within 30 days from the birthdate but not before the birthdate in case the birthday falls on a Sunday, holiday, semestral break or a non-working day. If possible, the availment should not be done on the first day of the school term. In cases when an employee is required to report during his/her birthday, he/she can offset it at any day during the term indicated above.
2. Permanent academic personnel are granted a Php1,000 birthday cash gift which may be claimed one day before the birth date.

**K. Bereavement Leave.**

1. All employees shall be entitled to seven (7) working days bereavement leave with pay that may be availed within the 40-day period from date of death of employee's immediate family member. This leave aims to allow the employee to attend to the funeral wake, interment, 9<sup>th</sup> day and 40<sup>th</sup> day of death of employee's immediate family member.
2. The bereavement leave covers the demise of the following legitimate immediate family members:
  - a. Parents
  - b. Brothers/sisters, half-brothers/half-sisters
  - c. Spouse
  - d. Children
  - e. Parents-in-law

**L. Study Grant for Academic Personnel.** SMU offers study grants to its academic personnel in line with the University's Faculty and Staff Development Program. The terms and conditions of the grant are spelled in the chapter on Faculty Development Program.

**M. Study Grant for Personnel Dependents**

1. Legal dependents (less than 24 years of age) of permanent personnel enjoy discounts of 100% tuition fee and part of miscellaneous fees when enrolled at Saint Mary's University from Kindergarten 2 to College.
2. The discount does not include textbooks, computer laboratory fees, laboratory fees, educational trip fees, work immersion, and miscellaneous and other fees which are remitted to external providers.
3. Personnel dependents may avail of one privilege at a time. They shall be afforded the privilege with the highest benefit. However, if the personnel dependent qualifies also as academic scholar, the combined discounts should not exceed the total fees of the dependent.
4. The benefit does not include Master's and Doctoral degrees, Juris Doctor and a second undergraduate degree, even if the first Bachelor's degree was obtained in another school.
5. Failed subjects, unremoved incomplete marks and UW subjects shall be paid by the personnel.
6. This benefit shall be cancelled when the personnel resigns or is terminated for cause.
7. When the personnel goes on leave without pay for one year, the study grant of his/her dependent continues. However, if the personnel does not report back to work after the leave, the study grant will be revoked and he/she will be charged the cost of the dependent's study grant during the leave.
8. This benefit will be continued even after retirement, death or total and permanent disability of the personnel.

9. The dependents of part-time academic personnel who are hired starting School Year 2011-2012 are not entitled to this benefit.

**N. Substitution Pay.**

1. When an academic personnel is recommended by the Academic Dean and approved by the Vice President for Academic Affairs as a substitute in lieu of another academic personnel, he/she shall be paid in accordance with the following formula:

Substitution pay= Rate Per Hour x Number of Hours

Where:

**Rate per hour= (Basic pay of substitute) x (3/24) x 5 months**  
**54 hours**

2. When the duration of substitution is at least one month, the computation is:

**Substitution pay = Basic Pay of Substitute x Number of Units**  
**24**

3. The substitution pay is multiplied by 125% when substitution is in a masteral level, and 150% when the class is in a doctoral level or Juris Doctor.

**O. Access to University Services.** The University offers the following services to all personnel:

1. **University Learning Resource Center (ULRC).** All personnel may use the library facilities or borrow books.
2. **The Multimedia and Technology Section of the ULRC.** All personnel may avail of the services of the Section which houses an internet and computer workroom, audio-visual rooms and other specialized areas. It also

serves as a lounging and reading area. They could also borrow therefrom audio-visual materials.

3. **Guidance and Testing Office (GTO).** All personnel are free to consult the Guidance staff to help them in their difficulties or to attain greater self-development.
4. **University Chapel.** The University chapel is open for prayer to all personnel.
5. **Internet Access.** All personnel may use the internet facilities in the laboratories, library, and wifi hotspots for free.

**P. Loans.** Loans can be requested from the Finance Office depending on the availability of funds subject to the following conditions:

1. Permanent and probationary personnel may be granted salary loans equivalent to one-month or two months salary, payable within five months or within the semester.
2. Salary loans amounting to Php50,000.<sup>00</sup> and above are subject to the approval of the University President.
3. Personnel who have rendered at least 10 years service in SMU may be granted loans from the Retirement Fund equivalent to 75% of their earned benefits, payable within 12 to 36 months.
4. Regardless of the amount, the University President shall act on all applications for a Retirement loan.
5. Approval of loan applications depend on one's capacity to pay and net take home pay and the availability of university funds.

**Q. Field Trip Leave**

1. Academic personnel whose office work load is equivalent to more than 12 units are given two free days after

completing one year of office service, preferably during midyear, for office field trip for teambuilding.

2. The field trip should be a one-time two-day availment and not on an installment basis. Those who do not join the trip may schedule their field trip leave on another one-time two-day day schedule as approved by head and supervising Vice President. To be considered as an authorized leave, personnel are required to submit duly-accomplished Employee Leave Form (ELF) before the scheduled field trip leave.
3. The school vehicles may be used for the office field trip but the personnel shall pay a minimal amount as rental and shoulder the expenses for gas, toll fees, driver's allowances and overtime pay and depreciation cost of the vehicle.
4. To maximize the field trip, personnel are advised to travel in the evening prior to the two-day leave. The group is expected to travel back in the evening of the second day of the trip.
5. Unused field trip within the school year shall be forfeited, cannot be monetized and cannot offset absences incurred during the year.
6. Academic personnel with office work who join student field trips as chaperones and off-campus team building activities can no longer avail of this benefit.
7. The field trip is exclusive for SMU employees only. Family members and other persons who are not SMU employees are not allowed to join the office field trip.

**R. Christmas Break.** All academic personnel are entitled to a 10-day Christmas Break as programmed in the school calendar.

**S. Semestral Break.** College faculty members are granted a semestral break as programmed in the school calendar.

**T. Holy Week Break.** All Academic Personnel are entitled to a 3-day Holy Week Break (Monday, Tuesday, Wednesday) in addition to the 2-day non-working holiday mandated by the government.

**U. Sabbatical Leave with Pay**

1. All permanent academic personnel in the college level who have served Saint Mary's University for 20 years are qualified for sabbatical leave of one (1) month with pay. If not availed, the employee may still qualify for a sabbatical leave of one and one-half (1 ½) months after 25 years of service. If an employee avails the one-month sabbatical leave with pay after 20 years of service, he/she can still avail a half-month leave with pay upon reaching 25 years of service. The leave is upon the recommendation of the Dean or Head of Office, endorsed by the Advisory Board and approved by the President.
2. The chief purpose of the sabbatical leave is for the personnel to be re-energized to continue efficient service to the University.
3. The sabbatical leave pay is based on the basic salary corresponding to the rank of the employee or the total salary for fixed units for those with fixed units.
4. The Advisory Board shall use the following criteria in approving and/or selecting the grantees:
  - a. Urgency of purpose
  - b. Exigency of service
  - c. Seniority
  - d. Date/Timing of leave
5. In a given year, the number of grantees to avail of the sabbatical leave shall not be more than 5.
6. The sabbatical leave should preferably start at the beginning of a term. The application for sabbatical leave should be filed at least one month before the start of the leave.
7. The sabbatical leave preferably should not be during



peak periods. The recommended periods are second semester or mid-year term.

8. Upon return, the employee shall carry at least the basic load for the semester.
9. The leave shall not be considered as a disruption in the service of the employee.
10. If the sabbatical leave is not availed of by a qualified employee whose application is constantly denied by the Advisory Board/University President due to the exigencies of the work force or for other reasons, the sabbatical leave pay for one month (after 20 years of service) and one and one-half months (after 25 years of service) shall be monetized and given upon retirement or resignation.
11. In meritorious cases as recommended by the Advisory Board, an extension of the leave without pay may be approved by the University President, but the same must be applied at least 15 days before the beginning of the requested extension.
12. One who is granted a Sabbatical Leave and does not immediately return to work at the end of the leave period shall be issued a return to work notice by the HRDO. In case of non-compliance with the return to work notice the HRDO shall initiate the appropriate administrative proceeding for violation of professional responsibilities as stated in the Code of Proper Conduct for SMU Personnel.

#### **V. Resignation benefit**

A member who resigns from the University prior to his/her retirement date shall receive an amount equal to a percentage of the retirement benefit (last monthly salary multiplied by the corresponding retirement benefit rate multiplied by the member's actual years of service) in accordance with the vesting schedule below:

Years of Service	Percentage
Less than 10 years	0%
10 but less than 15	20%
15 but less than 20	40%
20 but less than 25	60%
25 but less than 30	80%
30 years and over	90%

**W. Retirement Benefit**

1. Academic personnel are covered by a non-contributory retirement plan whereby they are entitled to a retirement pay upon reaching the normal retirement age of 60.
2. With the approval of the University President, an academic personnel may also avail of an optional early retirement if he reached the age of 55 and has at least 20 years of credited service. The computation of the retirement benefit is stated in the SMU Retirement Plan Rules and Regulations.

- X. Funeral Benefit.** The officially nominated beneficiaries of the deceased academic personnel (currently employed or retired) shall be granted a funeral benefit of Php50,000.<sup>00</sup>.

## **Chapter Nine**

### **ADMINISTRATIVE DISCIPLINE AND GRIEVANCE PROCESSING MECHANISMS**

#### **I. ADMINISTRATIVE DISCIPLINE**

##### **A. DISCIPLINE**

Every personnel is duty-bound to perform his/her assigned tasks or the functions of his/her office with honesty, sincerity, and integrity. He/She should faithfully render work appertaining to his/her position and assignment in fairness to the University as his/her employer. The personnel by virtue of his/her employment contract with the University should keep and maintain a reputation within the context of good morals and propriety at all times.

##### **B. DECORUM**

Every personnel is expected to practice the elementary rules of discipline, obedience, respect, and human relations with his/her superiors and fellow personnel at all times. He/She should act in a manner befitting the functions of his/her office, observing elementary principles of social decorum and be responsive to the needs of the people with whom he/she deals at all times. Every personnel should do his/her job with sobriety. Under no circumstance will personnel under the influence of liquor or mind-altering substances be allowed to be in his/her workplace. Every personnel is expected to speak well of the University. In any contract or statement which involves the University by way of reference, the prior knowledge and written consent of the University must first be obtained before such reference is made.

Discipline of personnel shall be primarily governed by the Code of Proper Conduct for SMU Personnel (Refer to

Annex B), and the SMU Anti-Sexual Harassment Implementing Guidelines (Refer to Annex C). They are supplemented by applicable provisions of this Manual and such other promulgations, circulars, and memoranda as may be enacted by the SMU Administration from time to time. Matters which are not covered by the Code of Proper Conduct for SMU Personnel and the SMU Anti-Sexual Harassment Implementing Guidelines may be threshed out in accordance with the procedure delineated below.

## **II. INSTITUTIONAL GRIEVANCE PROCESSING MECHANISMS**

### **A. PURPOSE**

The cultivation of a healthy working relationship within the academic community is essential to effective and efficient delivery of services. Thus, all sectors of the University should strive to establish a climate conducive to personal and professional growth, and reflective of the University's core values of Excellence, Innovation, Communion and Passion for Christ's Mission.

However, like in any human organization, incidents that mar the most wholesome of relationships are bound to happen. Every now and then, personnel may come up with issues pertaining to their work, University policies and procedures, their colleagues and such other factors which contribute to their dissatisfaction and are oftentimes translated into mediocre output and half-hearted service.

It is for the above reason that several grievance procedures were established to resolve personnel concerns in an equitable and timely fashion. As befits every Christian in an academic community, grievances of whatever nature are best settled through sincere dialogue, mediation, conciliation, alternative dispute resolution and negotiation.

## **B. GRIEVANCE PROCEDURE**

The kind of procedure to be undertaken is dependent upon the nature and kind of the grievance, and they shall be dealt with in accordance with the applicable rules. Hence, grievances pertaining to conduct/s that are covered by the Code of Proper Conduct for SMU Personnel and the SMU Anti-Sexual Harassment Implementing Guidelines shall be dealt with in accordance with their provisions. On the other hand, grievances pertaining to terms and conditions of employment which are covered by the Collective Bargaining Agreement (CBA) shall be governed by the grievance procedure established therein. All other grievances not covered by the above stated grievance procedures shall be threshed out in accordance with the following procedure:

1. Every grievance/issue/concern is first expressed orally to the immediate superior/Head of office concerned. Grievances/issues/concerns that are made orally are considered informal and are to be settled informally. If the matter concerns personnel from different departments/offices, the heads of concerned offices should work collaboratively for its amicable settlement.
2. For issues submitted in written form to the President, he/she may direct the supervising Vice President to settle the issues amicably between the parties with a written amicable settlement or compromise agreement executed and signed by both parties and the supervising Vice President.
3. If the matter is not settled amicably, the immediate superior/Head of office concerned shall require the concerned personnel to reduce his/her grievance/issue/concern into writing. He/She must attach all available evidence in his/her possession substantiating claim/grievance. The immediate

superior/head must He/She may also require the other concerned party to explain his/her side.

4. On the basis of the documents thus submitted, and any interview clarifications by the head, the immediate superior/Head of office concerned shall make a decision.
5. The decision of the immediate superior/Head of office concerned shall be final, unless it is brought on appeal for review to the supervising Vice President whose decision is executory.

## **Chapter Ten**

### **SEPARATION FROM EMPLOYMENT**

A personnel may be separated from employment by reason of any of the following: expiration of contract, resignation, abandonment, dismissal, permanent disability, retirement or death. A personnel who is separated from the employ of the University is required to accomplish the SMU Personnel Accountability Clearance Form and settle all his/her accountabilities and other obligations with the University. Benefits and clearance certificate will only be released after submission of the said clearance.

#### **I. EXPIRATION OF CONTRACT**

If the employment is covered by a fixed-term contract, it is the right both of the University and the personnel to opt for its non-renewal. If the employment contract is not renewed by the University, the employer-employee relationship is severed. The University is not bound to give reason/s either verbally or in writing for a decision not to renew a contract. The University need not inform the personnel of the expiration of the contract and its subsequent non-renewal.

#### **II. RESIGNATION**

It is a voluntary act of a personnel to end the employment relationship, subject to acceptance thereof by the employer.

1. The resignation of a personnel must be done in writing or may be submitted personally, via courier, or sent electronically as an attachment in an email duly noted by the Academic Dean or Head of Office. The employee intending to resign must indicate the specific effectivity date of resignation. The letter must be addressed to and received by the University President not less than 30 days prior to the date of the resignation effectivity.

2. Expression of intent to resign through text messages and other similar means shall not be accepted and the failure of the personnel to report for work shall make him/her liable for abandonment.
3. Receipt of the resignation letter should not be construed as acceptance. The official acceptance and approved date of effectivity of the resignation is confirmed through the reply letter coming from the University President.
4. All personnel who resign are entitled to all benefits that are due them, such as 13<sup>th</sup> month pay, and other applicable benefits which shall be computed on a prorated basis after accomplishing the SMU Personnel Accountability Clearance Form.
5. Resignation results in the forfeiture of all privileges and benefits of a regular academic personnel. Re-employment in the future shall not necessarily mean reinstatement to his/her rank and all the benefits accorded thereto. They will be treated as new employees and as such, their rank and status will be in accordance with the policy on initial ranking.
6. Resignation of an Administrator  

An administrator who resigns from the University within the 30-day period prior to the effectivity date of resignation will make him/her liable to pay damages in the amount equivalent to his/her three-month salary or Php60,000.<sup>00</sup>, whichever is lower. A separate penalty in the amount of Php100,000.<sup>00</sup> shall be imposed upon the employee if he/she resigns prior to the end of his/her term for breach of contract. His/her resignation shall likewise forfeit his/her status.
7. The preceding paragraph, however, does not apply when the administrator resigns from his/her administrative post but does not sever his/her employment from the University. The term “administrator”, as used in this paragraph, embraces all



the University officers from junior administrative officers to top management.

8. Resignation of an Academic Personnel

An academic personnel, who resigns within the 30-day period prior to the effectivity date of resignation will make him/her liable to pay damages in the amount equivalent to his/her three-month salary or Php50,000.00, whichever is lower. A separate penalty in the amount of Php75,000.00 shall be imposed upon the employee if he/she resigns within the school year or midyear term for breach of contract. A permanent and tenured academic personnel who will resign shall likewise forfeit his/her status.

9. Separation benefits due to resignation of personnel shall be governed by the provisions of the existing University Retirement Plan Rules and Regulations (Refer to Annex A).

### III. ABANDONMENT

For a charge of abandonment to prosper, absence from work and deliberate intent to discontinue employment without intention to return must be proven (*MORPHE, 2009*).

1. An academic personnel is charged for abandonment in any of the following instances:
  - a. does not report for- work for more than 30 calendar days for whatever reason without filing an application for leave;
  - b. does not return for work upon notice that the application for leave has been disapproved; and/or
  - c. any other similar or analogous situation.
2. In any of the above cases, the academic personnel shall be considered absent without leave (AWOL) and, after 15 calendar days from receipt of notice to return to work,

- he/she shall be terminated from the service for abandonment of work after due process.
3. In like manner, those who fail to report on duty within 30 days from the expiration of their allowed leave shall be deemed as having abandoned work and shall be separated after due process without need of notice.
  4. An academic personnel, who abandons work will make him/her liable to damages in the amount equivalent to Php150,000.00.

#### **IV. DISMISSAL/TERMINATION FOR CAUSE**

1. An academic personnel may be dismissed at the instance of the University for any of the just and authorized causes listed in the Labor Code of the Philippines, Manual of Regulations for Private Higher Education (MORPHE), SMU Data Protection Policy, and other applicable laws, the Collective Bargaining Agreement, SMU Administrative and Employment Manual for Academic Personnel in Higher Education (AEMAPHE), the Code of Proper Conduct for SMU Personnel, the SMU Anti-Sexual Harassment Implementing Guidelines, and such other rules and regulations as may hereafter be promulgated by the University. Dismissal for cause shall be undertaken in strict observance of the requirements of due process.
2. The following are some of the causes for dismissal/termination by the University:
  - a. Serious misconduct or willful disobedience by the employee of the lawful orders of school authorities in connection with his/her work;
  - b. Gross and habitual neglect by the employee of the trust reposed in him by school authorities;

- c. Fraud or willful breach by the employee of the trust reposed in the academic personnel by the school authorities
- d. Commission of a crime or offense by the employee against school authorities or any immediate members of their family;
- e. Closing or cessation of the school, course programs, decrease in enrollment, redundancy, retrenchment, automation, and installation of labor saving devices;
- f. Disease of an employee and whose continued employment is prohibited by law or is prejudicial to his health as well as the health of his co-employees or students;
- g. Gross misconduct, such as, but not limited to, giving of grades to a student in a subject not based solely on scholastic performance; failure to maintain confidentiality of school records; contracting loans from students or parents; use of cruel punishment, insubordination;
- h. Gross inefficiency and incompetence in the performance of duties such as, but not limited to failure to cope with the reasonable standards of efficiency and competence of the institution; habitual absences and tardiness from classes, and willful neglect of employment or assignment;
- i. Tampering or falsification of, or negligence in keeping school or student records including unreasonable delay in the submission of student grades;
- j. Conviction of a crime, or an attempt on, or a criminal act against the life of any school official personnel or student, or upon the property or interest of the University;
- k. Being notoriously undesirable;

- l. Disgraceful or immoral act inside or outside the school campus or conduct contrary to the teachings of the Catholic faith and Saint Mary's University;
- m. The sale of tickets or collection of any contribution in any form or for any purpose or project whatsoever, whether voluntary or otherwise, from students or school personnel by an academic personnel unless with written authorization by the President, Vice President, academic dean or dean of student affairs;
- n. Voluntary request for deloading of teaching units to less than the required minimum teaching assignment for full time academic personnel as fixed by the school;
- o. Phasing out, closure or cessation of a course program or the university;
- p. Commission of a crime involving moral turpitude and offenses committed by the employee such as immorality, dishonesty, drunkenness, assaulting a fellow employee, any school authority, school guest, or student
- q. Grave emotional or psychological disturbance on the part of the employee, which in the judgment of the employer or his representative, could bring damage to the students and the school in general;
- r. Sexual harassment as provided in Annex C: SMU Anti-Sexual Harassment Implementing Guidelines;
- s. Other causes as provided in Annex B: Code of Proper Conduct for SMU Personnel;
- t. Other causes analogous to the foregoing as may be provided for in the policies and regulations of the CHED, or SMU or in the CBA.

## **V. PERMANENT DISABILITY**

An academic personnel may be severed of his/her employment in the University for any of the following causes:

1. when the personnel is declared unfit for work by a competent public health authority or by the University Physician;
2. when the personnel suffers from a disease of more or less permanent nature which may seriously impair his/her ability to perform his/her work or duties; or
3. when the personnel suffers from a disease which is prejudicial to his/her health, his/her students or his/her colleagues.

Separation benefits due to permanent disability of personnel shall be governed by the provisions of the existing University Retirement Plan Rules and Regulations (Refer to Annex A).

## **VI. RETIREMENT**

1. It is the severance of employer-employee relationship upon reaching the normal retirement age of 60. With the approval of the University President, a personnel may also avail of an optional/early retirement if he/she has reached the age of 55 and has at least 20 years of credited service.
2. Retirement benefits of personnel shall be governed by the provisions of the existing University Retirement Plan Rules and Regulations (Refer to Annex A).
3. The retirement of an academic personnel shall take effect at the end of the school year or the end of the midyear term of that same school year when the personnel reached the normal retirement age of 60.
4. In the case of academic personnel who occupies an administrative position, the retirement shall take effect at the end of the last month of the current school year.
5. Sixty days prior to the employee's retirement, a letter from the University President is given to the employee who is due

for retirement. In like manner, the University President may inform the employee, subject to his/her consent, an extension of his/her services when needed by the University on an annual basis but not beyond the mandatory retirement age of 65.

6. The retiring academic personnel must accomplish the SMU Personnel Accountability Clearance Form before any benefits are released.

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# APPENDICES

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## **Annex A**

### **SAINT MARY'S UNIVERSITY RETIREMENT PLAN RULES AND REGULATIONS**

#### **ARTICLE I NAME, PURPOSE AND EFFECTIVE DATE**

**Section 1. Name.** The name of this Plan shall be the SAINT MARY'S UNIVERSITY, INC. RETIREMENT PLAN.

**Section 2. Purpose.** This Plan shall establish the SAINT MARY'S UNIVERSITY RETIREMENT TRUST FUND which will provide retirement, death, disability and severance benefits for all eligible employees of the University.

**Section 3. Date and Effectivity.** The Plan shall be in effect on June 1, 1998.

#### **ARTICLE II DEFINITION OF TERMS**

**Section 1. Definitions.** The following words or phrases used in this Plan shall be defined as follows:

- a. "University or "Company" shall mean the SAINT MARY'S UNIVERSITY.
- b. "Plan" shall mean the Retirement Plan adopted herein together with any amendments or further amendments duly adopted by the University.
- c. "Fund" shall mean the Retirement Trust Fund



established under this Plan, and shall mean generally the employer's contributions together with all income, gains and other additions thereto, less any losses, expenses, and benefit payments therefrom.

- d. "Trustee or Trustees" shall mean the person, entity or body created by the University with powers and authority to administer the Plan in accordance with Article VII hereof.
- e. "Member" shall mean any academic or non-academic employee who has qualified for membership under Article III and whose membership has not been terminated as provided therein.
- f. "Monthly Salary" or "Pay" shall mean the last monthly salary paid to the Member for services rendered during normal working days and hours including the administrative allowance for the position held by him at the time of his retirement/resignation but excluding other allowances, overtime pay, honoraria, substitution pay, royalties, commissions, bonuses and/or profit sharing payments and other fluctuating or irregular emoluments or monetary benefits (like the two-unit summer pay given over and above the summer pay based on actual load assignment) which are not considered as part of or integrated into the regular salary of the employee.
- g. "Credited Service" shall mean the period of service rendered by a Member as determined from the records of the University. Period of service shall be reckoned from date of hire to date of retirement, death **or** permanent disability which excludes part time, temporary and contractual status.

- g.1 For purposes of determining the number of years of credited service, leave of absence without pay shall not be considered but a fraction of a year served that is 6 months or more shall be considered as equivalent to one year.
- 1. For retiring members of the Teaching Staff, however, completion of one semester (5 months) is considered one year of service subject to the following conditions:
  - 2. the retiree is at least 60 years old;
  - 3. the retiree is single or childless and has 24 years and one semester of service with SMU (This is to enable the retiree to avail of the benefit of one ward, a benefit for employees with 25 years of service, considering that single/childless employees did not enjoy the educational benefits given to children of SMU employees).
  - 4. There is no available teaching load for him/her anymore because of decrease in enrolment and other reasons that are beyond the control of the retiree and the University.
  - 5. For employees who resign, credited number of years is not applicable. Years of actual service shall apply.
- h. "Regular Employee" shall mean an employee who has attained regular employment status and who starts receiving his monthly regular pay.
- i. "Beneficiary" shall mean the person or persons who shall receive the death benefit provided for herein. The nomination of beneficiaries shall be in accordance

with Article VI Section 2.

- j. “Actuarial Advisor” shall mean an independent person or a consulting firm who is accredited with the Insurance Commission to conduct an independent actuarial valuation.

**Section 2. Gender.** The masculine pronoun shall include the feminine gender and the single number shall include the plural unless the context indicates otherwise.

### **ARTICLE III MEMBERSHIP**

**Section 1. Membership.** Membership in the Plan shall be automatic for all academic and non-academic Regular Employees of the University who have attained regular employment status. Membership in the Plan will commence retroactively on the first day of the month coincident with or next following his attainment of regular employment status. Upon commencement of membership the University may require the Member to execute a pledge to the effect that he has read and is in conformity with this Plan and that he shall abide by its provisions and with any amendments and supplementary rules thereto.

**Section 2. Termination.** Membership in the Plan shall cease automatically upon termination of the Member’s service to the University.

**Section 3. Re-Employment.** A Member whose membership in the Plan is terminated and is subsequently employed by the University shall, upon re-admission to the Plan, be treated as a

new Member.

**Section 4. Leave Of Absence.** Membership in the Plan shall continue during any period during which a Member is on leave of absence approved by the University in writing, and during any period of absence due to sickness, accident or other causes not constituting a severance of the employer-employee relationship, except that it may be temporarily suspended at the option of the University during the period of fifteen (15) calendar days or more over which a Member is on leave of absence without pay.

## **ARTICLE IV THE FUND**

**Section 1. Non-Contributory Plan.** No Member shall be required to make any contributions to the Fund.

**Section 2. Funding.** The funding of the Plan shall be determined by the Actuarial Advisor and payment of the benefits thereunder shall be provided for through the medium of a Fund held by a Trustee under an appropriate Trust Agreement. The contributions to the Fund so created together with gains and losses realized and unrealized plus contributed accrued liabilities, if any, shall constitute the Fund.

**Section 3. Valuation.** The contributions to the Fund shall be actuarially determined at least once a year.

**Section 4. Procedure for Payment.** Application for the payment of the retirement benefits under Article V and VI must be made in writing in the form and manner prescribed by the

Trustee and must be filed with the Trustee at least thirty (30) days in advance of the date of actual retirement, resignation or separation without cause. Decision of the Trustee shall be final and binding upon all parties.

**Section 5. Manner of Payment.** At the option of the Trustee, all benefits under the Plan shall be payable to the withdrawing member in the form of a single sum payable anytime within sixty (60) days from the date of such withdrawal from the Plan, upon submission of final clearance. Such benefit shall be payable directly to the Member or to his beneficiary as the circumstances of each case may warrant.

**Section 6. Non-Diversion of Funds.** All contributions made to the Fund shall be held solely and exclusively for the benefit of the members or their beneficiaries and no part of the said Fund shall be used for, or diverted to, purposes other than for the exclusive benefit of the members or their beneficiaries.

**Section 7. Waiver of Claims.** Receipt of any benefit by any Member of the Plan shall be deemed a final settlement of any and all claims that the Member may have under the Plan. The Member shall hereby waive, quit claim and release the University and the Plan from any and all claims, actions and liabilities arising from this Plan.

## **ARTICLE V RETIREMENT DATES AND BENEFITS**

**Section 1. Normal Retirement.** The Normal Retirement Date of each member shall be:

- a. **For Academic Personnel:** At the end of the

semester or the end of the summer term of that same school year when the personnel reached the normal retirement age of 60. In the case of Academic Personnel who occupies an administrative position, the retirement shall take effect at the end of the last month of the second semester of the current school year

- b. **For Non-Academic Personnel:** On any day following the celebration of his 60<sup>th</sup> birthday but not later than the end of the summer term of that same school year.

The Member’s Normal Retirement Benefit shall be a sum determined in accordance with Section 4 hereof.

**Section 2. Optional/Early Retirement.** With the consent of the University, a Member may elect to retire prior to his Normal Retirement Date provided he has reached at least age fifty-five (55) and has completed at least twenty (20) years of Credited Service. The Member’s Early Retirement Benefit shall be a percentage of the Retirement Benefit stated in Section 4 hereof in accordance with the vesting schedule below:

<u>Years of Service</u>	<u>Percentage</u>
20 but less than 25	65%
25 but less than 30	85%
30 years and over	95%

**Section 3. Late Retirement Date.** A Member who is allowed by the University to continue to work full time on a yearly extension basis beyond his normal retirement date shall

continue to be a member of the Plan up to his late retirement date. The Late Retirement Date of a Member shall be the first day of the month after attaining his normal retirement date but not beyond age 65. The Member's Late Retirement Benefit shall be a sum determined in accordance with Section 4 hereof.

**Section 4. Retirement Benefit.** The Retirement Benefit of a Member shall be a sum equal to One-half Monthly Salary for every year of Credited Service. "One-half monthly salary" shall be defined in accordance with the provisions of Republic Act No. 7641 as follows: 15 days Pay plus  $1/12^{\text{th}}$  of the 13<sup>th</sup> month pay plus the cash equivalent of not more than 5 days service incentive leave Pay. This provision is equivalent to 84.76% of Monthly Salary for every year of Credited Service.

However, starting SY 2006-2007, the rate of computation of benefits was increased as follows:

SY 2006 - 2007	-	86 %
SY 2007 - 2008	-	87.5%
SY 2008 - 2009	-	89 %
SY 2009-2010	-	92%
SY 2010-2011	-	95%
SY 2011-2012	-	98%
SY 2012-2013 and beyond	-	100%

**Section 5. Resignation Benefit.** A member who resigns from the University prior to his retirement date shall receive an amount equal to a percentage of the retirement benefit (last monthly salary multiplied by the corresponding retirement benefit rate multiplied by the member's **actual** years of service) in accordance with the vesting schedule below:

<u>Years of Service</u>	<u>Percentage</u>
Less than 10 years	0%
10 but less than 15	20%
15 but less than 20	40%
20 but less than 25	60%
25 but less than 30	80%
30 years and over	90%

**Section 6. Disability Retirement.** In the event that a Member is retired by the University due to permanent total incapacity or disability, as determined by a competent physician appointed by the University, his disability retirement benefit shall be a single sum equal to the Retirement Benefit (last monthly salary multiplied by the Retirement Benefit Rate multiplied by the credited years of service) but not less than 10,000.<sup>00</sup> In addition a medical benefit equal to 10,000.<sup>00</sup> shall be paid.

**Section 7. Severance Benefit.** A Member who is involuntarily separated by the University due to a retrenchment program or for causes not due to his own fault shall be entitled to a benefit determined in accordance with the Labor Code or in accordance with the Collective Bargaining Agreement or the retirement benefit under Article V, Section 4 of this Plan, whichever is greater.

**Section 8. Dismissal for Cause.** A Member who is dismissed by the University for cause shall not be entitled to any benefit under the Plan.

**Section 9. Forfeitures.** The portion of the amount standing to the credit of a separated Member which is not paid to him by virtue of the limitations specified in this Plan shall be retained



in the Fund and shall be used to reduce future contributions of the University.

## **ARTICLE VI DEATH BENEFIT**

**Section 1. Benefit.** In the event that a Member dies **while in service**, from any cause except self-inflicted injuries, his beneficiaries shall be entitled to receive a death benefit in a lump sum equal to the Retirement Benefit (last monthly salary multiplied by the corresponding retirement benefit rate multiplied by the credited years of service) but not less than 50,000.00. In addition, a funeral benefit of 50,000.00 shall be paid.

### **Section 2. Nomination of Beneficiary.**

**Procedure.** Each employee shall, upon eligibility to participate in the Plan, forthwith nominate in writing, in such forms as shall be prescribed by the Trustee, a person or persons entitled to succeed such Member, by testate or intestate succession under existing laws, to receive the amount which may be due the Member in case of his death or inability to receive in person any sum due him from the Fund.

Every nomination or appointment shall remain in force until the death of the nominee or appointee or until revoked or amended by the Member making it by delivering to the Trustee another nomination or appointment in the prescribed form.

In the event of death of a designated or appointed beneficiary during the lifetime of the designating or appointing Member,

said Member shall forthwith nominate or appoint another person in the place of the deceased beneficiary.

**Failure to Nominate.** If at the death of the Member there shall exist no valid nomination by him of a beneficiary, the existing laws on succession shall prevail.

If the person or persons from among those enumerated in the existing laws on succession do not exist at the time of the Member's death, no death benefit shall be paid by the Plan. The death benefit which should have been paid shall be forfeited in favor of the Fund.

**Minor/Incompetent Beneficiary.** In case the beneficiary is a minor or under any disability to give legal discharge for payment of the benefits, then payment of the benefits shall not be made until a legal guardian is appointed in behalf of the minor or person under disability, but the beneficiary shall not be entitled to any income on the amount of the accrued benefits during the period that the payment was deferred because of the absence of a legal guardian; provided further that if the amount of benefit is such that existing laws would allow the payment thereof to the surviving parent of the minor or incompetent beneficiary, then benefit payments for the account of said beneficiary shall be made to the surviving parent of said beneficiary.

## **ARTICLE VII ADMINISTRATION**

**Section 1. The Plan.** The Plan shall be administered by a Trustee appointed by the University who shall be responsible

for the general administration of the Plan and the management of the Fund. The University may create a Retirement Committee which will coordinate with the Trustee in the implementation of this Plan. The Trustee may seek the advice of a counsel and may appoint an investment manager or managers to manage the Fund, an independent accountant to audit the Fund and an actuary to value the Fund. Fees and expenses incurred in the investing and accounting and/or actuarial audit, amendment and other services for the Plan may be charged to the Fund. In the absence of a TRUSTEE, the Retirement Committee shall administer/manage the Retirement Fund.

**Section 2. Trust Agreement.** The powers, authorities and discretions necessary or expedient for the Trustee to perform his/her duties shall be expressed in the Trust Agreement executed by the University and the duly appointed person(s) or entity.

**Section 3. Retirement Committee.** The duties of the retirement committee shall consist of the following functions solely as they relate to the Plan:

**Composition:**

Chairman: University President

Members: Vice Presidents

Legal Counsel

Director, HRDO

President, SMU Employee's Union

**Functions:**

- a. Implements the rules and procedures of the Retirement Plan;

- b. Reviews the Plan and recommends to the Board of Trustees amendments thereto, if any;
- c. Interprets the meaning, coverage and application of the provisions of the Plan and consults the Board of Trustees for ambiguous cases; and
- d. Is responsible for the general administration and management of the Plan.

## **ARTICLE VIII**

### **AMENDMENT AND TERMINATION OF THE PLAN**

**Section 1. Amendment.** The University may amend or modify this Plan at any time. Any amendment should conform with Republic Act No. 4917 and Republic Act No. 7641 and their implementing regulations and shall be immediately communicated to the Trustee and the Members of the Plan.

**Section 2. Termination by Liquidation.** The University reserves the right at any time on account of business necessity to terminate, withdraw, amend, or modify the Plan in whole or in part, at the discretion of the University. In the event of the termination of the Plan, the liability of the University to make contributions shall cease, and the assets of the Fund shall be allocated, subject to provisions for expenses of administration or liquidation.

The Trustee shall pay all debts and obligations of the Fund and settle or dispose of any claims then outstanding against the Fund, and thereafter allocate the property remaining in the Fund to the employees or their beneficiaries, as follows:

1. A sum in full or pro-rata, to provide for the payment to members who are eligible for normal and late retirement,

or for death and disability benefits, but who have not received their benefit payments by the date of termination of the Plan.

2. If any amount remains after (a) above, a sum, in full or pro-rata, to provide for the payment of benefits to employees who are eligible for early retirement by the date of Plan termination.
3. If any amount remains after (b) above, a sum, in full or pro-rata, to provide for the payment of benefits to employees who remain and who may have contingent benefit interest as the Trustee or Retirement Committee may determine on the termination of the Plan.
4. Any amount remaining in the fund after making the above allocations and after paying all liabilities shall revert to the University.

**Section 3. Termination by Transfer.** In the event the University terminates the Plan by transferring it to any other Fund which is similar, in the opinion of the Trustee, to the purpose and terms of this Plan, each Member shall be entitled to the same benefits as they have in this Plan had the Plan not been terminated.

## **ARTICLE IX EFFECT OF LEGISLATION**

**Section 1. Social Security System and Workmen's Compensation.** Except as otherwise provided, whatever benefits may be due the Member on account of the Social Security Law shall not be deducted from the Plan benefits.

**Section 2. Duplication of Benefits.** In the event that existing

or future laws, including the Collective Bargaining Agreement, require the University to pay similar or analogous benefits to those already herein provided, the Member concerned shall not be entitled to receive both what the law, legislation or the CBA requires the Company to give but shall be entitled only to whichever benefit is the greater among them (and not in addition to);, or, the University may exercise the right to reduce its current contributions or benefits under this Plan by the amount of any payments required by the subsequent legislation or CBA in accordance with the regulations promulgated by the University.

## **ARTICLE X MISCELLANEOUS PROVISIONS**

**Section 1. Irrevocability.** The University shall have no right, or interest in the contributions made by them to the Trust and no part of the Fund shall revert to the University except after satisfaction of all liabilities of the Plan; however, such contributions as may have been made by the University as a result of overpayment may revert to the University.

**Section 2. Non-Transferability of Rights.** No benefit payable under the Plan shall be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance or change; and any action by way or anticipating, alienating, selling, transferring, assigning, pledging, encumbering, changing the same shall be void and of no effect.

**Section 3. Lien of the University.** The University shall have the first lien upon the amount standing to the credit of its employee-member to cover all liabilities of the Member to the

University. Said amount of liability shall be deducted by the Trustee from the benefit payment to the Member and shall be remitted to the University.

**Section 4. Waiver of Claims.** Any benefit received by the Member from the Plan shall be deemed a final settlement of any and all claims that the Member has pursuant to this Plan. Therefore, the Member hereby releases the University and the Plan from any and all Plan liabilities.

**Section 5. Employment.** The establishment of the Plan shall not be construed as conferring any right upon any Member or any person to a continuation of employment.

## **Annex B**

### **CODE OF PROPER CONDUCT FOR SMU PERSONNEL**

**Section 1. Statement of Policy.** Proper conduct plays a very vital role in achieving the institutional mission of integral formation of person inspired by Christ's mission and driven by excellence, innovation, and communion. As such, the University expects all its personnel to contribute their share in this effort by following the prescribed norms of proper conduct and behavior as spelled out in this Code, the Manuals for Academic and Non-Academic Personnel, the SMU Anti-Sexual Harassment Implementing Guidelines, and such other rules and regulations as may be promulgated by the University in the future.

The Code of Proper Conduct is aimed primarily at developing self-discipline among SMU personnel. For this reason, it should be considered as an instrument for the maintenance of proper conduct and should not be viewed from a punitive perspective. It also seeks to correct unbecoming conduct and unsatisfactory work habits in order to maintain a clean, healthy, safe, friendly, productive and pleasant work environment.

**Section 2. Scope.** The provisions of this Code shall apply to all academic and non-academic personnel of Saint Mary's University regardless of their employment classification and status. It shall apply not only to all acts committed within the campus of SMU, but also to those committed outside the University domain insofar as it relates to the performance of the duties and responsibilities of its personnel, or it affects SMU's name and good reputation.

#### **Section 3. General Guidelines**

3.1 The immediate superior shall exercise primary jurisdiction in implementing this Code. As such, he/she shall be primarily



- responsible in enforcing its provisions and other institutional rules and regulations, undertake appropriate corrective actions, and initiate administrative complaints when warranted by circumstances.
- 3.2 The rudiments/requirements of due process, both procedural and substantive shall always be observed prior to the imposition of appropriate administrative sanction.
  - 3.3 When the unacceptable behavior of the personnel is established by substantial evidence, the appropriate corrective action shall be promptly and consistently applied. Aggravating and mitigating circumstances may be considered on a case-to-case basis and proven evidence.
  - 3.4 When the unacceptable behavior involves damage to property, in addition to the imposition of appropriate administrative sanction, the respondent shall also be required to restitute or pay for the lost or damaged property based on its replacement value, repair the damage caused, or be required to indemnify its consequential damages if applicable under the circumstances.
  - 3.5 The list of unacceptable behavior and sanctions in this Code is not exclusive. Other unacceptable behavior and their corresponding sanction are spelled out in the Manual of Regulations for Private Higher Education (MORPHE), Manual of Regulations for Private Schools (MRPS), Labor Code of the Philippines and in such other circulars, and memoranda as may be promulgated by the SMU Administration from time to time, subject only to the requirement of proper dissemination.
  - 3.6 When a single act constitutes two or more unacceptable behavior under this Code, the corrective action for the more serious unacceptable behavior shall be applied.
  - 3.7 The proceedings under this Code are administrative in nature. As such, the University is not obliged to afford the parties a trial-type proceeding. Neither is the University bound by technical rules of procedure or evidence applied in the courts of law or agencies exercising quasi-judicial functions. The submission of pleading, countervailing written evidence,

affidavits, position papers, memorandum, documents, or the like shall be enough evidence to be considered except for clarificatory purposes. The parties may seek the assistance of their legal counsel but the latter is not allowed to directly participate in the proceedings.

## **Section 4. Unacceptable Behaviors and Administrative Sanctions.**

**4.1 Classification of Unacceptable Behaviors.** Unacceptable behaviors may be categorized under any of the following:

<b>CODE</b>	<b>DESCRIPTION</b>	<b>DEFINITION</b>
I	Light	An act that is slightly detrimental to the interest of the University but can be corrected by Counseling upon first offense.
II	Less Grave	An act that is moderately detrimental to the interest of the University but can be corrected by Written Reprimand upon first offense.
III	Grave	An act that is gravely detrimental to the interest of the University but can be corrected by Suspension or Demotion upon first offense.
IV	Very Grave	An act that is very detrimental to the interest of the University and is normally penalized by Demotion or Dismissal upon first offense under the Labor Code or the Manual of Regulations for Private Higher Education (MORPHE).

**4.2 Imposable Corrective Actions.** The following corrective

actions shall be imposed upon a personnel who is established by substantial evidence to have committed any unacceptable behavior:

<b>CODE</b>	<b>DESCRIPTION</b>	<b>PROCESS INVOLVED</b>
C	Counseling	The immediate superior talks privately to the concerned personnel to explain why a corrective action is taken with the aim of helping him realize that his action was improper and how he can improve in the future. The immediate superior should file a simple report, which specifies the date of counseling and a brief description (content) of the counseling activity. The letter/note shall be received and signed by the concerned personnel and shall be placed in his 201 files in the HRDO.
W	Written Reprimand	A formal letter is given to the concerned personnel specifying the unacceptable behavior he has committed and reminding him to desist from repeating such behavior. The letter/note shall be received and signed by the concerned personnel and shall be placed in his 201 files in the HRDO.
S	Suspension	A formal letter is given to the concerned personnel informing him that he will not report for work for a certain period without pay as corrective action for an unacceptable behavior he has committed. The number of days of suspension may range from one to 30 working days, depending on the circumstances and gravity of the

CODE	DESCRIPTION	PROCESS INVOLVED
		unacceptable behavior. The letter/note shall be received and signed by the concerned personnel and shall be placed in his/her 201 files in the HRDO.
De	Demotion	A formal letter is given to the concerned informing him that due to an unacceptable behavior he has committed, he/she is relegated to a subordinate or less important position, constituting a reduction to a lower rank/step effective on a certain date. The letter/note shall be received and signed by the concerned personnel and shall be placed in his/her 201 files in the HRDO.
Di	Dismissal	A formal letter is given to the concerned informing him that due to an unacceptable behavior he has committed, he is dismissed from the University effective a certain date. The letter/note shall be received and signed by the concerned personnel and shall be placed in his 201 files in the HRDO.

**4.3 List of Unacceptable Behaviors and Corrective Actions.** In the exercise of its disciplinary authority over its academic and non-academic personnel, the University hereby declares the following acts as Unacceptable behaviors and hereby provides for their corresponding administrative sanctions:

**Table I**  
**OFFENSES AGAINST PERSONS**

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Any act constituting threat, or any attempt to inflict bodily harm, intimidation or coercion against a personnel or student.	II III	W S	S Di	Di	
2. Interfering or obstructing in any way with the work of fellow personnel.	II III	W S	S Di	Di	
3. Inflicting bodily injury upon a student, clients or another personnel or have in fact inflicted or caused bodily harm through other persons.	III IV	S Di	Di		
4. Bringing into University premises other persons not connected with the University to attack or have in fact attacked another person within University premises.	III IV	S Di	Di		
5. Inflicting bodily injury upon another personnel or student, or school guest at any time within or outside	III IV	S Di	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
school premises, job sites or property.					
6. Commission of a crime or offense by the personnel against a co-employee or any of his/her superiors or any immediate member of his/her family due to work-related reason/s.	III IV	S Di	Di		
7. Any act or utterance amounting to disrespect, humiliation and embarrassment of students, other personnel, visitors or persons in authority.	II III IV	W S Di	S Di	Di	
8. Uttering, writing, "texting", chatting, e-mailing or posting/uploading malicious, obscene, insulting or offensive words, photos, drawings or videos against co-workers, students, guests or superiors.	II III IV	W S Di	S Di	Di	
9. Defamation (libel, slander) or public imputation of a crime, vice or defect or act tending to cause dishonor	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
or discredit to a person in authority, other personnel, students or guests.					
10. Instigating a fight with another personnel, a student or school guest inside or outside school premises, irrespective as to who started or initiated the fight.	I II III IV	C W S Di	W S Di	S Di	Di
11. Fighting with another personnel, a student or school guest inside or outside school premises, irrespective as to who started or initiated the fight.	II III IV	W S Di	S Di	Di	
12. Inflicting corporal punishment on student/s.	III IV	S Di	Di		
13. Participation in hazing.	III IV	S Di	Di		
14. Intentional filing of malicious and unfounded complaints against a student, employee or university authority.	II III IV	W S Di	S Di	Di	
15. Reckless driving resulting in an accident where a third party has been injured or	III IV	S Di			

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
killed.					
16. Other behaviors analogous to the foregoing.	I	C	W	S	Di
	II	W	S	Di	
	III	S	Di		
	IV	Di			

**Table II**  
**OFFENSES AGAINST PROPERTY AND PROPERTY RIGHTS**

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Any damage caused to University property or the property of another personnel or student during school time and in school premises either willfully or through negligence.	I	C	W	S	Di
	II	W	S	Di	
	III	S	Di		
	IV	Di			
2. Vandalism in any form, act of sabotage or intentional destruction of University property.	II	W	S	Di	
	III	S	Di		
	IV	Di			
3. Bringing into University	III	S	Di		



UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
premises other persons not connected with the University to cause damage to property.	IV	Di			
4. Any act of theft or any attempt to commit theft or robbery of any University property or that of personnel or student.	II III IV	W S Di	S Di	Di	
5. Misuse and/or malversation of University funds or trust funds or similar acts of dishonesty.	III IV	S Di	Di		
6. Substituting or attempting to substitute University material or equipment with another of inferior quality with intent to defraud the University.	III IV	S Di	Di		
7. Obtaining supplies or materials on fraudulent orders, and conniving or colluding with the personnel doing it.	III IV	S Di	Di		
8. Using the time, material, equipment, facilities, room or building of the University on matters alien to the University's business and/or	I II III IV	C W S Di	W S Di	S Di	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
to promote personal interest.					
9. Reckless driving resulting in injury, death or damage to university vehicle or property	III IV	S Di	Di		
10. Submitting false or fraudulent money claims against the University or submitting forged certification or documents.	III IV	S Di	Di		
11. Engaging in fictitious transactions, fake invoicing, deals padding and other sales malpractices.	III IV	S Di	Di		
12. Failure to report immediately to University authorities any damage to its property caused by his/her actions.	II III IV	W S Di	S Di	Di	
13. Unauthorized use of University equipment to develop unauthorized software, programs or systems or to spread viruses or to view pornographic materials or to engage in computer games and other similar acts.	III IV	S Di	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
14. Unauthorized revision or reproduction of systems, computer programs, systems configuration or settings and other similar acts.	III IV	S Di	Di		
15. Unauthorized reproduction, distribution or selling of University instructional materials or any University documents.	III IV	S Di	Di		
16. Other behaviors analogous to the foregoing.	I II III IV	C W S Di	W S Di	S Di	Di

**Table III**  
**OFFENSES AGAINST UNIVERSITY INTEREST AND POLICIES**

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Not wearing the prescribed	I	C	W	S	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
uniform/appropriate attire and I.D. during work hours without a valid reason or prior approval.					
2. Failure to record one's attendance.	I	C	W	S	Di
3. Fraudulently registering time or tampering daily time record or that of another personnel.	II	W	S	S	Di
4. Falsification or irregularities in the accomplishment or keeping of daily time record.	II	W	S	S	Di
5. Fraudulently obtaining or releasing money, property or documents from the University, either personally or in collusion with others.	II III IV	W S Di	S Di	Di	
6. Intent to deceive by misrepresentation in withdrawing or attempting to withdraw the salary or benefits of another personnel.	III	S	Di		
7. Failure to remit any and all collections and other articles whether in cash or	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
check credit.					
8. Accepting directly or indirectly any sum of money, unauthorized commission, offer or promise, in consideration of any act, contract, decision of service connected with the discharge of the official duties resulting to a disadvantage to the University. Prosecution under this paragraph shall be without prejudice to the filing of a civil case for the damages sustained by the University.	II III IV	W S Di	S Di	Di	
9. Offering or accepting anything of value in exchange for a job, work assignment, work location or favorable condition of employment.	II III IV	W S Di	S Di	Di	
10. Destroying or attempting to destroy University records to conceal irregular or illicit transactions to the prejudice of the University.	III IV	S Di	Di		
11. Submitting false documents	IV	De	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
or false statements or willful misrepresentation or concealment of disqualification to secure employment or promotion in the University.					
12. Unauthorized use of University logo, letterhead and other University emblems.	II III	W S	S Di	Di	
13. Giving ID card or identification material to any person not entitled to it or assisting non-personnel or unauthorized person to enter the University premises and restricted area without permission from concerned University authority.	II III	W S	S Di	Di	
14. Giving away restricted or classified University information, form, document, or other confidential papers without authorization or clearance from the University President or supervising Vice President to any	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
outsider or to those not authorized to possess such materials. This is without prejudice to the filing of appropriate case against the offender.					
15. Unauthorized issuing of official statement, policies, pronouncements to the public, partners, clients, etc. without the prior knowledge and approval of the University President.	II III IV	W S Di	S Di	Di	
16. Making vicious or malicious statements that are detrimental to the University.	II III	W S	S Di	Di	
17. Tampering, intentionally destroying or keeping University files, forms, documents or other similar data without proper authorization, whether confidential or not.	II III IV	W S Di	S Di	Di	
18. Unauthorized recording of conversations in the course of official business without the knowledge of the persons involved.	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
19. Performing certain acts amounting to grave abuse of authority, or constituting a violation of University policy, which bind or tend to bind the University, or which would result to damage or loss on its part.	II III IV	W S Di	S Di	Di	
20. Conflict of interest or engaging in any unauthorized commercial activities during work hours that would interfere with the performance of one's duties.	I II III	C W S	W S Di	S Di	Di
21. Soliciting or collecting money or other things of value from personnel or students or parents for any purpose without prior written authorization from proper University authorities.	II III IV	W S Di	S Di	Di	
22. Contracting loans from students or their parents where trust relationship is involved.	II III	W S	S Di	Di	
23. Incurring financial obligations outside where	I	C	W	S	Di



UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
creditors disturb university officials or other employees with repeated reminders and notices about such financial obligations of the employee.					
24. Exercising any act of authority towards another employee under false pretense.	II III IV	W S Di	S Di	Di	
25. Usurpation and/or misrepresentation of official University function or position resulting in prejudice to the interest of the University.	II III	W S	S Di	Di	
26. Abuse of authority in the discharge of one's duty to gain profit or advantage from other personnel, students, parents, guests, clients and others.	II III IV	W S Di	S Di	Di	
27. Changing of exam schedules not approved by the Vice President for Academic Affairs upon recommendation of the Academic Dean or use of proctors not authorized by	I II	C W	W S	S Di	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
the Academic Dean.					
28. Selling merchandise during class/office time or unauthorized tickets to students.	II III	W S	S Di	Di	
29. Teaching or working in other institutions without prior written permission from the University President.	II	W	S	Di	
30. Administering first term, second term or midterm exams to a student who fails to present the test permit	II	W	S	Di	
31. Incurring three written reprimands in one school year.	III	S	Di		
32. Incurring three suspensions within two school years.	IV	Di			
33. Padding of university documents and records.	III IV	S Di	Di		
34. Uttering, writing, "texting", e-mailing or posting/uploading malicious, obscene, insulting or offensive words photos or videos against the institution.	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
35. Proselytizing for other religious sects within the campus.	II	W	S	Di	
36. Recruiting students and personnel to join terrorist/rebel groups officially declared by the Government.	II	W	S	Di	
37. Other behaviors analogous to the foregoing/Violation of University policies, rules and regulations.	I	C	W	S	Di
	II	W	S	Di	
	III	S	Di		
	IV	Di			

**Table IV**  
**OFFENSES AGAINST PROFESSIONAL RESPONSIBILITIES**

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Inefficiency, negligence or incompetence in the performance of one's duties.	II	W	S	De	Di
	III	S	Di		
	IV	De			

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
2. Habitual absences and tardiness.	II III IV	W S Di	S Di	Di	
3. Abandonment of employment or assignment.	IV	Di			
4. Making cheating possible or intimating answers in a quiz or exam whether for monetary gain or not.	II III IV	W S Di	S Di	Di	
5. "Selling" grades/ test papers or accepting cash or anything of value in lieu of compliance with school requirements.	IV	Di			
6. Absence without official leave or tardiness or early dismissal or leaving class without permission.	I II	C W	W S	S Di	Di
7. Failure to submit student record, grading sheets, completion form, test booklets and other requirements on time.	I II	C W	W S	S Di	Di
8. Refusal to submit student records such as grading sheets, completion form test booklets, etc. when directed to do so by	III IV	S Di	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
University authorities .					
9. Assigning grades not adequately supported by student performance records or submitting erroneous grades.	II	W	S	Di	
10. Unfair treatment of students such as favoritism or bias for or against some students.	I	C	W	S	Di
11. Using class time for unauthorized non-class activities or holding classes in venues not approved by University authorities.	II	W	S	Di	
12. Losing/misplacing school records which cause prejudice to the University or negligence in keeping student or University records or tampering with or falsifying any of said records/documents	II III IV	W S Di	S Di	Di	
13. Failure to inform the HRDO in writing within 30 days of any change in civil status, address, practice of profession, election or	I II III	C W S	W S Di	S Di	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
appointment as public official, or membership in any organization.					
14. (For Probationary/Part time Personnel) Unsatisfactory performance in any of these criteria in the semestral performance evaluation: Student Evaluation, or Department Head Evaluation or Dean Evaluation or Head of Office Evaluation.	II III IV	W De Dismissal or Non-renewal of contract			
15. (For Permanent Personnel) Unsatisfactory performance in the Annual Performance Evaluation	II	W	S	De	Di
16. Wasting time or loitering, or sleeping during official work hours or malingering or feigning illness to avoid doing assigned work.	I II III	C W S	W S Di	S Di	Di
17. Leaving work assignment or University premises during official work hours without previous permission from the immediate superior.	I II III	C W S	W S Di	S Di	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
18. Intellectual dishonesty or plagiarism.	II	W	S	De	Di
19. Violation of the Code of Professional Ethics of one's profession (e.g. Teacher, Nurse, Engineer, Accountant).	I	C	W	S	Di
	II	W	S	Di	
	III	S	Di		
	IV	Di			
20. Non-renewal of professional license or any other certifications and accreditations.	II	W	S	De	Di
21. Other behaviors analogous to the foregoing.	I	C	W	S	Di
	II	W	S	Di	
	III	S	Di		
	IV	Di			

**Table V**  
**OFFENSES AGAINST GENERAL SECURITY AND SAFETY,**  
**PUBLIC ORDER AND PUBLIC HEALTH**

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Forcing entry into the office or University premises during off-hours without necessary overtime work authorization or permission from concerned University authorities or entering restricted areas without specific permission.	III IV	S Di	Di		
2. Unauthorized possession of key that can open the locker, drawer or office of another personnel.	II III IV	W S Di	S Di	Di	
3. Unauthorized carrying of firearms, explosives, inflammable materials and other deadly weapons such as knives, bolos, ice picks, bows and arrows, etc. inside University premises or jobsites.	III IV	S Di	Di		
4. Refusal or failure to submit	II	W	S	Di	



to security and safety requirements/inspection	III	S	Di		
5. Removal of safety devices without authorization.	II III	W S	S Di	Di	
6. Driving company vehicle without a valid driver's license or authority from proper University authority.	II III	W S	S Di	Di	
7. Failure to follow University rules on proper maintenance of its facilities such as putting off lights and air-conditioning units, locking rooms, etc.	II	W	S	Di	
8. Smoking/vaping inside the University premises.	I	C	W	S	Di
9. Failure to report or willfully withholding information thereof from University authorities if having a serious contagious disease which may endanger other personnel and knowing about it yet	III	S	Di		
10. Failure to observe University and general health safety practices and regulations, or willful disregard of office directives relating to sanitary conditions of the office, orderliness and security.	I II	C W	W S	S Di	Di

11. Concealment and/or manifestation of strong emotional disturbance or instability.	I	C	W	S	Di
	II	W	S	Di	
	III	S	Di		
	IV	Di			
12. Failure to follow CHSF and Green Campus Guidelines.	I	C	W	S	Di
	II	W	S	Di	
13. Failure to report and register personal property brought into and brought out from the University premises.	I	C	W	S	Di
	II	W	S	Di	
14. Other behaviors analogous to the foregoing.	I	C	W	S	Di
	II	W	S	Di	
	III	S	Di		
	IV	Di			

**Table VI**  
**OFFENSES AGAINST PUBLIC MORALS**

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Disgraceful or immoral conduct/ Notoriously unacceptable behavior.	III	S	Di		
	IV	Di			
2. Conviction of any crime involving moral turpitude.	IV	Di			
3. Taking part in any gambling, lottery or any other game of	I	C	W	S	Di
	II	W	S	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
chance using the time and/or within premises of the University					
4. Bringing into University premises, possession or taking in any drug prohibited by law inside University premises or jobsite or reporting for work under the influence of the same.	III IV	S Di	Di		
5. Bringing into or possession of alcoholic beverage within University premises, unless officially approved by the Vice President for Administration or University President as part of official events.	I	C	W	S	Di
6. Drinking liquor or any intoxicating drink while in the performance of one's duty or within the University premises or reporting for work under the influence of liquor, unless officially approved by the Vice President for Administration or University President as	II III	W S	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
part of official events.					
7. Driving while under the influence of alcohol using University vehicle.	III	S	Di		
8. Engaging in scandalous or indecent act within or outside the University.	III IV	S Di	Di		
9. Using abusive or profane language within University premises or at any place during official business or University- related activity.	II III	W S	S Di	Di	
10. Any discourteous act to a client, customer or guest in the performance of one's duties.	I II III	C W S	W S Di	S Di	Di
11. Showing or exhibiting pornographic materials, pictures or literature within University premises or jobsites or at any place during official business or University- related activity.	I II	C W	W S	S Di	Di
12. Rumor mongering or making false, vicious or malicious statement about personnel or students.	II III	W S	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
13. Having illicit relations with co-personnel, students, or other persons in or outside the University.	III IV	S Di	Di		
14. Engaging in relationships with students or other persons under scandalous circumstance.	II III IV	W S Di	S Di	Di	
15. Engaging in extramarital relationship.	IV	Di			
16. Premarital sexual affairs or relationship, which may or may not result to pregnancy (the corresponding corrective action or sanction for female employees applies to male employees who engage in premarital sexual affairs or relationship or who fathers a child outside marriage).	III	S			
17. Concealment of pregnancy before Church marriage (the corresponding corrective action or sanction for female employees applies to male employees who fathers a child outside marriage).	II III	W S	S		

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
18. Indecent conduct including: a. Lewdness, acts of lasciviousness, sexual advances inside or outside the University premises; and b. Texting, messaging, posting, uploading lewd or pornographic messages, photos or videos of oneself.	III IV	S Di	Di		
19. Any behaviors analogous to the foregoing.	I II III IV	C W S Di	W S Di	S Di	Di

**Table VII**  
**OFFENSES AGAINST ADMINISTRATION AND AUTHORITIES**

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Any act of disobedience or insubordination ( i.e., refusal to follow reasonable and lawful orders or instructions of superior in connection with one's work).	II III IV	W S Di	S Di	Di	
2. Willful disregard of office directives relating to economical use of office supplies and equipment.	I II	C W	W S	S Di	Di
3. Failure to follow prescribed procedures resulting to loss or pilferage or accidents.	II III	W S	S Di	Di	
4. Willful breach by the personnel of the trust reposed in him by his superior or any University authority	III IV	S Di	Di		
5. Non-cooperation in any authorized University activity or group work.	I	C	W	S	Di
6. Refusing to answer the questions or cooperate in any investigation	III IV	S Di	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFI CATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
authorized or conducted by the University or concealing matter which is material to the case, unless such answer would violate one's right/s.					
7. Intentionally using or giving false testimony, document, or information which is material to the case in any University investigation.	III IV	S Di	Di		
8. Organizing activities involving students and/or accompanying them without prior written permission from University authorities.	II III	W S	S Di	Di	
9. Inciting, instigating, or participating in any riot, disorder, unlawful rallies and demonstrations against the University.	III IV	S Di	Di		
10. Other acts analogous to those listed above.	I II III IV	C W S Di	W S Di	S Di	Di



**Section 5. Procedure to be Followed for Unacceptable Behaviors that Warrant Counseling or Reprimand.** To comply with the requirements of due process before the imposition of proper administrative sanction, the following procedure shall be observed:

- 5.1 Any person (personnel, student, parent, alumni, client, visitor, etc.) may file a written complaint against any personnel of Saint Mary's University for an unacceptable behavior listed above. The complaint shall be filed in the office of the immediate superior of the subject personnel. Complaints that are filed to any school personnel shall be referred to the Vice President for Administration and the immediate superior of the personnel being complained about (hereinafter to be referred to as "the respondent").
- a. When reports or complaints are conveyed in oral, phone, text, chat messages, or through social media platform to any school personnel, the receiver shall require the complainant to reduce the same into writing and file with the University. The University reserves the right to refuse to proceed with the administrative inquiry until the complainant complies with this condition. For violation of University rules and regulations, the immediate superior should initiate the administrative process against the respondent.
  - b. Anonymous complaints that are received by any school personnel shall be forwarded to the HRDO who shall furnish the immediate superior and the Vice President for Administration the copy of the complaint. If the complaint contains verifiable information, the immediate superior shall conduct proper investigation to determine if there is sufficient basis to initiate an administrative proceeding against the personnel concerned.

- 5.2 Upon receipt of the complaint, or when a personnel violates University rules and regulations, the immediate superior shall prepare a written directive addressed to the respondent requiring him/her to explain within a period not exceeding 72 hours from receipt why he/she should not be administratively sanctioned for a specified violation of the Code of Proper Conduct for SMU Personnel. Relevant documents, if any, evidencing the infraction committed by the respondent shall be attached in the written directive. The written directive, as well as the attachments, must be personally served upon the respondent.
- 5.3 If the respondent fails to file his/her written explanation/answer within the prescribed period, the immediate superior shall prepare five copies of the decision duly noted by the supervising authority mentioned in Section 5.4 within five (5) working days from the expiration of the term given the respondent. The decision must be personally served upon the respondent and receipt thereof duly acknowledged by him/her. The copies shall be distributed as follows:
- 1<sup>st</sup> copy- the respondent
  - 2<sup>nd</sup> copy- file of the immediate superior
  - 3<sup>rd</sup> copy- HRDO copy to be filed in the 201 file of the respondent
  - 4<sup>th</sup> copy- complainant
  - 5<sup>th</sup> copy- Legal Counsel
- 5.4 If the respondent files his/her answer, the immediate superior shall initiate a mediation or conciliation to settle the issue within two (2) working days after receipt of the response/answer. If unresolved, the immediate superior conducts an investigation. For this purpose, he/she may require the complainant and the respondent to submit their evidence. On the basis thereof, he/she shall make the corresponding report, which shall be noted by the proper approving authority.
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<b>ERRING PERSONNEL</b>	<b>IMMEDIATE SUPERIOR</b>	<b>SUPERVISING AUTHORITY</b>
Academic Personnel	Academic Dean	Vice President for Academic Affairs
Non-Academic Personnel under Vice President for Mission and Identity	Head of Office	Vice President for Mission and Identity
Non-Academic Personnel under Vice President for Finance	Head of Section/Office	Vice President for Finance
Non-Academic Personnel under Vice President for Administration	Head of Office	Vice President for Administration
Academic Department Head/ Coordinator	Academic Dean	Vice President for Academic Affairs
Office Head/ Administrative Dean/ Administrative Director	Supervising Vice President	University President
Academic Dean	Vice President for Academic Affairs	University President
Vice President	Advisory Board	University President

- 5.5 If after investigation, the immediate superior finds that the respondent is liable/not liable of the charge, he/she shall prepare five copies of the decision duly noted by the supervising authority mentioned in Section 5.4 within seven (7) working days after the expiration of the two (2) days period. The same must be personally served upon the respondent and receipt thereof duly acknowledged by him/her. The copies shall be distributed as follows:
- 1<sup>st</sup> copy- the respondent
  - 2<sup>nd</sup> copy- file of the immediate superior
  - 3<sup>rd</sup> copy- HRDO copy to be filed in the 201 file of the respondent
  - 4<sup>th</sup> copy- complainant
  - 5<sup>th</sup> copy- Legal Counsel
- 5.6 The respondent or complainant may appeal the findings of the immediate superior to the Office of the University President whose findings shall be final and executory.

**Section 6. Procedure to be Followed for Unacceptable Behaviors that Merit Suspension, Demotion or Dismissal.** To comply with the requirements of due process before the imposition of proper administrative sanction, the following procedure shall be observed:

- a. Any person (personnel, student, parent, alumni, client, visitor, etc.) may file a written complaint against any personnel of Saint Mary's University for an unacceptable behavior listed above. The complaint shall be filed in the office of the immediate superior of the subject personnel. Complaints that are filed to any school personnel} shall be referred to the immediate superior of the personnel being complained about (hereinafter to be referred to as "the respondent" and to the Vice President for Administration. When reports or

complaints are conveyed in oral, phone, text, chat messages, or through social media platform to any school personnel, the receiver shall require the complainant to reduce the same into writing and file with the University. The University reserves the right to refuse to proceed with administrative inquiry until the complainant complies with this condition. For violation of University rules and regulations, the immediate superior should initiate the administrative process against the respondent.

- b. Anonymous complaints that are received by any school personnel shall be forwarded to the HRDO who shall furnish the immediate superior and the Vice President for Administration the copy of the complaint. If the complaint contains verifiable information, the immediate superior shall conduct proper investigation to determine if there is sufficient basis to initiate an administrative proceeding against the personnel concerned.

Upon receipt of the complaint, or when a personnel violates University rules and regulations, the immediate superior shall prepare a written directive addressed to the respondent requiring him/her to explain within a period not exceeding 48 hours from receipt why he/she should not be administratively sanctioned for a specified violation of the Code of Proper Conduct for SMU Personnel. Relevant documents, if any, evidencing the infraction committed by the respondent shall be attached in the written directive. The written directive, as well as the attachments, must be personally served upon the respondent.

- 6.2 Upon receipt of the complaint, or when a personnel violates University rules and regulations, the immediate superior shall prepare a written directive addressed to the respondent

requiring him/her to explain within a period not less than 48 hours why he/she should not be administratively sanctioned. Relevant documents evidencing the infraction committed by the respondent shall be attached in the written directive. The written directive, as well as the attachments, must be personally served upon the respondent.

- 6.3 Upon receipt of the written explanation/answer of the respondent, or if the respondent failed to file his/her written explanation/answer, the immediate superior shall endorse the records relative to the complaint to the Vice President for Administration. If no written explanation/answer is filed by the respondent, the Vice President for Administration shall prepare and personally serve to the respondent a written directive to file his/her written explanation/answer within the period of 24 hours from receipt thereof.
- 6.4 The Vice President for Administration shall elevate the case to the Advisory Board who decides if there is a need to form the Committee on Investigation within 24 hours from the receipt of the responsive pleading or expiration of the period as above indicated. The Vice President for Administration will recommend the composition of the Committee on Investigation for appointment by the University President.
- 6.5 Within three days from receipt of the directive from the University President to conduct fact-finding investigation, the Committee on Investigation shall schedule an initial conference with the complainant/s and the respondent/s to apprise them of the basic procedural rules for the conduct of the investigation.

On the same occasion, the Committee shall inform in writing the complainant and the respondent of the time, date and venue of the formal investigation. The interval between the initial conference and the formal investigation should not be less than

nor exceed five days to enable the complainant and respondent to prepare.

- 6.6 During the formal investigation of the Committee on Investigation, the following procedural rules shall be observed:
- a. The possibility of amicable settlement, mediation, conciliation or submission to alternative modes of dispute resolution is explored.
  - b. The factual issues to be resolved by the Committee shall only be limited to those which were alleged in the Complaint. For this reason, the complainant cannot present evidence on issues that are not tackled in the Complaint. In the same manner, the respondent can present evidence to support the allegations in the Answer but not on matters which are not mentioned therein. The Committee may stop the presentation of evidence which were not tackled in the Complaint and in the Answer. For this purpose, either party has the right to demand for a copy of the Complaint and/or Answer;
  - c. The complainant has the burden of proving the veracity of his/her allegations. His/Her failure to establish the liability or culpability of the respondent, through substantial evidence, will result to the dismissal of the case. On the other hand, the respondent has the right to rebut the allegations of the complainant by presenting his/her own evidence;
  - d. Since the proceedings being undertaken is administrative in nature, no direct confrontation or cross-examination of witnesses will be allowed. The parties, however, may be allowed to submit suggested written clarificatory questions that the Committee may propound to the party/witnesses;
  - e. The failure or refusal of either or both parties to appear before the Committee to present their respective

- evidence constitutes a waiver, unless there is justifiable cause in writing;
- f. The parties should refrain from communicating with any of the witnesses before, during and immediately after they have deposed their testimony before the Committee. The parties and the witnesses are bound to keep the confidentiality of the proceedings;
  - g. It is the duty of the parties to submit the list of witnesses to the Committee. Thereafter, it becomes the duty of the Committee to notify the witnesses on the date of the reception/deposition of their statement. However, because it is important that every effort be made to keep the incident confidential, the Committee shall exercise its sound discretion in determining which witnesses are indeed necessary to the investigation;
  - h. The Committee, on its own, may call on other resource persons for additional information or verify information from files available in different offices of the University;
  - i. The parties shall bind themselves to respect the decision/s of the Committee pertaining to the conduct of the investigation. Any objection on the manner by which the Committee is handling the investigation must be reduced into writing and submitted to the Office of the University President for its consideration;
  - j. The parties understand that members of the Committee are bound by the rules on confidentiality and are expected to be impartial. The parties, therefore, should refrain from communicating with any of its members on matters related to the case during the pendency of the investigation; and
  - k. At any stage of the proceedings, the respondent may seek the assistance or advise of a counsel. His/Her counsel, however, is not allowed to directly participate in the proceedings.



- 6.7 The Committee on Investigation shall complete the investigation within five days.
- 6.8 Within 20 days from the termination of the investigation, the Committee shall render its written recommendation to be submitted to the Committee on Arbitration.
- 6.9 Based on the attached findings of the Committee on Investigation, the Committee on Arbitration deliberates and decides on the final action to be relayed to the complainant and respondent/s. If warranted by the circumstances, the Committee on Arbitration may conduct further hearing.
- 6.10 The decision of the Committee on Arbitration, whether for or against the respondent is final and executory unless appealed by either party to the Office of the University President within five (5) days from receipt thereof.
- 6.11 Upon appeal, the University President shall issue an order confirming, amending or reversing the decision within 48 hours from receipt of the appeal. The order of the University President is final and executory.
- 6.12 The University President directs the Legal Counsel to prepare the notice of sanction or acquittal to be personally served by the Director of HRDO to the respondent/s. The notice must be acknowledged by the parties. The date of receipt shall be indicated in the notice.
- 6.13 In the event that the respondent is absent or refuses to accept the notice, the same shall be sent to his/her last known address by registered mail with return card. The registry return card of the post office where it was mailed and the return card must be secured by the HRDO Director and made available for evidentiary purposes.

6.14 The HRDO shall submit the required report/notices to the Department of Labor and Employment (DOLE).

**Section 7. Preventive Suspension.** If the Investigation Committee finds a strong probability that the respondent might exert undue influence or pressure upon the complainant and/or the witnesses, or tamper on documents or evidence which are accessible to him through his office, it shall recommend to the University President that the respondent be placed under preventive suspension. If the respondent is placed under preventive suspension, it shall be for a period not exceeding 30 days.

During the period of preventive suspension, the salary and other benefits of the respondent-personnel shall be withheld and he shall be barred from performing his duties and responsibilities. The period of preventive suspension may be extended beyond 30 days but in which case, the respondent shall be paid his salary and other benefits. If the respondent is a student, he shall be barred from entering the campus during the period of preventive suspension.

If, after investigation, it is established that the respondent-personnel is not guilty of the charge/s, he shall forthwith be paid his salaries and other benefits withheld during the time he was placed under preventive suspension. He shall also be allowed to perform his duties and responsibilities. In the case of students, if he is absolved of the charge/s, he shall be allowed admittance in the University campus, and shall be given sufficient opportunity to make up for quizzes, tests and other requirements missed during his preventive suspension.

**Section 8. Criminal/Civil Prosecution.** The meting out of corrective action to the respondent does not bar the University from filing the corresponding criminal and/or civil action/s in the proper court/s, if warranted under the circumstances.

**Section 9. Repealing Clause.** This Code supersedes all policies, circulars and memoranda earlier issued and which are inconsistent with the above provisions. In the event that a provision/s of this Code is/are amended or revised by subsequent policies, circulars or memoranda, or repealed by provisions of law, the remaining provisions shall not be affected and remain valid and enforceable.

**Section 10. Reservation Clause.** The University, in the exercise of its sole and exclusive prerogative, reserves the right to amend, revise or all together set aside this Code. Subsequent amendments or revision, however, shall not take effect until after reasonable dissemination to all affected and concerned sectors is undertaken.

**Section 11. Effectivity Clause.** This Code shall take effect on the first day of June 2023. To ensure its maximum dissemination to the University community, a copy of this Code must be posted in the different bulletin boards in the University and annexed in the Manuals for Academic and Non-Academic Personnel.

## **SMU ANTI-SEXUAL HARASSMENT POLICY AND IMPLEMENTING GUIDELINES**

### **SECTION 1. STATEMENT OF POLICY.**

The University strongly condemns any form of sexual harassment, exploitation and intimidation. In keeping with this declaration, any act or conduct constituting work-, education- or training-related sexual harassment or Gender-based sexual harassment ('GBSH') shall render the perpetrator liable for administrative sanctions to be enforced in a manner as herein provided.

These updated Guidelines are based on Republic Act No. 7877 or the *Anti-Sexual Harassment Act of 1995*, Republic Act No. 9262 or the *Anti- Violence Against Women and Their Children Act of 2004*, Republic Act No. 11313 or the *Safe Spaces Act of 2019* and most recently, CHED Memorandum Order No. 3, Series of 2022 or the *Guidelines on Gender-based Sexual Harassment in Higher Education Institutions* and other relevant laws and guidelines.

Pursuant to the above policy, the process for reporting and responding to complaints of sexual harassment shall be posted in conspicuous bulletin boards in the University. In the same manner, the Committee on Decorum and Investigation (CODI), the Human Resource Development Office (HRDO), the Office of the Dean of Student Affairs and Services (DSAS), and Prefects of Discipline (POD) shall undertake regular and continuing awareness campaign program in order to effectively prevent, to promptly correct, and if necessary, to impartially deal on violation of this policy by any member of the University community.

### **SECTION 2. PERSONS LIABLE FOR GENDER-BASED SEXUAL HARASSMENT**

Gender-based sexual harassment may be committed by the following:

- a. Persons of the same or opposite sex who have authority,

influence or moral ascendancy over the offended party in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer (e.g., faculty to students, administrator to faculty/employees, administrator to students, and coach/trainer to students);

- b. Persons in a peer relationship with the offended party (e.g., faculty to faculty, students to students, administrator to administrator, coach/trainer to coach/trainer);
- c. C. Students/student interns, faculty, administrators or employees of SMU committing acts that constitute sexual harassment against faculty members, administrators, employees, third-party service providers or visitors of its institution;
- d. Third-party service providers engaged by SMU such as sanitation, janitorial, canteen, security and maintenance personnel;
- e. Personnel of other partner institutions which SMU has contracted to undertake school-related activities; or
- f. Visitors or third- parties who are within the premises, or around the vicinity of the University.

### **SECTION 3. PLACES WHERE GBSH IS COMMITTED**

Gender-based sexual harassment may be committed in the following:

- a. Within the territory of SMU where SMU has direct administration or jurisdiction;
- b. Within or outside the host training institutions, local or foreign, during or beyond the conduct of school-related activities so long as the complainant or the respondent in the GBSH case is under their supervision, instruction or custody;
- c. In public spaces and/or online platforms which are used

by stakeholders of the education and training institutions for their school-related activities; and/or

- d. Within any of the above areas where the gender-based sexual harassment is committed by a faculty, employee, personnel or student of SMU even if the activity is not school-related and/or sanctioned by the institution.

#### **SECTION 4. HOW GENDER-BASED SEXUAL HARASSMENT IS COMMITTED**

Gender-based sexual harassment in SMU, other education and training institutions and partner host establishments and/or organizations may be committed as follows:

- a. In a higher education institution, other education and training institutions and partner host establishments and/or organizations, as a place of work and as a place of learning, when any unwelcome act or series of acts of a sexual nature is employed in the following:
  1. As basis for any employment decision (including, but not limited to, hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the complainant;
  2. As requirement for a grade rating, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration to the complainant;
  3. As interference with the complainant's performance, which creates an intimidating, hostile or offensive work or academic environment; or
  4. As instrument that might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to the complainant.

- b. In a higher education institution, as a public space, when any unwelcome act or series of acts of a sexual nature constitutive of street-level and public-spaces sexual harassment are committed.

The different forms of Street-Level and Public-Space GBSH include but are not limited to:

1. catcalling and/or wolf-whistling;
  2. unwanted invitations;
  3. misogynistic, trans-phobic, homophobic and sexist slurs;
  4. persistent uninvited comments or gestures on a person's appearance;
  5. statements, comments and suggestions with sexual innuendoes;
  6. persistent telling of sexual jokes; use of sexual names;
  7. public masturbation or dashing of private parts;
  8. groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public spaces; or
  9. stalking.
- c. In the digital world, online gender-based sexual harassment includes:
    1. acts of a sexual nature that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats;
    2. unwanted sexual misogynistic, trans-phobic, homophobic and sexist remarks and/or comments online, whether publicly or through direct and

- private messages;
- 3. invasion of victim's privacy through cyber-stalking and/or incessant messaging;
- 4. uploading and/or sharing without the consent of the victim any form of media that contains photos, audio, or video with sexual content;
- 5. any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online;
- 6. impersonating identities of victims online or posting lies about victims to harm their reputation; or
- 7. filing false abuse reports to online platforms to silence victims.

## **SECTION 5 TYPES OF OFFENSES AND CORRESPONDING AMINISTRATIVE PENALTIES**

The following is the matrix of offenses and the corresponding penalties.

GRAVE OFFENSES
<ol style="list-style-type: none"> <li>1. unwanted touching of private parts of the body (genitalia, buttocks and breast)</li> <li>2. rape or sexual assault</li> <li>3. malicious touching</li> <li>4. requests for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing or higher grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance</li> <li>5. public masturbation or flashing of private parts</li> <li>6. groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public spaces</li> </ol>



7. uploading and/or sharing without the consent of the victim, any form of media that contains photos, audio, or video with sexual content 8. any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online 9. impersonating identities of victims online or posting lies of a sexual nature about the victims to harm their reputation 10. filing false abuse reports to online platforms to silence victims of sexual harassment 11. stalking 12. other analogous cases		
<b>A.</b> Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee.  <b>B.</b> Students/student interns harassing (with sexual undertone) faculty members, administrators, personnel, or employees  <b>C.</b> Students/student interns harassing (with sexual undertone) faculty members, administrators, personnel, or employees		
OFFENDER	PENALTY FOR FIRST GRAVE OFFENSE	REMARKS
Employee	Dismissal from service	Follow DOLE requirements
Students	Expulsion	Subject to confirmation by CHED
<b>Penalty when a Grave Offense is committed under conditions D, E, F.</b>		
OFFENDER	PENALTY FOR FIRST GRAVE OFFENSE	REMARKS
<b>D.</b> Third-party	Permanent ban in	

service providers such as sanitation and maintenance personnel	SMU; Termination of contract	
<b>E.</b> Personnel of Partner Institutions where school-related activities are conducted	Permanent ban in SMU; Termination of contract  *For international partners, permanent ban from entering into contract with any PHEI	Report to CHED Regional Office
<b>F.</b> Guest/Visitors	Permanent ban in SMU	

LESS GRAVE OFFENSES
<ol style="list-style-type: none"> <li>1. unwanted touching or brushing against a victim's body</li> <li>2. pinching not falling under major offenses</li> <li>3. derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person</li> <li>4. verbal abuse with sexual overtones</li> <li>5. unwanted invitations with sexual undertone</li> <li>6. misogynistic, trans-phobic, homophobic and sexist slurs</li> <li>7. persistent uninvited comments or gestures on a person's appearance</li> <li>8. relentless requests for personal details</li> <li>9. incessant messaging</li> <li>10. making statements, comments and suggestions with sexual</li> </ol>

innuendoes 11. the use of information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats with sexual overtones 12. other analogous cases		
<b>Penalty for less grave offense committed by:</b> <b>A. persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work</b>		
OFFENDER	PENALTY FOR FIRST OFFENSE	PENALTY FOR SECOND OFFENSE
Employee	Suspension of one month and one day to six months	Dismissal from service
Students	Suspension of one month and one day to six months	exclusion or dismissal
<b>Penalty for less grave offense committed by:</b> <b>B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. Employee</b> <b>C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees</b>		
OFFENDER	PENALTY FOR FIRST OFFENSE	PENALTY FOR SECOND OFFENSE
Employee	Suspension of one month and one day to three months	Dismissal from service
Students	Probation for the entire semester	For students, exclusion or dismissal

<b>Penalty for less grave offenses committed by:</b> <b>D. Third-party service providers such as concessionaires, sanitation and maintenance personnel, etc.</b> <b>E. Personnel of Partner Institutions where school-related activities are conducted</b>		
OFFENDER	PENALTY FOR FIRST OFFENSE	PENALTY FOR SECOND OFFENSE
Third-party service providers  Personnel of Partner Institutions	Serious reprimand by SMU	Permanent ban in SMU  *For international partners, permanent ban from entering into a contract with any PHEI

LIGHT OFFENSES
<ol style="list-style-type: none"> <li>1. surreptitiously looking or staring at a person's private part or worn undergarments</li> <li>2. making sexist statements and smutty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar</li> <li>3. malicious leering or ogling</li> <li>4. the display of sexually offensive pictures, materials or graffiti</li> <li>5. unwelcome inquiries or comments about a person's sex life or sexual orientation connoting one's sex life (ex. LGBTQ's)</li> </ol>

sexualrelations). 6. unwelcome sexualflirtation, advances, propositions 7. makingoffensive hand or body gestures at the person 8. persistent unwanted attention with sexual overtones 9. unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver 10. catcalling and/or wolf-whistling 11. unwanted sexual misogynistic, transphobic and homophobic remarks and comments online, whether publicly or through direct and private messages 12. invasion of the victim's privacy through cyberstalking and incessant messaging with sexual overtones 13. other analogous cases			
<b>Penalty when committed by:</b> <b>A. Persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work</b>			
OFFENDER	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Employee	Reprimand	Suspension of one day to thirty days	Dismissal from service;
Student	Reprimand	Suspension of one day to thirty days	exclusion or dismissal
<b>Penalty when committed by:</b> <b>B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee</b> <b>C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees</b>			
RESPONDENT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Employee	Written warning	Written reprimand	Suspension

		and community	
Student	Written warning	Written reprimand and community	Suspension
<b>Penalty when committed by:</b> <b>D. Third-party service providers such as concessionaires, sanitation and maintenance personnel</b> <b>E. Personnel of Partner Institutions where school-related activities are conducted</b>			
<b>OFFENDER</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Third Party Service Providers and  Personnel of partner institutions	reprimand by SMU	severe reprimand by SMU	permanent ban in SMU  "For international partners, permanent ban from entering into contract with any PHEI
<b>Penalty when committed by:</b> <b>F. Guests/ Visitors</b>			
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>
Guests/Visitors	Reprimand by SMU	Severe reprimand by SMU	Permanent ban in SMU
<b>Note:</b> 1. If the perpetrator committed the offense twice against the			

- same victim, the corresponding gravest penalty shall apply.
2. SMU may provide gender sensitivity training and counseling to offenders.

## **SECTION 6. IMPOSITION OF PENALTIES**

- a. Minor students who, at the time of the commission of the act of GBSH, are found guilty under these Guidelines by the disciplining authority, shall likewise undergo gender-sensitivity training and psychosocial counseling sanctioned by the Guidance and Testing Office.
- b. If the penalty of expulsion or exclusion is imposed upon a student, the same shall be subject to the confirmatory authority of CHED pursuant to Section 21 of the Implementing Rules and Regulations of the Safe Spaces Act and Section 106 of the MORPHE.
- c. If the penalty of dismissal is imposed upon an employee of the HEI, the same shall be in accordance with the Department of Labor and Employment (DOLE) issuances.
- d. If the penalty imposed is other than those provided above, e.g., termination of contract or permanent ban from SMU, the same shall be final and immediately executory, and notice shall be furnished the Respondent or notice shall be posted around the premises of the institution as the case may be.
- e. For termination of contract with a partner training organization, the institution shall report the same with the CHED Regional Office having jurisdiction over it.

**SECTION 7. ACCESSORY PENALTY**

- a. A student shall not be allowed to graduate if he or she has a pending case of GBSH. The University reserves the right to revoke a student's diploma if it was inadvertently issued while a case for GBSH is pending against the student at the time of its conferment.
- b. Any fees to be charged in the course of a victim's availment of psychosocial counseling and similar services shall be borne by the respondent proven guilty of the offense/s charges.

**SECTION 8. COMPOSITION OF THE CODI**

- a. The University President, in consultation with the Advisory Board, shall appoint the chairperson and members of the Committee on Decorum and Investigation (CODI) for a term of two (2) years which may be renewed thereafter. This committee shall serve as an independent internal grievance mechanism and shall act as the main body in the investigation and resolution of cases involving Sexual Harassment in the University.
- b. The members of the CODI shall be appointed by the University President from the following sectors, provided that women representation shall not be less than 50%:

<b>Regular members</b>	<b>Alternate members</b>
1. ADSAS Women as Chair	POD for Women in Basic Education level
2. Department Head	Coordinator in Basic Education
3. Non-supervisory faculty member	Non-supervisory teacher in basic education



4. Non Academic personnel	Non Academic personnel in Basic Education
5. SCC Officer in tertiary level	Student Officer in Senior High School
6. GAD Focal Person	Employee with GAD Training

- c. Alternate members shall act on behalf of the regular members in their absence, temporary incapacity or voluntary or involuntary inhibition. The alternates shall have the authority to render decisions so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.
- d. Impartiality. Members of the CODI should have no prior record of involvement as a respondent, accused, or defendant in any case of whatever nature of sexual harassment, including those which are still pending.
- e. When the complainant or the person complained of is a member of the Committee, he/she shall be disqualified from being a member thereof.
- f. The complainant or the person complained of may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on conflict of interest, manifest impartiality, relation with the respondent within the fourth degree of consanguinity or affinity, and other reasonable grounds. Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause delay in the proceedings.

- g. The Terms of Office of CODI members shall be two academic years which may be renewed at the option of the University President. Upon expiration of the term, the members may function on hold-over capacity until such time the University President has designated the new members of the CODI.

## **SECTION 9. RESPONSIBILITIES AND FUNCTIONS OF THE CODI**

The CODI shall have and perform the following functions:

- a. Receive complaints for offenses covered by these Guidelines;
- b. Investigate complaints for offenses covered by these Guidelines including preliminary investigation in accordance with the prescribed procedure;
- c. Observe, at all times, due process in the conduct of investigation;
- d. Within ten (10) days from the receipt of the written complaint, investigate and decide on the case and, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- e. Ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure;
- f. Guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible;
- g. Undergo continuing training on gender sensitivity, gender-based violence, sexual orientation, gender identity and expression, and other GAD topics as needed;

- h. Lead in the conduct of discussions about sexual harassment and other related sexual offenses within the institution to increase the community's understanding of, and prevent incidents of, sexual harassment and other related forms of sexual offenses; and
- i. Conduct such other activities that would engender a safe environment for all genders, especially women, in school campuses and training-related programs in HEIs.
- j. In case of non-performance or inadequate performance of functions, the members of the CODI shall be replaced by the University President upon receipt of documentation that will substantiate such allegations.

## **SECTION 10. PRE-FILING STAGE**

SMU shall provide assistance to an alleged victim of acts punishable by these guidelines which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

## **SECTION 11. COMPLAINT**

- a. The complaint may be filed at any time with the University President, Vice Presidents, Academic Deans, Principals, the Office of the Immediate Supervisor of the Complainant or the alleged perpetrator, the Guidance and Testing Office, Office of the ADSAS Men or Women, Prefect of Discipline , Security Office, the CODI. Upon receipt of the complaint by any of the above offices, the same shall

be transmitted to the CODI without delay.

- b. The complaint shall be in any form, provided that the following are indicated in the complaint:
  - 1. FULL NAME and CONTACT DETAILS of the Complainant. However, the filing of an anonymous complaint is not prohibited.
  - 2. FULL NAME, CONTACT DETAILS and/or POSITION of the Respondent, if known to the Complainant.
  - 3. STATEMENT OF RELEVANT FACTS.
  - 4. EVIDENCE TO SUPPORT THE ALLEGATION, provided that non-submission of evidence will not cause the dismissal of the complaint; and
  - 5. VERIFICATION and CERTIFICATION OR STATEMENT OF NON-FORUM SHOPPING.

If the complaint is not under oath, the Complainant shall be summoned by the CODI to swear to the truth of the allegations in the complaint or require the Complainant to submit a sworn Complaint within 24 hours from receipt of notice of compliance.

- c. The withdrawal of the complaint at any stage of the proceedings shall be without prejudice for the CODI to continue its investigation and make a report of

its findings and recommendation to the disciplining authority when the evidence warrants.

## **SECTION 12. ACTION ON THE COMPLAINT**

After evaluating the complaint, the CODI shall:

- a. *For complaints against an employee, faculty or student of SMU:* Proceed with the investigation if the complaint is sufficient in form and substance. A complaint is sufficient in form and substance if all the elements provided in the immediately preceding provision are present.
- b. *For complaints against personnel of third-party service providers or partner institutions or guests or visitors of SMU:* Recommend the referral of the complaint to the service provider, partner institution or to the proper government authorities for proper investigation and action.
- c. The CODI shall likewise recommend to the University President to provisionally disallow the personnel of third-party service provider or of partner institutions complained of, or guests or visitors from entering the premises of SMU or from transacting with SMU while investigation is pending before the service provider, partner institution or to the proper government authorities.

## **SECTION 13. INVESTIGATION OF CASES BEFORE THE CODI**

The CODI shall, at all times, observe due process and investigate and decide on said complaint within ten (10)

working days or less upon receipt thereof, following the procedures, to wit:

- a. Within 24 hours of receipt of the written complaint, the CODI shall commence the investigation by notifying the Respondent of the Complaint filed against him / her with a directive to submit his / her Counter-Affidavit/Comment under oath and submit evidence in his/her defense within 72 hours from receipt of the notice and furnish a copy thereof to the Complainant. Motion to Dismiss is not allowed. Otherwise, the Counter-Affidavit/Comment shall be considered as not filed or that the Respondent shall be declared in default.
- b. Upon receipt of the Counter-Affidavit/Comment under oath and evidence submitted by the Respondent, the CODI shall conduct an *ex-parte* examination of the documents submitted by the parties, including available records of the case.
- c. With the agreement of both parties, the possibility of amicable settlement, mediation, conciliation or submission to alternative modes of dispute resolution is explored. In such case, a written agreement signed by both parties shall specify the conditions and penalty, which should be compliant with the penalties stated in Section 4.
- d. The factual issues to be resolved by the Committee shall only be limited to those which were alleged in the Complaint. For this reason, the complainant cannot present evidence on issues that are not tackled in the Complaint. In the same manner, the respondent can present evidence to support the allegations in the Answer but not on matters which are not mentioned therein. The Committee may stop the presentation of evidence which were not

- tackled in the Complaint and in the Answer. For this purpose, either party has the right to demand for a copy of the Complaint and/or Answer;
- e. The complainant has the burden of proving the veracity of his/her allegations. His/Her failure to establish the liability or culpability of the respondent, through substantial evidence, will result to the dismissal of the case. On the other hand, the respondent has the right to rebut the allegations of the complainant by presenting his/her own evidence;
  - f. Since the proceedings being undertaken is administrative in nature, no direct confrontation or cross-examination of witnesses will be allowed. The parties, however, may be allowed to submit suggested written clarificatory questions that the Committee may propound to the party/witnesses;
  - g. The failure or refusal of either or both parties to appear before the Committee to present their respective evidence constitutes a waiver, unless there is justifiable cause in writing;
  - h. The parties should refrain from communicating with any of the witnesses before, during and immediately after they have deposed their testimony before the Committee. The parties and the witnesses are bound to keep the confidentiality of the proceedings;
  - i. It is the duty of the parties to submit the list of witnesses to the Committee. Thereafter, it becomes the duty of the Committee to notify the witnesses on the date of the reception/deposition of their statement. However, because it is important that every effort be made to keep the incident confidential, the Committee shall exercise its sound discretion in determining which witnesses are

indeed necessary to the investigation;

- j. The Committee, on its own, may call on other resource persons for additional information or verify information from files available in different offices of the University;
- k. The parties shall bind themselves to respect the decision/s of the Committee pertaining to the conduct of the investigation. Any objection on the manner by which the Committee is handling the investigation must be reduced into writing and submitted to the Office of the University President for its consideration;
- l. The parties understand that members of the Committee are bound by the rules on confidentiality and are expected to be impartial. The parties, therefore, should refrain from communicating with any of its members on matters related to the case during the pendency of the investigation; and
- m. At any stage of the proceedings, the respondent may seek the assistance or advise of a counsel. His /Her counsel, however, is not allowed to directly participate in the proceedings.

#### **SECTION 14. PREVENTIVE SUSPENSION**

- a. Upon petition of the Complainant or *motu proprio* upon the recommendation of the CODI, the disciplining authority may order the preventive suspension of the Respondent during the conduct of investigation before the CODI and the period of deliberation of the recommendation of the CODI pursuant to Section 20 hereof, if there are reasons to believe that he / she is probably guilty of the charges which would warrant his / her removal from SMU.



- b. An order of preventive suspension may be issued to temporarily remove the individual being accused of wrongdoing from their current position or environment. This measure aims to prevent the person from potentially exercising undue influence or applying pressure on witnesses who may testify against them. Additionally, it serves to safeguard the integrity of the evidence by ensuring that there is no tampering or interference with any relevant information or proof that could be crucial to the investigation or administrative proceedings.
- c. During the period of preventive suspension, the salary and other benefits of the respondent-employee shall be withheld and shall be barred from performing his duties and responsibilities. The period of preventive suspension may be extended beyond 30 days but in which case, the respondent shall be paid his salary and other benefits.
- d. If the respondent is a student, he shall be barred from entering the campus during the period of preventive suspension.
- e. If, after investigation, it is established that the respondent-employee is not guilty of the charge/s, he/she shall forthwith be paid his/her salaries and other benefits withheld during the time he/she was placed under preventive suspension. He/she shall also be allowed to perform his/her duties and responsibilities.
- f. In the case of students, if he/she is absolved of the charge/s, he/she shall be allowed admittance to the University campus, and shall be given sufficient opportunity to make up for quizzes, tests and other requirements missed during his/her preventive suspension.

## **SECTION 15. DISCIPLINING AUTHORITY**

The disciplining authority consisting of the Committee on Arbitration (COA) composed of the Vice Presidents and the Legal Counsel shall decide the case within thirty (30) days of receipt of the CODI Investigation Report and Recommendation.

## **SECTION 16. FINALITY OF DECISIONS**

- a. A decision rendered by the disciplining authority where the penalty of reprimand, serious reprimand, suspension for not more than thirty (30) days, or a fine in the amount not exceeding thirty (30) days' salary is imposed, shall be final and executory and not appealable, unless a motion for reconsideration is seasonably filed. However, the Respondent may file an appeal within fifteen (15) days before the disciplining authority when the issue raised is a violation of due process.
- b. If the penalty imposed is exclusion, dismissal, suspension exceeding thirty (30) days, or a fine in an amount exceeding thirty (30) days' salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal, and no such pleading has been filed.
- c. A motion for reconsideration may be filed before the disciplining authority by the Respondent within fifteen (15) days of receipt of the decision of the disciplining authority. The disciplining authority shall act or decide on the motion for reconsideration within thirty (30) days of receipt thereof.

## **SECTION 17. MOTION FOR RECONSIDERATION OR APPEAL, AND SUBSEQUENT PROCEEDINGS, AND OTHER MATTERS NOT COVERED BY THESE GUIDELINES**

The filing of a motion for reconsideration and appeal, and subsequent proceedings and other matters not covered by these Guidelines shall be governed by:

- a. the Manual of Regulations of Private Higher Education ('MORPHE'), for students of the institution;
- b. Labor laws and regulations for those employed by the HEI. He or she may file an original action before the National Labor Relations Commission questioning the decision of the disciplining authority.

## **SECTION 18. PARALLEL AND COMPLEMENTARY ACTIONS**

Nothing in these Guidelines shall be construed to limit the rights of the victims of GBSH from pursuing civil, criminal and other legal actions as may be provided by law.

## **SECTION 19. MOTU PROPIO INVESTIGATION.**

Even if an individual does not want to file a complaint or does not request that the school take any action on behalf of a student, staff, or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of Gender Based Sexual Harassment (GBSH) or sexual violence, the school should promptly investigate to determine the veracity of such information or knowledge and the circumstances under which such act of GBSH or sexual violence were committed and take appropriate steps to resolve the situation. If a school knows or reasonably should know about acts of GBSH or sexual violence could have been committed that creates a hostile environment, the school must take immediate action to eliminate the same acts, prevent their recurrence, and

address their effects. This shall include the conduct of an investigation, on its own initiative, and referral of the offended party for appropriate psychosocial or medical services. (IRR-RA11313-Rule VII.2)

## **SECTION 20. ROMANTIC RELATIONSHIPS.**

Romantic relationships between employees and students who are both single, especially when the former directly supervises the education or training of the latter, are strongly discouraged. On the other hand, romantic relationships involving married personnel with another personnel or student, married or not, shall be dealt with in accordance with the Code of Proper Conduct for SMU Employees or the SMU Student Handbook.

## **SECTION 21. PUBLIC DISPLAY OF AFFECTION**

Public display of affection (PDA) within the campus, or during school activities done outside the campus, is prohibited. SMU recognizes that genuine feelings of affection may exist between two students or between two employees. However, students or employees shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity outside of the campus.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but are not limited to kissing, embracing, hugging, holding hands, close body contact, and analogous cases.

If the PDI is committed outside of the campus by individuals who are in University uniform, they shall be dealt with in accordance with the Code of Proper Conduct for SMU Employees or the SMU Student Handbook.

## **SECTION 22. REPEALING CLAUSE.**

This Implementing Rules supersedes all policies, circulars and memoranda earlier issued and which are inconsistent with the above provisions.

In the event that a provision/s of this Implementing Rules is/are amended or revised by subsequent policies, circulars or memoranda, or repealed by provisions of law, the remaining provisions shall not be affected and remain valid and enforceable.

## **SECTION 23. RESERVATION CLAUSE.**

The University, in the exercise of its sole and exclusive prerogative, reserves the right to amend, revise or altogether set aside this policy. Subsequent amendments or revision, however, shall not take effect until after reasonable dissemination in campus by posting in the bulletin boards or university website.

## **SECTION 24. EFFECTIVITY CLAUSE.**

This updated Guidelines shall take effect on the first day of July 2023. To ensure its dissemination to the University community, a copy of this Implementing Guidelines shall be posted in the SMU website, Employee FB Group, HRDO Bulletin Board, and if practicable, must be annexed in the Student's Handbook and Manuals for Academic and Non-Academic Personnel.

## Annex D

### SMU CONFIDENTIAL INFORMATION NON-DISCLOSURE POLICY

1. This policy shall be known as the **SMU Confidential Information Non-Disclosure Policy (SMU-CINDP)**. It shall apply to employees and workers in the University regardless of classification, rank, function, administrative level, tenure and status. The term employee as used in the succeeding provisions shall include all those rendering work for SMU such as SMU employees, SMU working students, contract of service, project staff, security, janitorial personnel, third-party contractors, etc.
2. **Definition of Confidential Information.** The term confidential information means all information obtained from personal data, analyses, computer files whether or not reduced to written form, compilations, memoranda, notes, reports, studies, data, drawings, films, CCTV footages, emails, audio/video recordings, social media messages, electronic attachments, processes, business strategies, information and documentation of all kinds including copies, extracts and summaries thereof and all other material containing or based in whole or in part on any such information, disclosed by or stored in the databases of the University in whatsoever form whether written, oral, electronic or otherwise, directly or indirectly to the employee or which comes into employee's possession or knowledge in connection with engagement and/or work for the University, with or without "Confidential" label, before or after the date of this Policy ("Confidential Information").

### **3. Obligations.**

- a. All employees shall take all necessary measures to prevent unauthorized access thereto, and to exercise the same level of security measures and degree of care as may be necessary to keep the confidentiality thereof.
- b. Employees, with prior written approval of their SMU immediate superior, may share Confidential Information, only to authorized employees in the University who need the information in connection with their work with the University.
- c. All employees shall not, without the prior written consent of the University President or Supervising Vice President, disclose or allow unauthorized access to any Confidential Information.
- d. All employees shall not use or permit the use of the Confidential Information disclosed to him/her other than in connection with the engagement and/or work for the University.
- e. All employees shall not copy, reproduce, or reduce into writing any material part of the Confidential Information except as may be reasonably necessary to his/her engagement and/or work for the University.
- f. The employee shall not, without the prior written consent of the University, directly or indirectly initiate, solicit, negotiate, contract, or enter into any business transactions, agreements, or undertakings that will utilize the Confidential Information by exploiting or deriving any undue personal benefit therefrom.

- g. Upon the written request of the University, the employee shall undertake to return and/or destroy all Confidential Information and certify in writing to the University that its request has been complied with. If an employee's relationship with the University is terminated for any reason, the employee must return all Confidential Information in any format to the University immediately and must not retain any copies or reproductions.
  - h. Employees must immediately report any unauthorized access, use, or disclosure of Confidential Information that they become aware of to their immediate superior or the designated data protection officer of the University.
  - i. All employees should partake in periodic training sessions provided by the University related to the handling of Confidential Information and adhere to the updated guidelines and policies mentioned in these trainings.
  - j. Employees must take necessary measures to safeguard any physical or electronic documents containing Confidential Information, including, but not limited to, locking files when unattended and securing them in a designated location after business hours, using strong passwords, and keeping passwords secure at all times.
  - k. In the event of a breach of this policy, employees are required to cooperate fully with any investigation conducted by the University.
4. **Penalty.** Any breach of any obligation/s on confidentiality shall be deemed to be a breach of the Code of Proper Conduct for SMU Employees with the corresponding corrective action/penalty ranging from Written Warning, Suspension or



Dismissal depending on the gravity of damage as determined by the University. Each case will be examined individually considering its circumstances, the employee's intent, the sensitivity of the disclosed information, and the damage caused to the University. Any breach of this policy by contract of service, project staff, working students, third-party contractors, security and janitorial staff may be sanctioned with written suspension, dismissal or termination of contract as determined by the Advisory Board.

5. **Warranties.** The University makes no representation or warranty as to the accuracy or completeness of the Confidential Information, which it has provided, and that the University shall not be liable for damages arising out of or in connection with employee's use of Confidential Information.
6. **Licenses and Property Rights.** The University reserves all rights relating to the Confidential Information and no rights or obligations other than those it has expressly provided are granted and that no license is granted to employee, directly or indirectly, under any patent, invention, copyright or other intellectual or industrial property of the University. In particular, nothing in this Policy shall be construed as granting, by implication, estoppel, or otherwise, any license or right of use, directly or indirectly, under any patent, invention, copyright, or other intellectual property of the University, unless explicitly stated in writing and signed by an authorized representative of the University. The Confidential Information remains the exclusive property of the University.
7. **Time Periods.** The confidentiality obligations in this Policy shall survive the tenure of the employee's employment with the University, unless otherwise provided in writing by the University.

8. **Remedies.** Without prejudice to any other rights or remedies that the University may have, the University shall be entitled to seek injunctive relief or temporary restraining order, its equivalent or similar remedy for any threatened or actual breach of this Policy. Furthermore, the University reserves the right to seek legal recourse, including the filing of appropriate cases in court for Damages or the prosecutorial arm of the government, for any violation of this Policy that also constitutes a violation of any applicable law.
9. **Condition of Engagement.** Strict compliance with this Policy is a continuing condition of employee's engagement/work and any breach of this Policy may be regarded as an infringement of the terms of engagement/work. It is the responsibility of each employee to familiarize themselves with this Policy, and ignorance of the Policy will not be considered a valid excuse for non-compliance.
10. **Severability.** If the court finds any provision of this Policy invalid or unenforceable, such court decision shall not affect the remainder of this Policy and shall be interpreted to the best interest of the University.
11. **Integration.** This Policy supersedes all prior proposals, agreements, representations, and understandings. This Policy may be amended in writing by Management with prior dissemination to employees before its effectivity.
12. **Waiver.** The University's failure to enforce or exercise any provision of this Policy at any given time does not constitute a waiver of such provision and does not affect its right to later enforce that or any other provision.

13. **Effectivity.** This Policy shall take effect on July 1, 2023 after issuance of the Circular by the Vice President for Administration disseminating this Policy.



**SAINT MARY'S UNIVERSITY**  
Bayombong, Nueva Vizcaya, Philippines

# **UNDERGRADUATE STUDENT HANDBOOK**

**2022 EDITION**



*Inspired by Mission, Driven by Excellence*

Welcome to the Marian Community!

You are now part of Saint Mary's University. This institution has molded for decades many young professionals excelling in their respective fields.

This handbook is prepared for you to know SMU better. It will give you pertinent information about your university to help your student's life.

As a student of a Catholic University, you are expected to live by the Vision-Mission of the University and grow into Christian maturity guided by the four core values of Marian Education and Culture, which are **excellence, innovation, communion, and Passion for Christ's mission.**

May your stay at this university be a fruitful one. God bless you!

Enjoy shaping your future at Saint Mary's University.



Saint Mary's University is devoted to developing Marian graduates who are joyful missionary Christian disciples with professional, technical, and leadership excellence...

**Committee on Student Guide 2022**

### **PLEDGE OF COMMITMENT**

I am a member of the SMU community; therefore, together with my teachers, the administrative staff, and my co-students.

I shall strive to be excellent, innovative, constantly communing with others, and imbued with a passion for Christ's mission.

I have become part of this community when I enrolled at this University.

I shall do my best to fulfill my responsibilities as a student.

So help me, God.

\_\_\_\_\_  
Signature over Printed Name

Date: \_\_\_\_\_

## CONTENTS

CICM Philippine Schools: Transforming Communities Through Education	6
Saint Mary's University: A Brief History	8
Achievements & Recognitions Garnered For The Past 5 Years (2013-2018)	11
Pledge to the 4 Core Values of Marian Culture & Education	
Excellence	12
Innovation	12
Communion	13
Passion for Christ's Mission	14
SMU Vision, Mission & Orientation	15
General Objectives Anchored on SMU's Core Values	16
The University Emblem	17
Organization of Saint Mary's University	18
Governing Boards	19
University Officers	19
University Boards and Committees	22
Academic Affairs	26
Courses Offered	
School of Accountancy and Business	26
School of Teacher Education and Humanities	26
School of Engineering, Architecture and Information Technology	27
School of Health and Natural Sciences	27
Program Objectives	
School of Accountancy and Business	27
School of Teacher Education and Humanities	28
School of Engineering, Architecture and Information Technology	29
School of Health and Natural Sciences	29
Admission Policies	
Admission to Study at Saint Mary's University	30
SMU College Entrance Test (CET)	31
Requirements for Transfer Students	31
Requirements for Old or Continuing Students	31
Requirements for Foreign Students	32
Petitioned Subjects	34
Changing, Dropping, or Adding of Subject/s After Enrollment	34
Shifting to Another Course	35
Students Involved in Civil, Criminal or Administrative Case/s	35
Cross Enrollment	35
Requirements for Readmission to the University	35
Procedure for Applying for Readmission	36
Curriculum to Pursue Readmitted / Returnee Students	36

Procedure for College Admission	
For Incoming Freshmen and Transferees	36
For Shifters or Students for Readmission	37
For Old/Continuing Students	38
Retention Policies	
School of Accountancy and Business	38
School of Teacher Education and Humanities	39
School of Engineering, Architecture, and Information Technology	41
School of Health and Natural Sciences	44
Comprehensive Review Classes and Pre-board Exams	48
Fees, Payments, Discounts, Refunds, Withdrawal, and Graduation Fees	
Monetary Transactions	49
Terms of Payment	49
Discounts	49
Refunds & Withdrawals	50
Procuring Student Examination Permits	51
Release of School Credentials and Certificates	52
Express Processing of Official Transcript of Records (OTR) & Diploma	53
Scholarships & Grants	
Entrance Scholarship	53
Academic Scholarship	54
Service Grants	54
Dean's List	55
Government Grants	55
The Saint Mary's University Scholarship & Development Foundation /SDF	56
Grants	
SMU Socialized Tution Fee Program	57
Working Scholarships	57
Other Scholarships and Grants	57
Academic Policies and Guidelines	
School Term/Class Hours	60
Student Load/s & Sequence	60
Christian Faith Education / CFE Requirements	60
National Service Training Program / NSTP	60
Physical Activities Towards Health and Fitness (PATH-FIT)	61
Civil Service Examination	61
Admission on Class	61
Examinations, Incomplete Marks, and Grading System	62
Attendance and Tardiness of Students	69
Leave of Absence	70
Maximum Residency Rule	71
Academic Deficiency / Delinquency	71
Graduation Requirements	72
Graduation Honors, Distinctions & Awards	73
Non-Academic Affairs	



Objectives of the Student Services Program	75
Student Welfare Programs & Services	76
Student Development Programs & Services	80
Student Organizations & Activities	80
Service Facilities	88
Student Behavior	
Conduct and Discipline In & Out of the School	90
Code of Student Discipline	96
Statement of Objectives	96
Conduct in the School	96
Uniforms	96
Dress Code	97
Student Identification Card / ID	98
Unacceptable Student Conduct	99
Conduct Outside the School	106
Administrative Proceedings on Student Discipline	107
Disciplinary Sanctions	107
General Guidelines	108
Appendices	
Annex A: Policies & Procedures for Managing Pregnancy Out of Wedlock Cases	110
Annex B: Excerpts from R.A. 10627 or the Anti-Bullying Act of 2013	113
Annex C: Excerpts from R.A. 9165 or the Comprehensive Dangerous Drugs Act of 2002	117
Annex D: Excerpts from SMU's Anti-Sexual Harassment Implementing Guidelines	119
Annex E: CHSF Guidelines for Motor / Vehicle Owners & Drivers	125
Annex F: Attestation for Natural Colored Hair	126
Annex G: Affidavit of Undertaking for Visible Tattoo	127
Annex H: Excerpt of CHED M.O. No. 64, s. 2017: Policies, Guidelines & Procedures for HEIs Requiring Drug Testing of Students	128
Annex I: Sample Waivers Issued by the Dean of Student Affairs & Services	129
Annex J: Data Privacy Consent Form	130
Annex K: Excerpt of SMU's Social Media Policy	131
Annex L: Policy and Guidelines on Mandatory Drug Testing of SMU	134

Since the start of the Congregation of the Immaculate Heart of Mary (from the Latin *Congregatio Immaculati Cordis Mariae/CICM*), the apostolate of education has been a special means of accomplishing the congregation's mission. This is evident in the first edition of the CICM constitution in 1900, which states, "The CICM mission is to preach the good news to the people of China, to establish the Christian community and to take care, especially of abandoned children."

From a broader Christian perspective, education is seen as the proclamation of the Good News of God in Jesus Christ and the formation of Christian communities, especially among the youth. As soon as they were settled in their parishes, the CICM missionaries in the Philippines immediately started to build primary schools. Later, many of these elementary schools expanded their educational services to include high school and college, with the tremendous efforts of dedicated lay collaborators and religious sisters, especially the missionary Canonesses of Saint Augustine, the Franciscan sisters, and the Tuding sisters. The exact number of schools CICM missionaries founded is unknown. However, it would be safe to say that the confreres built schools in almost all the 203 stations where CICM was assigned. As the number of CICM missionaries decreased through the years, many of the mission schools and seminaries started by the CICM fathers were turned over to the parishes and dioceses. However, a few academic institutions considered strategically important to the new pastoral direction of CICM Philippines, especially in terms of the evangelization of the youth and development of the locality, were retained.

By 2007, the year of its centennial celebration, the CICM Philippine province directly administered only six educational institutions, listed here according to the year established: Saint Louis University (SLU) in Baguio City in 1911; Saint Mary's University (SMU) in Bayombong, Nueva Vizcaya in 1928; Saint Louis College (SLC) in San Fernando, La Union in 1964; the University of Saint Louis in Tuguegarao City (USLT), Cagayan in 1965; Saint Louis College in Mandaue, Cebu in 1969; and Maryhill School of Theology in Quezon City in 1972. In the Philippines, CICM schools are known as institutions that offer quality education with relatively lower tuition fees. Three of the 30 institutions of higher learning originally granted full autonomous status by the Philippine Commission on Higher Education (CHED) in 2001 were run by CICM: SMU, USLT, and SLU. Furthermore, many of the programs in these institutions were granted accreditation level II and level III status, meaning they are considered to be of good quality.

The CICM confreres in the education apostolate have always adhered to the policy of giving poor students access to quality education. In all CICM schools of higher learning, at least one fourth of the student population enjoys scholarships given by the respective institution, the confreres, alumni, and other benefactors. It is a marvel how CICM schools can give quality education to many indigenous and poor students with modest tuition fees.

Although the historical development of the role of schools in CICM's pastoral work has had its period of doubt and questioning, the confreres in the Philippines emphatically affirm that the school apostolate is indeed a missionary priority. In the commentary of the CICM constitutions in 1999, the confreres were reminded that the focus of their missionary concern is the Kingdom of God and the transformation of the world. Hence, all their varied and particular pastoral activities must be directed toward this focus. The school apostolate, therefore, being a particular missionary work of the CICM province, must be understood from the Christian perspective.

The late Cardinal John Henry Newman, one of the greatest Catholic teachers and founding president of the University College of Dublin in Ireland, wrote in his famous book *The Idea of a University*: "When the church founds a university, she is not cherishing talent, genius or knowledge for their own sake but for the sake of her children, with a view to their spiritual welfare and their religious influence and usefulness, to train them to fill their respective positions in life better and of making them more intelligent, capable and active members of society." In this voluminous work, Cardinal Newman affirms that Catholic universities exist because of the Church's responsibility for the spiritual welfare of the young, who have a potential evangelizing influence when trained to think well, be competent professionals, and be committed members of society. The educational philosophy of Newman implies that Catholic universities, through their students, are to be agents or instruments by which society can be transformed. The late Pope John Paul II reiterated this philosophy in his encyclical on Catholic universities.

The institutional goals of CICM schools capture this educational philosophy in their respective vision- mission statements, as follows: "Through Christian living, academic excellence, professional responsibility, creativity, and social commitment are key interrelated dimensions of their institutional goals." These four CICM education goals indicate that the most profound and enduring mission of CICM schools is the transformation of the person, the community, and the environment in which they are embedded. Aware that the Founder, Theophile Verbist, had a special concern for the neglected orphans and children in Mongolia, the CICM schools pay special attention to the marginalized sectors in their host communities. Thus, the CICM schools also provide opportunities for growth in the communities they serve through extension services. By devoting themselves to the formation of excellent, innovative persons in constant communion with others imbued with the passion for Christ's mission in the service of God and humanity, the CICM schools continually strive to be faithful to the mission of CICM and the Church of bringing about the transformation of societies and the reign of God.



FATHER THEOPHILE VERBIST  
Founder  
Congregatio Immaculati  
Cordis Mariae (CICM)

Saint Mary's University traces its roots back to the dream and initiative of Bishop Constant Jurgens, CICM, one of the earliest CICM missionaries to arrive in the Philippines. In pursuit of his dream to establish a school for the Christian education of the parishioners' children, he purchased a lot and some materials. Upon his recall to Europe, his successor, Rev. Fr. Achilles de Gryse, CICM, saw his dream through. Their efforts resulted in the inauguration of the St. Mary's Elementary School in June 1928. The High School Department was opened in 1934 under Rev. Fr. Godfrey Lambrecht, CICM. The Senior High School opened in 2016.

In 1947, Fr. Lambrecht established the College Department with the offering of Associate in Arts, Bachelor of Science in Education, Bachelor of Arts, and Junior Normal course (Elementary Teacher's Certificate). Gradually, the course offerings expanded with a Bachelor of Science in Commerce, including a major in Accounting in 1951, a Bachelor of Science in Civil Engineering in 1955, and a Graduate School in 1962. Through the years, Institutes, Colleges,/Schools were established with more program offerings. Many academic programs opened, including Accountancy, Business, Computing Sciences, Information Technology, Geodetic Engineering, Electrical Engineering, Electronics Engineering, Architecture, Nursing, Pharmacy, Medical Laboratory Sciences, Public Administration, Criminology, Political Science, Psychology, Criminology, and Law.

Rapid campus expansion started in 1968 with the purchase of the 6.5-hectare campus along the Magat River and the construction of the academic building named in honor of Rev. Godfrey Lambrecht, CICM. The college department moved from the old campus, at the back of the Cathedral, to its present site in 1969, two years after the ownership and management were turned over to the CICM. Construction of other buildings continued over the years, thus providing more learning space for the students, such as the gymnasium, library, Gomburza, and De Gryse buildings.

In 1994, the University Building, now Constant Jurgens building, was constructed to commemorate the elevation of Saint Mary's College to university status, with Rev. Fr. John Van Bauwel, CICM, as the first University President. With the installation of Rev. Fr. Jesse M. Hechanova, CICM, as the second University President in 1998, more edifices were built for different purposes like the Institute of Science and Mathematics Building (now Center for Natural Sciences), St. Joseph's Inn, Hantson Building, Sacred Heart Center, High School Building (Phase I), Balai na Alumni, Jubilee Library Building, and SMU FEA Multi-Purpose Cooperative Building (now replaced by JVD building).

The year 2005 saw the installation of Rev. Fr. Manuel D. Valencia, CICM, as the third University President, and with him at the helm, two four-storey buildings were constructed, one in commemoration of the CICM centenary in the Philippines (Florentina Bldg in the Junior High School) and the other named after the CICM founder Rev. Fr. Theophile Verbist (Apo Pilo Bldg).

As the University's course offerings increased and the population expanded, new buildings were constructed to cater to the needs of the students and the ever-changing thrusts of education and technology. The construction of the Engineering Laboratory Building, now Renato Seargent Building, in August 2011 is not only a testament to Rev. Fr. Renillo H. Sta. Ana's CICM commitment to the CICM educational apostolate as the fourth University President (installed in 2010) and a grateful testament to the dedication of Rev. Fr. Renato Sergeant, CICM, who generously served the SMU community for 24 years. In 2012, the Mary Seat of Wisdom Chapel and the St. Pedro Calungsod Hall were inaugurated. In mid-2014, the Joseph Van den Daelen Building was inaugurated to house the Senior High School. In 2016, the Georges De Busschere Building was inaugurated.

In 2017, an additional building was added and named after Fr. Antonio Tanchoco, CICM. In 2018, a new 4-storey building was blessed for use by the School of Engineering, Architecture, and Information Technology.

In 2016, a re-structuring was done, resulting in the merging of selected schools. Currently, the tertiary level comprises five schools and a college: School of Accountancy and Business, School of Engineering, Architecture, and Information Technology, School of Health and Natural Sciences, School of Teacher Education and Humanities, School of Graduate Studies, and College of Law.

True to the challenge of maintaining quality education, the Institution has submitted itself for accreditation by the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU). Level I accreditation was granted to the Liberal Arts, Commerce, and Education Programs in 1983, Level II in 1985, Level III in 1988 with Level III re-accreditation for the Liberal Arts, Education, Commerce, and Accountancy Programs in 1999, and Level II in 2004 (except Accountancy), and Level III re-accredited status in 2012 and 2015. For the Civil Engineering Program, Level I was granted in 1995 and Level II in 2001, re-accreditation for five years in 2006, Level III re-accreditation in 2012, and re-accreditation for another five years in 2018.

It was designated as Center of Development in Civil Engineering in 1999, 2010, and 2016 and Center of Development in Information Technology Education in 2007 and 2016. SMU was also one of the institutions nationwide granted Full Autonomy by CHED in 2001 and 2016. Graduates of SMU have excelled in licensure examinations, consistently producing a high percentage of board passers in most of its board courses.

It has gained the reputation as one of the best training institutions for future teachers, having been named as one of the five most outstanding Teacher Education Institutions in the Philippines in the academic year 1983-1984 and designated as a Center of Excellence for Teacher Education by the Commission on Higher Education in 1996, 2008, and 2016.

The Junior High School Program was granted Level I accreditation in 1988, Level II in 1996 with Level II re-accreditation in 1999, Level II re-accreditation for five years in 2005, and Level II re-accreditation for five years in 2016. The Grade School Program was

granted Level I accreditation in 1985, Level II in 1989 with Level II re-accreditation in 1999, Level II re-accreditation for five years in 2005, and Level III re-accreditation for five years in 2016.

For the Accountancy/Management Accounting Program, Information Technology Program, and Nursing Program, Level I accreditation was granted in 2015, and another five-year re-accreditation in 2018.

For the Graduate Programs in Arts and Sciences, Education and Business, Level I accreditation was granted in 2000 and Level II in 2003, Level II re-accredited status in 2012, and Level III accredited and five-year re-accredited status for the following programs granted in 2014 and 2018, respectively: Educational Management (PhD EDM/Edd) Program, Master of Arts in Teaching (MAT/MST) Program, Master of Arts in Education (MAED) Program and Master in Business Administration (MBA) program.

The University has remained steadfast in its vision of being a premier CICM Catholic educational institution drawn into communion by the Wisdom of God. It is dedicated to forming persons exemplifying excellence, innovation, and passion for Christ's mission. In its 91st year, Saint Mary's University has steadily grown and metamorphosed into one of the most important academic institutions in the Philippines, particularly in the Cagayan Valley Region.

**ACHIEVEMENTS AND RECOGNITIONS GARNERED FOR THE PAST FIVE YEARS  
(2015-2021)**

1. Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) Accredited Level III for Grade School Program, Undergraduate Programs (Arts & Sciences, Business, Elementary Secondary Education, Entrepreneurship, and Civil Engineering), and Graduate Programs (MAED, MAT/MST, MBA, and PhD EDM/EdD).
2. PAASCU Accredited Level II for High School and Science High School Program.
3. PAASCU Accredited Level II for Undergraduate Programs (Accountancy/ Management Accounting, Nursing and Information Technology).
4. Granted FULL AUTONOMY by the Commission on Higher Education (CHED) effective April 1, 2016, until May 31, 2019.
5. PAASCU Accredited Level I in Hospitality Management and Tourism Management.
6. TESDA Accredited Competency Assessment Center for Tourism, Health, and Social Community Development.
7. National Champion in the Search for Gawad KaLaSaG 2019.
8. Designated by CHED as CENTER OF EXCELLENCE in Teacher Education from April 1, 2016 to December 31, 2018.
9. Designated by CHED as CENTER OF DEVELOPMENT in Information Technology Education from January 1, 2016 to December 31, 2018.
10. Designated by CHED as CENTER OF DEVELOPMENT in Civil Engineering from April 1, 2016 until December 31, 2018.
11. Designated as one of the Delivering Higher Education Institutions (DHEIs) of graduate programs through CHED's K to 12 Transition Program by virtue of CMO No. 8, s. 2016.
12. CHED identified SMU's School of Computing Sciences and Information Technology as one of the DHEIs for the Special Training Program on Business Analytics on February 20, 2015.

## **EXCELLENCE**

Excellence requires one to be most effective and efficient in what one is supposed to do, especially in his or her chosen field of endeavor. It is possessing at one's fingertips the knowledge and skills of one's profession. Competence is the tool that will shape the society in which one wants to live.

I shall strive to be EXCELLENT by:

1. taking my studies seriously as a principal means of acquiring greater competence in my chosen field;
2. being punctual in attending my classes and school activities and submitting my course requirements, which are well prepared and well done;
3. using my free time and vacant periods wisely by studying, reviewing, researching, and using the library facilities, thus increasing my knowledge and academic skills instead of loitering in hallways and corridors during class hours;
4. participating in school activities that will nourish and develop my intellectual and social skills.
5. asking intelligent and analytical questions that could lead to a deeper understanding and appreciation of ideas presented inside and outside the classrooms;
6. participating actively in intellectual dialogues and discussions, thus contributing to the broadening of horizons of topics and ideas; and
7. manifesting proficiency in speaking and writing.

## **INNOVATION**

Innovation requires the ability to be critical, to sort out the challenges that modern society brings, and to create something new, significant, and meaningful for the individual. Through one's critical and innovative ability, one will be able to contribute greatly to the good of one's community, country, and humanity.

I shall strive to be INNOVATIVE by:

1. being open to but critical of ideas encountered inside and outside the classroom and not simply accepting of given ideas without intelligent reflection;
2. always finding new ways of thinking, of doing things, of seeking alternative possibilities and solutions to problems and situations;
3. making use of my freedom responsibly and intelligently for the greater growth of others and myself; and
4. searching and participating in activities within and outside the campus that will develop and enhance my critical and creative skills like research, debating clubs, theater groups, etc.



## COMMUNION

Saint Mary's University helps every Marian grow in his/her communion with others in the school and the local and global community.

I shall strive to be in COMMUNION with others by:

1. being responsible for my growth and development as a community member, always doing things that will enhance and develop my God-given talents and potential. I am convinced that I must become the best of what I can be as an active citizen. I am aware that I cannot give what I do not have, so I have to develop myself to be of greater service to my community;
2. abstaining from activities and behaviors that are detrimental to my health and well-being not only as an individual person but also as a member of the community;
3. knowing, appreciating, and being proud of my rich culture as a Filipino;
4. keeping myself informed of what is happening around me and responding to the crucial issues that confront my community, environment, and country;
5. participating in community extension services and outreach programs sponsored by the University and by the organizations to which I belong;
6. initiating and participating in constructive and relevant socio-cultural activities in my community;
7. respecting authorities, upholding the rights and freedom of others, and protecting the public and communal properties;
8. observing at all times and in all places the Clean, Healthy, Safe, Friendly Environment guidelines;
9. showing the necessary self-discipline and respect for professors, classmates, and fellow Marians that will allow for effective learning to take place;
10. offering my time, energy, and talents voluntarily when there are opportunities for service in school and in the community where I live in;
11. living a simple and efficient lifestyle, and taking care of the environment by disposing of my garbage properly, not littering nor engaging in vandalism, promoting environmental activities like tree planting, cleaning of surroundings, environmental education, and supporting the CHSF Program; and
12. being able to recite the Saint Mary's University Prayer and sing the SMU Hymn from the heart.

## PASSION FOR CHRIST'S MISSION

SMU, as a Catholic university, aims foremost to educate the youth to become persons who deeply love God and are committed to Jesus Christ's message and mission of bringing about and living out the kingdom's values.

I shall strive to live with passion for Christ's mission by:

1. being honest and just in my words and actions inside and outside the campus;
2. doing my responsibilities as a member of the Christian community when called upon to witness to the world through common worship and works of justice that may change unjust social structures;
3. making the values preached and lived by Jesus Christ the basis for my life's principles and behavior towards others and myself;
4. finding time to deepen my friendship with God through personal and communal prayer and study, recollections, retreats, and reception of the sacraments;
5. attending masses in the university chapel of my own volition even when attendance is not required;
6. receiving the Sacraments, whenever applicable; and
7. deepening my devotion to Mother Mary, the school's Patroness, and living out her virtues of being pure, prudent, humble, faithful, devout, obedient, poor, patient, merciful, and sorrowful at all times.

Much more than an academic institution, SMU is a community of students, staff, teachers, and administrators who are drawn into communion by the Wisdom of God and are aware that together they have a mission to accomplish, which is to form a community of persons exemplifying excellence, innovation, and Christ's mission. This mission and this kind of community are the distinctive marks of a true Marian education and culture.

## **SMU VISION, MISSION, AND ORIENTATION**

The Saint Mary's University of Bayombong is a Catholic and missionary institution of learning that draws its vision and orientation from pertinent provisions of the 1987 Philippine Constitution, the educational goals expressed in the "Education Act of 1982" and allied laws, the philosophy of the Commission on Higher Education as embodied in the Manual of Regulations for Private Higher Education (MORPHE) of 2008, the Apostolic Constitution on Catholic Universities *Ex Corde Ecclesiae* ("Born from the Heart of the Church"), and the vision-mission and directives on the educational apostolate of the Congregation of the Immaculate Heart of Mary (CICM).

### **VISION**

Saint Mary's University is a premier CICM Catholic educational institution drawn into communion by the Wisdom of God, dedicated to the integral formation of persons exemplifying excellence, innovation, and passion for Christ's mission.

### **MISSION STATEMENTS**

1. Relentlessly pursue excellence in education for local and global relevance and responsiveness;
2. Persistently challenge one another to explore and pursue relevant, innovative, and breakthrough ideas through research and development;
3. Steadfastly participate in the CICM advocacies of promoting multi-ethnicity, social justice, peace, and integrity of God's creation;
4. Conscientiously strengthen good governance and concordance among stakeholders to sustain best practices.
5. Joyfully animate and care for one another as a community inspired by Mother Mary to become faithful witnesses of Christ's mission.

## **GENERAL OBJECTIVES ANCHORED ON SMU'S CORE VALUES**

### **EXCELLENCE**

1. To develop in the individual a solid foundation of knowledge, attitudes, habits, and skills necessary for professional, civil, social, and moral life; and
2. To develop the individual's potential as a human being to the maximum so that he will turn out to be a responsible and dynamic leader and a productive and versatile citizen capable of meeting both local and global demands.

### **INNOVATION**

1. To act as a center of research for the discovery and advancement of new knowledge and promotion of scientific attitude among intellectual leaders;
2. To provide avenues for collaborative planning for short-term and long-term institutional plans, and to identify, develop, and deliver innovative programs to cope with the challenges of the times; and
3. To provide opportunities to enhance creativity in the literary, visual, and performing arts.

### **COMMUNION**

1. To develop in the individual an attitude of dedicated service to others, to the community, and the nation;
2. To lead and assist other educative agencies in fostering an awareness of the socio-economic and environmental situation and in committing to their development and improvement;
3. To develop the individual personal discipline and social responsibility;
4. To instill in the individual faith and pride in the national culture and respect for other cultures;
5. To provide the students equitable opportunities to avail themselves of the different school services and resources; and
6. To provide occasions for alumni to grow professionally and to share their expertise and resources voluntarily.

### **CHRIST'S MISSION**

1. To acquire and develop Christian values to live out and effectively share the Christian message, especially to the marginalized and bring about a more just and humane society;
2. To deepen and strengthen the spiritual and missionary life of the community;
3. To provide a wholesome character formation to build inspiring models in the community; and
4. To promote ecumenism and interfaith dialogue.



The emblem of Saint Mary's University bears the following key elements with their significant meanings.

1. **Motto.** Our motto, "Sapientia a Deo (Latin)," translated as "wisdom from God," quoted from I Cor 1:30, explicitly expresses the Christo-centric character of the university that puts Christ Jesus, the Divine wisdom, at the center of the Marian community, and the core of every goal of the university.
2. **Image of the Blessed Virgin Mary.** The image of the Blessed Virgin Mary seated on a throne with the child Jesus on her lap represents "Sedes Sapientiae - Seat of Wisdom," which is one of the many devotional titles for Mary. Mary, revered as the Theotokos, Mother of God, whose total submission to the will of God granted her nurturance of the incarnate wisdom of God – Jesus Christ, and accorded her the "model of discipleship," our patroness and our exemplar.
3. **Belfry.** The belfry symbolizes the role of the Marian family in beckoning people in communion with the local and universal Church in the mission of evangelization and Christian education.

4. **Rose.** The rose symbolizes devotion to the Blessed Mother (Rosary) as Queen of heaven and earth, reminding the Marian community of Mary's participation in Christ's passion. The rose is also the symbol of Mary's charity attributed to Saint Bernard of Clairvaux, heralding the university's mission to transform the poor and the marginalized into empowered communities.
5. **Lily.** The fleur-de-lis, a stylized lily, symbolizes the immaculate nature and royalty of the Blessed Mother as a model of purity and unity, reminding the university, in unison with the CICM schools, to continue to uphold purity and excellence at all times.
6. **Coat of arms.** The coat of arms represents Marian's resilience and strength of character empowered by the Holy Spirit in confronting life challenges.
7. **stripes.** The ten stripes represent the principal virtues of the Blessed Mother - most pure, most prudent, most humble, most faithful, most devout, most obedient, most poor, most patient, most merciful, and most sorrowful - that every Marian should emulate.
8. **1928.** The year 1928 marks the foundation of SMU, reflecting its long and vibrant missionary journey in evangelization through Christian education.
9. **Scallop of eight waves.** The scallop of eight waves, symbolizing God's infinite abiding presence and love, represents the unwavering dynamism of the university to respond to the challenges of the times.
10. **Blue and White** The colors blue and white represent the school colors attributed to the Blessed Mother. Blue signifies prudence and temperance, while white represents fortitude and justice – the four cardinal virtues.

The SMU emblem captures the university vision highlighted in the tagline 'inspired by the mission, driven by excellence. In communion with the Holy Church, SMU proves itself a paragon of Christian education. It is committed to serve primarily the poor and the marginalized with Mary's intercession and with Jesus Christ, the Wisdom of God, at the core.

## GOVERNING BOARDS

### 1. **The CICM Provincial Government**

The CICM Provincial Government is directly responsible for the founding of Saint Mary's University and other educational institutions because it considers the educational apostolate an integral part of its missionary presence. It wishes the educational apostolate to function as an integral part of its pastoral activity in a locality. It treats the CICM educational institutions on the same level as other forms of apostolate. It makes sure that these institutions are committed to the CICM vision.

### 2. **The Board of Trustees**

Pursuant to applicable laws, rules, and regulations and in accordance with its Articles of Incorporation and By-laws, the corporate powers of the Saint Mary's University of Bayombong are vested in and exercised by the Board of Trustees, which consists of 10 religious and lay members.

## UNIVERSITY OFFICERS

1. **University President.** The Chief Executive / Administrator of the University.
2. **Vice President for Administration (VPA).** The Officer-In-Charge during casual absences of the President.
3. **Vice President for Academic Affairs (VPAA).** In charge of all academic matters concerning curriculum revisions, rating and evaluation, complaints, and suggestions regarding faculty and instruction.
4. **Vice President for Finance.** The chief financial officer of the University has custody of the bank account passbooks and checkbooks, all funds, securities, and bonds of the University.
5. **Vice President for Mission and Identity (VPMI).** Guides the University Community in maintaining and strengthening the Catholic identity and its mission of service.
6. **University Registrar.** The custodian of the students' academic records to keep them up-to-date and preserve and maintain its integrity and confidentiality.
7. **The Academic Deans.** Assume responsibility for the administration and supervision of the college/school, the organization, and the conduct of teaching, research, and extension services.
  - Dean of the College of Law
  - Dean of the School of Accountancy and Business
  - Dean of the School of Teacher Education and Humanities
  - Dean of the School of Engineering, Architecture and Information Technology
  - Dean of the School of Health and Natural Sciences
  - Dean of the School of Graduate Studies
8. **Academic Department Heads / Program Coordinators.** Promote effective teaching in the department by attending to supervision, organizing in-service programs, and developing conditions conducive to excellent achievement on the part of the faculty members and students.

Accountancy	Electrical Engineering	Medical Laboratory Science
Architecture	Electronics Engineering	Natural Sciences
Business and Office Administration	Hospitality and Tourism Management	Nursing
Christian Faith Education	Information Technology & Information Science	Pharmacy
Civil Engineering	Languages	Physical Education
Computer Engineering	Library and Information Sciences	Professional Teacher Education
Criminology	Mathematics	Psychology & Human Services
		Social Sciences & Philosophy

9. **Chief Accountant.** Posts parked vouchers as entries to the general ledger (cashiers' collection batch receipts, checks, petty cash disbursements, and journal vouchers).
10. **Internal Auditor.** Conducts systems audits for the accounting transaction cycles.
11. **Dean of Student Affairs and Services (DSAS).** The representative of the Administration to the students and is directly responsible for the coordination and development of the non-academic areas of student life.
12. **Associate Dean of Student Affairs & Services (ADSAS) for Men and Women.** The officers in charge of student discipline at the University.
13. **Director of the University Learning Resources Center (ULRC).** Supervises the organization of library materials and the efficient and effective use of the library resources, facility, and services.
14. **Director of the University Research Center (URC).** Provides the faculty and student researchers with technical and consultative assistance in preparing their research proposals, the actual conduct of their research, and documentation of such research.
15. **Director of the Center for Information and Communication Technology (CICT).** Responsible for designing computer information systems for the University's operations, modifying systems to improve production or workflow, or expanding systems to serve new purposes.
16. **Director of the *Lingkod Maria* Community Development and Advocacy Center (LMCDAC).** Coordinates a continuous program for exposure, outreach, extension projects, community services, and advocacies for the University.
17. **Director of the Center for Natural Sciences (CNS).** Extends laboratory and other technical assistance to the different schools and departments of the University in conducting basic and applied research in the natural sciences field.
18. **Director of the Human Resources Development Office (HRDO).** Takes charge of the recruitment and selection of academic, administrative, and support personnel in coordination with the Vice Presidents, Academic Deans, Principals, Heads of Offices, and Department Heads concerned. Accepts working students' and assistants' applications and coordinates their hiring with concerned offices.
19. **Director of the Institutional Development and Quality Assurance Office (IDQAO).** Assists the Vice President for Academic Affairs in monitoring the



implementation of the recommendation/memorandum orders of all accrediting or school monitoring agencies (CHED, PAASCU, Technical Panels, etc.)

20. **Head, Admission and External Relations Office (AERO).** Takes charge of the University's international linkages and facilitates the admissions of new students to the University.
21. **Head of the Alumni Affairs Office (AAO).** Strengthens the involvement of the alumni in the development of alumni projects and programs.
22. **Head of the Inventory Management Office (IMO).** Responsible for proper monitoring and accounting for all equipment, facilities, supplies, and materials at all levels of the University.
23. **Head of the Guidance and Testing Office (GTO).** In charge of the counseling services and the planning and implementation of the testing services of the University like Admission Testing, Employment Testing, and Psychological Assessment.
24. **Head of the Cultural Affairs Office (CAO).** Promotes, coordinates, and supports the creative and cultural activities of the University.
25. **Head of the Publication and Printing Office.** Solicits materials for publication from the faculty and staff of the University.
26. **Head of the Physical Plant and Properties Development and Maintenance Office (PPPDMO).** Responsible for the overall functioning and operation of the physical plant as well as the university's maintenance services, including the personnel's work performance.
27. **Head, University Research Ethics Board (UREB).** Responsible for reviewing research proposals to ensure that they comply with national and international standards of research ethics.
28. **Head, Technology Transfer and Business Development Office (TTBDO).** Spearheads the smooth implementation of Nueva Vizcaya DTI and PLGU- Shared Service Facility (SSF) Project and is responsible for producing intellectually protected products with IPOPHL for market commercialization niche thru research and development.
29. **Head of the Computer and Electronics Technical Services Office (CETSO).** Ensures the efficient functioning of all the computer and electronic equipment in the offices and computer laboratories assigned by providing technical services such as installation, preventive maintenance, repair, and upgrading hardware and software.
30. **Coordinator of the Equivalency and Technical Vocational Assessment Office (ETVAO).** Plans and develops non-degree and non-formal programs, technical and short-term training courses, equivalency and accreditation, and enrichment and intervention programs at the graduate and undergraduate levels that are consistent with the stated objectives of the University.
31. **President's Secretariat.** Takes care of the office management of the University President's Office.
32. **Data Privacy Officer.** Ensures compliance of the University with applicable laws and regulations to protect data privacy and security.

## UNIVERSITY BOARDS AND COMMITTEES

### 1. **Advisory Board (AB)**

The Advisory Board comprises the Vice Presidents who meet regularly, formally, and informally with the President to assist in decision-making.

### 2. **Extended Advisory Board (EAB)**

The Extended Advisory Board is created to include the middle and junior level managers (as needed) in the discussion, approval, and dissemination of emergent institutional issues.

### 3. **Academic Council**

The Academic Council is an advisory body to the President on academic matters.

### 4. **Dean's Council**

The Academic Dean's council with the department heads on academic matters.

### 5. **Committee on Scholarships, Grants, and Awards**

This committee comprises the President as Chair, the Vice Presidents, the Academic Deans, the Treasurer, the Registrar, and the Dean of Student Affairs and Services as members. Receives the applications for scholarships submitted to the Head of the President's Secretariat, approves the meritorious cases, publishes the approved list of scholars, and provides the Treasurer with the list.

### 6. **Committee on Student Guide**

It comprises the Dean of Student Affairs and Services as Chair, the Associate Dean of Student Affairs and Services for Men and Women, and two officers of the Student Central Council as members. This Committee reviews yearly the student handbook and submits its recommendation to the Administrative Board.

### 7. **Committee on Admissions**

This committee is chaired by the Vice President for Academic Affairs with the University Registrar as Vice Chair, Vice Presidents, Academic Deans, Dean of Student Affairs and Services, Associate Deans of Student Affairs and Services for Men and Women, and Head of the Guidance and Testing Office as members. It provides policies on the admission of students, hears appeals, and decides on admissions cases.

### 8. **Committee on Student Activities**

This Committee is chaired by the Dean of Student Affairs and Services with the University Sports Coordinator, ADSAS for Men and Women, Head of the Cultural Affairs Office (CAO), Guidance Staff, Medical Staff, MAPEH Department, Student Central Council Officers, and schools' governors as members. It organizes and coordinates the school's yearly University Intramurals and all other student extra-curricular activities.

### 9. **Committee on Student Discipline**

This committee comprises the Dean of Student Affairs and Services as chairperson, Associate Dean of Student Affairs and Services for Men/Women as co-chair, the University Legal Counsel, Academic Dean of the student-respondent, and the

Student Central Council President as its members. Its function is to give due process to disciplinary cases concerning students referred to the Committee.

#### **10. Pastoral Council**

A body composed of the Vice President for Mission and Identity, Head of the Religious Education Department, Dean of Student Affairs and Services, one faculty and one student from each school, a representative of the office personnel, and a representative of the Student Central Council. Its function is to assist the University Chaplain in religious activities and to promote Christian life in the College community.

#### **11. Research and Community Development Council (RCDC)**

It is composed of the President as Chair, Vice Presidents, Academic Deans, Research Center Director, Lingkod Maria Community Development and Advocacy Center, and Director of the Center for Natural Sciences, and In-charge of the LREMO as members. It initiates, deliberates, and provides direction for the policies, programs, and activities related to the University's research and community extension services.

#### **12. Personnel Selection, Rank, and Tenure Committee (PSRTC)**

It comprises the University President, Vice Presidents, HRDO Director, President of SMU Employees' Union, Academic Deans Concerned, Principal Concerned, and Department Heads Concerned. Its function is to recruit academic, administrative, and support personnel (includes checking of applicant's references, backgrounds, credentials and qualifications, initial screening, and interview).

#### **13. Physical Plant Development Committee**

This committee includes the University President as chairman, the Vice president, the PPPDMO head, one engineer, and one architect appointed by the University President. The tasks include reviewing and making recommendations to the Board of Trustees on the University's plans for all major infrastructure projects and checking on the proper implementation of projects according to the approved plans.

#### **14. Committee on Campus Safety and Disaster Preparedness (CSDP)**

The University President appoints the committee members. However, other persons may be invited by the committee chair as deemed proper and needed. Membership of the committee includes the following:

Vice President for Administration	- Chairman
Dean of Student Affairs and Services	- Vice-chairman
ADSAS for Men and Women	- Member
FEA President	- Member
ROTC Commandant	- Member
Academic Deans	- Member
Principals	- Member
Head, Security	- Member
Head, PPPDMO	- Member
Head, University Health Services	- Member
Student Central Council President	- Member
Gym Boys' Supervisor	- Member

Its function is to make the necessary plan and procedures for a quick and effective response to any calamity, disaster, or major emergency cases that may occur on the University campus.

**15. Committee on Decorum and Investigation (CODI)**

When the sexual harassment case involves an SMU student either as complainant or respondent, the CODI shall be composed of the following: Dean of Student Affairs and Services as chairman, Associate Dean of Student Affairs and Services for Men/Women as vice-chair, and the student respondent's Academic Dean as a member. The Committee supervises the investigation of sexual harassment cases and the administrative sanctions thereof.

**16. Committee on Investigation (COI)**

It comprises three members appointed by the President from the roster of employee nominees determined from a survey periodically conducted by the HRDO. The COI assists any officer of the University who requests the conduct of an investigation of an alleged violation of the SMU Code of Proper Conduct (except in sexual harassment cases).

**17. Committee on Arbitration (COA)**

The committee is composed of the four Vice Presidents. Its task is to hear and decide administrative cases involving suspension and dismissal of personnel on any of the grounds enumerated under existing laws and rules and regulations promulgated by government regulatory agencies and the University. Moreover, the committee is also tasked to resolve grievances not covered by the Code of Proper Conduct for SMU Employees, the SMU Anti-Sexual Harassment Implementing Guidelines, and the Collective Bargaining Agreement (CBA).

**18. Retirement Committee**

This committee comprises the University President, Vice-Presidents, Legal Counsel, the Director of the HRDO, and SMU Employees' Union President. It is responsible for the general administration and management of the Retirement Plan. It consults the Board of Trustees for ambiguous cases.

**19. Employee Recognition and Awards Committee**

This committee comprises the University President, the Vice-Presidents, Legal Counsel, Directors of the HRDO, Research Center, and CESC. It reviews guidelines and procedures regarding employee recognition and awards, deliberates, and recommends to the University President recipients of SMU Employee Recognition and Awards.

**20. University Learning Resource Committee (ULRC)**

The committee comprises the Director of the ULRC, Readers' Services Librarian, Periodicals Librarian, Director of the CICT, Head of the CETSO, and department heads/coordinators. The committee reviews and recommends policies on the acquisition, use, and disposal of the University's learning resources.

**21. SMU Integral Growth & Lifestyle Advocacy (SIGLA) Committee**

The chairman of this committee is recognized by appointment. The vice-chair is the HRDO Director, and the members are the Dean of Student Affairs and Services,

MAPEH Head, CAO Head, Sports Coordinator, University Chaplain, and the Head of the Guidance Office. The committee coordinates the different SIGLA programs to provide for more regular, sustainable, systematic, and institutional activities and advocacies.

## **21. CHSF Committee**

A committee that spearheads sustaining the Clean, Healthy, Safe, and Friendly Environment program of the University.

## **22. Drug Free Committee**

This committee is responsible for the formulation of SMU's drug testing program in accordance with the pertinent provisions of RA 9165. The program shall include among others the drug education, awareness, prevention and control initiatives that will promote a "drug- free" campus. This committee also is responsible for the creation of a **Selection Board** which shall have the authority to determine who shall be subjected to the drug test through random sampling among currently enrolled students and monitor the actual random drug testing. It is composed of the following:

Chairman:	University President
Vice Chairman:	Vice President for Administration
Members:	Vice President for Academics
	Vice President for Finance
	Vice President for Mission and Identity
	University Legal Counsel
	Academic Deans of Tertiary Programs
	Dean, Student Affairs and Services

## ACADEMIC AFFAIRS

### COURSES OFFERED

#### **SCHOOL OF ACCOUNTANCY AND BUSINESS (SAB)**

BACHELOR OF SCIENCE IN ACCOUNTANCY (PAASCU Accredited Level II)

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING (PAASCU Accredited Level II)

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (PAASCU Accredited Level III)

- o Major: Marketing Management & Financial Management

BACHELOR OF SCIENCE IN ENTREPRENEURSHIP

BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT (PAASCU Accredited Level I)

- o NC II in Housekeeping Services, Baking and Pastry Production, Commercial Cooking, Food and Beverage Services, Bartending, Tour Guiding, Front Office Services, and Travel Services
- o Additional NC II in Household Services

BACHELOR OF SCIENCE IN TOURISM MANAGEMENT (PAASCU Accredited Level I)

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (PAASCU Accredited)

#### **SCHOOL OF TEACHER EDUCATION AND HUMANITIES (STEH)**

*Center of Excellence in Teacher Education*

*Level III PAASCU Accreditation in Liberal Arts, Elementary and Secondary Education*

BACHELOR IN HUMAN SERVICES

BACHELOR OF PHYSICAL EDUCATION WITH CERTIFICATE IN RELIGIOUS EDUCATION (CREED)

BACHELOR IN PUBLIC ADMINISTRATION

BACHELOR IN SPECIAL NEEDS EDUCATION WITH CERTIFICATE IN RELIGIOUS EDUCATION (CREED)

BACHELOR OF ARTS IN COMMUNICATION

BACHELOR OF ARTS IN ENGLISH LANGUAGE STUDIES

BACHELOR OF ARTS IN HISTORY

BACHELOR OF FORENSIC SCIENCE

BACHELOR OF ARTS IN JOURNALISM

BACHELOR OF ARTS IN PHILOSOPHY

BACHELOR OF ARTS IN POLITICAL SCIENCE

BACHELOR OF ELEMENTARY EDUCATION WITH CERTIFICATE IN RELIGIOUS EDUCATION (CREED)

BACHELOR OF SCIENCE IN CRIMINOLOGY

BACHELOR OF SCIENCE IN MATHEMATICS  
BACHELOR OF SCIENCE IN PSYCHOLOGY  
BACHELOR OF SCIENCE IN SOCIAL WORK  
BACHELOR OF SECONDARY EDUCATION

- o Major in English with Certificate in Religious Education (CREED)
- o Major in Filipino with Certificate in Religious Education (CREED)
- o Major in Mathematics with Certificate in Religious Education (CREED)
- o Major in Religious and Values Education
- o Major in Science with Certificate in Religious Education (CREED)
- o Major in Social Studies with Certificate in Religious Education (CREED)

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### **SCHOOL OF ENGINEERING, ARCHITECTURE AND INFORMATION TECHNOLOGY (SEAIT)**

*Center of Development (COD) in Civil Engineering*

*Center of Development (COD) in Information Technology*

BACHELOR OF SCIENCE IN ARCHITECTURE (BSAR) – 5 YEARS

BACHELOR OF SCIENCE IN CIVIL ENGINEERING (BSCE) – 4 YEARS (PAASCU Accredited Level III)

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING (BSCpE) – 4 YEARS

BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING (BSECE) – 4 YEARS

BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING (BSEE) – 4 YEARS

BACHELOR OF SCIENCE IN GEODETIC ENGINEERING (BSGE) – 4 YEARS

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT) – 4 YEARS (PAASCU Accredited Level II)

BACHELOR OF SCIENCE IN COMPUTER SCIENCE (BSCS) – 4 YEARS

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS) – 4 YEARS

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS (BSIS) – 4 YEARS

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### **SCHOOL OF HEALTH AND NATURAL SCIENCES (SHANS)**

*(Center for Natural Sciences)*

BACHELOR OF SCIENCE IN NURSING (PAASCU Accredited Level II)

BACHELOR OF SCIENCE IN PHARMACY

BACHELOR OF SCIENCE IN MEDICAL LABORATORY SCIENCE (Medical Technology course)

BACHELOR OF SCIENCE IN BIOLOGY (PAASCU Accredited Level III)

BACHELOR OF SCIENCE IN CHEMISTRY

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### **PROGRAM OBJECTIVES**

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### **SCHOOL OF ACCOUNTANCY AND BUSINESS (SAB)**

The School of Accountancy and Business is envisioned as a globally competitive learning center in accountancy and business that fosters productivity through nurturing personal and professional growth. It aims to provide a learning environment that fully prepares its students for careers as accountants, business professionals, and entrepreneurs who will serve as catalysts in the sustainable development of local, national, and international academic, professional, and business communities.

Specific Objectives:

1. To provide students with a broad-based general education, which will assist them in developing their intellectual, interpersonal, and communication skills that are critical to lifelong learning;
2. To provide a foundation of professional knowledge, skills, values, ethics, and attitudes that enables them to relate to the realities of the business world;
3. To produce graduates immediately employable and engage in their entrepreneurship or self-employment capable of making positive contributions over their lifetimes to the profession and society in which they work;
4. To motivate students to commit themselves to be meaningful and dynamic participation in the national and international goals; and
5. To prepare Accountancy students for the CPA licensure examinations and employment in the public sector (government agencies) and private establishments.

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## **SCHOOL OF TEACHER EDUCATION AND HUMANITIES (STEH)**

The School of Teacher Education and Humanities is envisioned as a steward in the service and development of humanistic, spiritual, eloquent, mature, and excellent educators and public servants conscious of their cultural values and responsibilities as members of the academic community and the nation in particular and the worldwide village in general. The school is dedicated to develop unique persons as mature Christians and cultured professionals capable of helping transform the community and country to become a better place to live in through liberal education.

Specific Objectives:

1. To provide students with a general education aimed at developing them as human persons, scientifically literate, environmentally-committed, socio-culturally-aware, communicatively-competent and responsible members of the Christian community;
2. To equip the students with the proper skills and values to achieve self-reliance and economic security and to become effective instruments of national prosperity;
3. To enhance their training in community membership and leadership as creative, resourceful, and socially responsible agents of change in accordance with Filipino culture;
4. To develop in the students desirable personal and social traits that will deepen their concern and involvement in national and international issues;



5. To develop an understanding of the unique role man has to play in the world based on Christian philosophy of life, man, the world, and history;
6. To stress the necessary community outlook by inculcating concern for the common good, love of freedom and the democratic principles of equality, respect for human rights; and
7. To develop the desire for professional growth, dynamic leadership, and relevant research in the graduates.

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## **SCHOOL OF ENGINEERING, ARCHITECTURE AND INFORMATION TECHNOLOGY (SEAIT)**

The School of Engineering, Architecture and Information Technology is envisioned as a leading institution in providing education and training for the formation of excellent, innovative engineers, architects, and information technology professionals who will be globally competitive builders and creators of beauty and efficiency through the conventional mode or transnational education, and who are in constant communion with others, imbued with the values of honesty and integrity and the passion for Christ's mission. It aims to educate engineers, architects, and information technology professionals in harnessing natural resources and creating utilities and improvements for the sustainable growth and development of man's institutions, culture, and civilization.

### **Specific Objectives:**

1. To provide holistic education to engineering, architecture, and IT students in the full development of their personality;
2. To prepare students to be engineers, architects, and IT professionals who possess adequate academic literacy; equipped with the technical experience and skills to enable them to contribute significantly to the country's technological advancement and economic development;
3. To lay the foundation for the active participation of future engineers, architects, and IT professionals in the implementation of infrastructure and IT projects; and
4. To instill in the students Christian values and principles to guide them in the ethical practice of their professions as engineers, architects, and IT professionals.

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## **SCHOOL OF HEALTH AND NATURAL SCIENCES (SHANS)**

The School of Health and Natural Sciences envisions to become the leading healthcare educational institution in the region that produces globally competent healthcare professionals and a science resource center that will develop excellent, innovative Christian Science experts who can transform lives through its mission. It aims to produce professionally prepared healthcare providers and professionals in the various areas of natural sciences who are imbued with the Christian spirit of service, social insight and commitment, and humanitarian dedication. It strives to provide

quality healthcare education relevant to the needs of the local, national and global communities.

Specific Objectives:

1. To prepare the young person for the humane and effective practice of health care in various settings by a proper understanding of the principles and methods of modern scientific health services;
2. To provide the students with the broadest possible background of cultural and professional knowledge, thus equipping them with the discipline and skills needed;
3. To provide enough opportunities for active involvement in various programs in the health care system and natural sciences for actual practice in real situations and field work;
4. To prepare professionals who can conduct significant research in the field of healthcare and natural sciences.
5. To prepare professionals who may enroll for further studies in Medicine and other allied health science degree programs.
6. To inculcate Christian values necessary for the students to live a wholesome and productive life as professionals and as individuals.

## **ADMISSION POLICIES**

### **ADMISSION TO STUDY AT SAINT MARY'S UNIVERSITY**

SMU welcomes students of any nationality or religious belief who subscribe to the school's objectives, policies, and Christian spirit. Applicants must meet academic requirements and regulations stated in the Student Handbook. Students admitted to SMU are classified by degree programs and curriculum year levels. The following policies cover the enrolment of a student:

1. A student is considered officially enrolled only after s/he has complied with the following:
  - a. S/he has submitted all required admission credentials, namely:
    - o Original copy of Form 138 (Report Card), not canceled but marked ELIGIBLE FOR ADMISSION TO COLLEGE;
    - o Education Exit Assessment (BEEA) and NAT result (if DepEd mandates);
    - o Generated College Entrance Test (CET) result;
    - o PSA (former NSO) birth certificate (original or clear photocopy);
    - o Certificate of good moral character;
    - o Transfer credential (if transferee);
    - o Alien Certificate of Registration (ACR) / Study Permit from the Bureau of Immigration (if foreign student);
    - o Marriage certificate (if married for female students).

- b. S/he has made an initial payment of school fees;
  - c. S/he has been authorized to attend classes, usually evidenced by the inclusion of one's name in the official list or Class Monitoring Form / CMF of the teacher in each subject per semester/term.
- 2. No student shall be considered officially enrolled unless all enrollment/admission requirements are submitted before the end of the enrollment period.
- 3. Enrollment shall be conducted during the registration days indicated in the school calendar. A student may enroll after the lapse of the registration period and will be admitted in accordance with the reasonable rules for late enrollment, but in no case shall it exceed two (2) weeks after the opening of classes (MORPHE, 2008).
- 4. Once admitted, a student enjoys the right to enroll until graduation, except in cases of academic delinquency, violation of school rules and regulations, closure of the school, or failure to pay school fees (MORPHE, 2008).
- 5. When a student is officially enrolled, it is understood that s/he is enrolled for the entire semester or term.

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### **SMU COLLEGE ENTRANCE TEST (CET)**

Applicants for admission are required to take the SMU College Entrance Test (CET). Those who obtain a CET score of at least 90 (average I.Q.) may be admitted to the board courses, such as Accountancy, Education, Engineering, Architecture, Nursing, Medical Technology, Pharmacy, Midwifery, Psychology, Social Work, and Criminology. Those who score below 90 may still be admitted to board courses. However, they will be on probation for one semester. They will be permitted to continue if their grades meet the program's standards. But if their grades do not meet the standards, they will be advised to shift to a program that does not require a board exam.

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### **REQUIREMENTS FOR TRANSFER STUDENTS**

- 1. Transferees from other schools are admitted only after they have shown valid credentials and after a thorough screening by the Academic Deans. They are required to take the SMU College Entrance Test (CET) at the Guidance and Testing Office.
- 2. Other requirements for admission:
  - a. Must have passed 75% of all subjects taken in the last school attended.
  - b. Must be able to submit the following credentials/documents upon enrollment:
    - o A certificate of Honorable Dismissal or transfer credentials;
    - o A certified true copy of academic records or complete copies of final grades for evaluation purposes;
    - o Birth Certificate (photocopy) from the PSA;
    - o A certificate of Good Moral Character from the school last attended; and
- 3. Transferees are considered enrolled on probation for one semester. They must meet the admission requirements of the course they want to enroll in and are required to

attend the orientation program for transferees organized by the Guidance and Testing Office.

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### **REQUIREMENTS FOR OLD OR “CONTINUING” STUDENTS**

1. Students must follow regular procedures and schedules of enrollment published on bulletin boards and SMU websites.
2. Students should not have dropped all subjects, whether officially or not, during a semester or should not have discontinued his /her studies for one or more semesters without valid reason or prior permission; otherwise he/she will be required to go through the readmission process.
3. A student must not have a case pending with the Committee on Student Discipline of the school or with any court. Students with such pending cases cannot be re-admitted for the next term unless they have been given clearance by the Associate Dean of Student Affairs and Services for Men/Women. A student who has been suspended will not be re-admitted unless he/she secures clearance from the Associate Dean of Student Affairs and Services for Men/Women.
4. Students must accomplish the Data Privacy Consent Form (Annex J).

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### **REQUIREMENTS FOR FOREIGN STUDENTS**

1. **Admission to SMU shall be limited to the following qualifications:**
  - a. Bona fide citizens of other countries without any pending civil or criminal case and have no police record.
  - b. Must at least be 18 years old when they enroll in SMU.
  - c. Must not have obtained any failing marks in their secondary or college studies.
  - d. Must have finished their secondary education abroad (equivalent to senior high school).
- e. Student applicants who earned college units shall be considered transferees and thus are covered by University policies on transferees (*see Section 2.b. above*).
2. **Admission requirements for foreign students:**
  - a. Application letter addressed to the University President
  - b. Scholastic records duly authenticated by the Philippine Foreign Service Post (PFSP) located in the student applicant’s country of origin or legal residence.
  - c. Certificate of good moral character
  - d. Photocopy of the student’s passport data page showing date, place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post. A passport should be valid for not less than six months beyond the intended period of stay in the Philippines.
  - e. Photocopy of the data page of parent/guardian’s passport.
  - f. Photocopy of birth certificate in English (the original copy should be presented) verified and authenticated at the Philippine Embassy.
  - g. Police clearance is issued by the national police authorities in the student’s country of origin or legal residence, authenticated by the PFSP having consular jurisdiction over the place.

- h. Medical health certificate issued by an authorized physician, including but not limited to standard size chest x-ray, HIV and Hepatitis B clearance contained in an envelope authenticated by the Philippine Embassy.
  - i. Ten (10) 2x2 ID pictures on a plain white background were taken not more than six months before submission.
  - j. A notarized affidavit of support executed by parents or legal guardians, including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence as well as school dues and other incidental expenses.
  - k. List of student's contact persons in the Philippines
  - l. Duly accomplished personal history.
- 3. For Foreign Students who are still abroad:**
- a. Upon receipt of the appropriate documents and application fee from the student-applicant who is still abroad, the Office of the Registrar issues a Notice of Acceptance (NOA) signed by the University President.
  - b. The Registrar or his/her duly authorized representative submits the documents to the Department of Foreign Affairs (DFA), Manila.
  - c. The DFA sends the documents to the Philippine Foreign Service Post (PFSP) in the applicant's country of origin and requires the applicant to present him/herself at the PFSP for a personal interview.
  - d. After the PFSP approves the student's application, the DFA sends notice to the accepting HEI on issuing a student visa to the applicant, copy furnished Commission on Higher Education (CHED), Bureau of Immigration (BI), NICA.
  - e. The applicant comes to the Philippines, reports to the Bureau of Immigration, and later to the school.
  - f. The registrar or his/her duly authorized representative assists the applicant in obtaining the Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Students (CRTS) from the Bureau of Immigration.
- 4. Study Permit for Foreign Students Already in the Philippines using another kind of visa:**
- a. The student-applicant submits the following documents:
    - Duly notarized letter request from the applicant addressed to the University President;
    - Duly notarized General Application Form accomplished by the applicant (*BI Form No. MCL-07-01*);
    - Original copy of the Notice of Acceptance (NOA) containing a clear impression of the school's official dry seal or a duly notarized written endorsement from the school for the conversion of the applicant's status signed by the school's Registrar;
    - Original copy of Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious, or loathsome disease and is mentally fit;
    - Plain photocopy of applicant's passport bio-page, latest admission, and authorized stay;

- National Intelligence Coordinating Agency Clearance;
  - Bureau of Immigration (BI) Clearance Certificate; and
  - Transcript of Record – Red Ribbon.
- b. The Office of the Registrar issues an NOA signed by the President if the documents submitted are in order
  - c. The Registrar or his/her duly authorized representative accompanies the student to the Bureau of Immigration (BI) for the change/conversion of admission status of an alien to that of a student.

## **5. Trans-National Students**

Students in the Transnational Education (TNE) Program apply for admission through the representative/operator agency in the foreign country. All admission requirements apply. They should satisfy all admission requirements that apply to resident students. All TNE students must demonstrate working proficiency in speaking English.

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## **PETITIONED SUBJECTS**

SMU grants requests to open petitioned subjects (subject to parents' conforme on conditions) according to the following reasons:

1. There are still enrollees in subjects that are already closed.
2. There are still students taking subjects no longer offered because of changes in the curriculum.
3. There are subjects that cannot be crossed-enrolled in as a matter of academic policy.

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## **CHANGING, DROPPING, OR ADDING OF SUBJECT/S AFTER ENROLLMENT**

1. Adding subjects applies only to students who are already officially enrolled (i.e., they have paid the required down payment, and their enrolment has been validated at the Registrar's Office.
2. Changing, dropping, or adding subject/s after enrollment is allowed only for valid reasons within the prescribed period (i.e., within a week (6) days after the first day of classes). Valid reasons include: (a) changes in schedules of subjects resulting in conflicts, (b) opening of petitioned subjects, (c) failure in prerequisite subjects, and (d) other similar reasons.
3. A student who officially drops the subject due to justifiable reasons before the midterm examination shall be given a corresponding mark (AW – authorized withdrawal) which is not considered a failing mark.
4. A student who unofficially drops (UW) the subject shall be given a failing mark.
5. A student cannot drop the subject after s/he has exceeded the allowable number of absences. A failing grade due to excess absences is given.

6. Refund fees for dropped subjects are governed by Section 100, 2008 MORPHE, and Section 104 of the Technical-Vocational Education and Training (TVET) Manual.

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### **SHIFTING TO ANOTHER COURSE**

1. Application to shift courses should be filed at least two weeks before enrollment for evaluation by the Academic Dean of the course to which the student intends to shift.
2. The Academic Dean endorses the student's application to shift to another course for the Registrar's approval at least three days (3) before enrollment (*Registrar's Guidebook, CEAP, 2009, p.46*).

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### **STUDENTS INVOLVED IN CIVIL, CRIMINAL, OR ADMINISTRATIVE CASES**

The University does not admit any student convicted of civil, criminal, or administrative cases, even during the pendency of an appeal. However, one may be re-admitted upon submission of police clearance, prosecutor's (fiscal) clearance, and a municipal/ regional trial court clearance.

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### **CROSS-ENROLLMENT**

1. Section 93, 2008 MORPHE discourages cross-enrollment in college. However, as determined by the Registrar, a student may be permitted to cross-enroll in another school for valid reasons as follows:
  - a. The subject is the only deficiency of the students to qualify him /her for graduation.
  - b. The subject needed by the student is not offered or is no longer offered in the home school, usually due to changes or revisions in the curriculum.
  - c. The subject is closed, dissolved, or in conflict with another subject, and the student is in his/her terminal semester.
  - d. The subject is a back subject or a prerequisite subject.
2. Cross-enrollment may be granted under the following conditions:
  - a. The course description of the subject taken and the number of units in the host school is similar to that of the home school.
  - b. Students cannot cross-enroll in more than one school per semester.
  - c. The allowed number of subjects is not more than two (2), equivalent to more or less six units.

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### **REQUIREMENTS FOR READMISSION TO THE UNIVERSITY**

1. A student (not academically delinquent but did not apply for an LOA or applied but exceeded the allowable period of LOA) intending to return is classified as a returnee subject to readmission policies of the University.

2. SMU considers the general behavior, attitude, motivations, reasons for failures, and other related circumstances before readmitting students.
3. The Committee on Student Admissions, composed of the Academic Dean, Department Head, Registrar, Dean of Student Affairs and Services Admissions and External Relations Office, and any university personnel assigned by the University President, will deliberate on the readmission of applicants.
4. Applicants will be notified of the decision of the Admissions Committee within three (3) days.
5. These policies apply to all students, including personnel dependents.

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### **PROCEDURE FOR APPLYING FOR READMISSION**

1. Accomplish a readmission form from the respective dean's offices and proceed to the Dean of Student Affairs and Services for the interview. An NBI/police clearance and medical clearance may be required depending on the result of the interview.
2. If the student has no eSMIS account, h/she proceeds to AERO for registration.
3. Proceed to the Dean's Office for academic advising.
4. Submit the readmission form to the Registrar's Office.

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### **CURRICULUM TO PURSUE OF READMITTED/RETURNEE STUDENTS**

If readmitted within three years, the returning student shall be allowed to continue their old curriculum and substitute subjects not already offered with subjects of the same or equivalent in content and the same number of units provided that they have not exceeded the Maximum Residency Rule. Otherwise, they will continue under the new curriculum existing at the time of their readmission, and credits may be applied from their previous curriculum.

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### **PROCEDURE FOR COLLEGE ADMISSION**

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#### **FOR INCOMING FRESHMEN AND TRANSFEREES**

1. Proceed to the Guidance and Testing Office (GTO)
  - a. Pay the testing fee (P500.00) at the Treasury and Accounting Office (First floor, Fr. Lambrecht Building) and present the receipt to the GTO.
  - b. At the Admissions and External Relations Office, fill out the SMU Admission Form.
  - c. Take the College Entrance Test (CET) on the scheduled date.
  - d. Get the CET result after two weeks or on the scheduled date. Be advised of the course you are qualified to enroll in.
2. Proceed to Academic Dean's Office



- a. Proceed to the Office of the Academic Dean for admission and registration and submit all entrance/admission credentials for evaluation.
  - o For Freshmen
    - i. CET Results
    - ii. High School Card (Form 138)
    - iii. NCAE Result, if any
    - iv. PSA (formerly known as NSO) generated Birth Certificate (BC)
    - v. Certificate of Good Moral Character (from the High School Principal or Guidance Counselor)
    - vi. Marriage Certificate (only for women who are married)
    - vii. ACR and Study Permit from BI/DFA (if foreign student)
  - o For Transferees
    - i. CET Result
    - ii. Transfer Credentials/Honorable Dismissal
    - iii. Certificate of Good Moral Character (from the previous school)
    - iv. Certification of subjects and grades (from the previous school)
    - v. PSA Generated Birth Certificate
    - vi. Marriage Certificate (only for women who are married)
    - vii. ACR and Study Permit from BI/DFA (if foreign student)

**NOTE:** No student shall be considered officially admitted unless all admission requirements or entrance credentials are submitted before the end of the enrollment period of the school term (MORPHE 2008, CEAP Registrar's Guidebook, 2009).

- b. Proceed to the evaluation area for academic advising.
- c. Proceed to the Class/Course Reservation Area.
- d. Secure approval of the Academic Dean for subjects reserved.
3. Proceed to the Treasury and Accounting Office
  - a. Get the queue number at the Accounting Office Lobby.
  - b. Wait for your queue number to be displayed on the screen
  - c. Pay your total amount of tuition fee or a minimum down payment of ₱3,000 at Cashier's Window 5, 6, 7, or 8.
4. Proceed to the Registrar's Office
  - a. Proceed to the area for self-service printing of enrollment form (student copy and Registrar's Copy).
  - b. Proceed to the validation area for validation by the Registrar's Office staff.
  - c. Proceed to ID Processing Area for the issuance of the new ID.
  - d. Proceed to the clinic for the medical and physical examination.

**NOTE:**

- i. Students are considered OFFICIALLY ENROLLED only upon submission of all entrance credentials and payment of the required down payment.
- ii. Students who will enroll on or after the petition period are already considered late enrollees (CHED Manual of Regulations for Private Higher Education, 2008)

- iii. Reserved subjects will automatically be revoked one (1) week after the end of the enrollment period if students FAIL TO SEEK DEAN'S APPROVAL of the reserved subjects.
- iv. Only students who completed the enrollment procedure can proceed with the petition process.

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#### **FOR SHIFTERS**

**1. Pre-enrollment.** Proceed to the Office of the Academic Dean that the student intends to shift or be enrolled and fill out Form 81-B two (2) weeks before the enrolment for evaluation purposes.

**2. Enrollment**

The process is the same as the enrollment procedure for incoming freshmen.

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#### **FOR OLD/CONTINUING STUDENTS**

- 1. Academic Dean's Office
- 2. Accounting Office
- 3. Registrar's Office
- 4. Assigned place for processing new ID, if needed.

Copies of the Enrollment Procedure, which includes the details of the steps, are distributed to incoming freshmen, transferees, and old students and posted on the Bulletin Boards during the enrollment period.

#### **RETENTION POLICIES**

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#### **SCHOOL OF ACCOUNTANCY AND BUSINESS**

##### **(A) Retention Policy for Accountancy**

The School of Accountancy and Business adopts a selective admission and retention policy for its Bachelor of Science in Accountancy (BSA) programs as follows:

- 1. Departmental examinations will be administered in all major exams (First, Second, and Final Term) to ascertain the students' level of learning within a course or a subject.
- 2. Every curriculum year, only those students with a general weighted average of 81 will be allowed to continue in the BSA program PROVIDED that the student obtains at least a grade of 81 in all Professional Courses in Accounting, Law, Taxation, Financial Management, and Economics.

If the minimum grade requirement of 81 is not met, the student must re-enroll in the subject. Otherwise, he/she will be advised to shift to BSMA.

3. At the end of each school year, all incoming 3rd-year BSA students will be given a qualifying exam. Those who do not obtain an examination rating of at least 75% will be advised to shift to another program.
4. To help the students prepare for the Licensure Examination for CPA, comprehensive Mock Board Examinations in the six subject areas will be administered to all graduating students. No student could complete his/her graduation requirements without passing the Mock Board Examinations.

#### **(B) Retention Policy for Hospitality/Tourism Management**

For its students to remain in good standing in the HTM Department and to facilitate the completion of their respective programs, the student must abide by the following:

1. Students are required to take subjects/courses as prescribed in the curriculum.
2. Pre-requisite and co-requisite subjects should be strictly followed as prescribed in the curriculum.
3. Students must maintain a General Weighted Average of 80 every semester or term.
4. A student is allowed to repeat any failed major subjects twice only. Failure to pass it on the third time may be a ground for non-readmission in the program.
5. Students must not have more than ten (10) failures, including unauthorized withdrawals (UW) or dropped courses in any course on the curriculum. For shifters and transferees, courses dropped and/or failed from their previous programs, which are reflected in the HM or TM programs, are included.
6. If all major subjects in one semester are failed, the student shall execute a notarized promissory note to perform better and avoid such conditions. Failure to meet the promise will be ground for non-readmission.
7. Screening of students shall be done at the end of every semester after deliberation of the HTM Faculty, Department Head, and School Dean.
8. A student must pass the comprehensive examination of major courses before deployment for On-the-Job Training.
9. This retention policy applies to all HM and TM students, including members of performing groups, varsity teams, and officers of co-curricular and extra-curricular clubs/organizations.

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### **SCHOOL OF TEACHER EDUCATION AND HUMANITIES**

#### **(A) Retention Policy for Psychology**

The Philippine Psychology Law of 2009 or RA10029 paved the way for the professionalization of psychology, where psychology graduates of a baccalaureate program have to take the Licensure Examination for Psychometrician, thereby

making the Bachelor of Science in Psychology program a board course. Anent to this, students enrolled in the said program have to abide by the following retention policies:

1. For Freshmen: the students should attain a grade of 81 or higher in Psy 101 (Introduction to Psychology).
2. For Upper Classmen: The students must not have a grade below 81 in the board subjects, namely: Abnormal Psychology, Theories of Personality, Psychometrics 1 & 2, and Industrial Psychology. If the minimum grade requirement of 81 is not met, the student is required to re-enroll in the subject and must obtain a grade of 81 or above. Otherwise, he/she will be advised to shift to another course. If a student fails in any board subjects, the student shall be advised to shift to another course.
3. For Transfer Students and Shifters: The students must have a grade of 81 or higher in their Psycho 10 (General Psychology) subject and must have at least a General Weighted Average (GWA) of 81 from their previous school or course.

#### **(B) Retention Policy for Teacher Education**

Saint Mary's University has been identified as a Center of Excellence (COE) for Teacher Education. As such, it has instituted these retention policies to ensure quality education and academic excellence in pre-service teachers.

1. For Freshmen: The General Weighted Average (GWA) in general education subjects will be computed after the first semester and first school year. Students who attain a GWA of at least 83 in these subjects will be allowed to continue in any teacher education course.
2. For Upper Classmen: At any semester, singly or cumulatively, all education students must have no grade lower than 80 in more than two subjects (general education, professional education, or major/specialization) to be allowed to continue in the course.
3. Transfer students and non-education graduates who intend to pursue the course or enroll in Education subjects to qualify them for the Licensure Examination for Teachers (LET) should have a GWA of at least 81 computed from among all their subjects with no grade lower than 80 in more than two subjects to be allowed to enroll.
4. Admission for Majors/Specializations: to be admitted to a major field, a student should have grades of at least 83 in all basic courses related to his/her field of specialization.

#### **(C) Retention Policy for Criminology**

Students of BS Criminology are allowed to continue in the BS Criminology program only if they obtain a General Weighted Average (GWA) of at least 81 in Criminology major subjects and at least 80 in other subjects (General Education subjects). Failure to meet these requirements, the students, shall be advised to shift to a non-board course.

1. For freshmen: After the first semester, first school year, the student should attain a grade of 80 in Criminology major subjects and at least 81 in General Education subjects.
2. For upper-level students: The students must not have a grade below 81 in Criminology major subjects. If the minimum grade requirement of 81 is not met, the

student is required to re-enroll in the subject and must obtain a grade of 81 or above. If a student fails in any board subjects, the student shall be advised to shift to another course.

3. For transfer students and shifters. The students must have at least a general weighted average (GWA) of 81 from their previous school or course.

#### **(D) Retention Policy for Social Work**

Students of BS Social Works are allowed to continue in the BS Social Works program only if they obtain a General Weighted Average (GWA) of at least 81 in Social Works major subjects and at least 80 in other subjects (General Education subjects). Failure to meet these requirements, the students, shall be advised to shift to a non-board course.

1. For freshmen: After the first semester, first school year, the student should attain a grade of 80 in Social Works major subjects and at least 81 in General Education subjects.
2. For upper-level students: The students must not have a grade below 81 in Social Works major subjects. If the minimum grade requirement of 81 is not met, the student is required to re-enroll in the subject and must obtain a grade of 81 or above. If a student fails in any board subjects, the student shall be advised to shift to another course.
3. For transfer students and shifters. The students must have at least a general weighted average (GWA) of 81 from their previous school or course.

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### **SCHOOL OF ENGINEERING, ARCHITECTURE AND INFORMATION TECHNOLOGY**

Saint Mary's University School of Engineering, Architecture, and Information Technology (SEAIT) is PAASCU Accredited. It has been identified as the Center of Development (COD) for Civil Engineering and Information Technology. To ensure that only qualified persons gain membership in the Engineering, Architecture, and Information Technology professions and/or to maintain the professional standards demanded by these professions, through the learning the school provides the students, the following retention policy has been instituted:

#### **(A) Retention Policy for Civil Engineering, Electronics Engineering, and Electrical Engineering**

1. A first-year CE/ECE/EE student who failed Calculus 1 (Differential Calculus) and Physics for Engineers 1 in his/her second semester will be put under probation in the following semester/term. In case they fail again in any of these subjects, he/she will be advised to shift to the non-board degree program of the School. Should he/she fail again, he/she will be advised to shift to a degree program offered outside the School. Similarly, a first-year student who failed Calculus 2 (Integral Calculus) and Physics for Engineers 2 in his/her succeeding semester/term will be put under probation in the following semester/term. In case he/she fails again in any of these subjects, he/she will be advised to shift to a non-board degree program of the

School. Should he/she fail again, he/she will be advised to shift to a degree program offered outside the School.

2. A first-year CpE student who failed in Programming Logic and Design and Object-Oriented Programming will be put under probation in the following semester/term. In case he/she fails again, he/she will be advised to shift to a non-board degree program of the School. Should he/she fail again, he/she will be advised to shift to a degree program outside the School.
3. A second-year CE student who failed in Differential Equations and Statics of Rigid Bodies in any given semester will be put under probation the following semester. In case he/she fails again in any of these subjects, he/she will be advised to shift to a non-board degree program of the School. Should he/she fail again, he/she will be advised to shift to a degree program offered outside the School. Similarly, a second-year student who failed in any two of the following subjects: Numerical Solutions to CE Problems, Dynamics of Rigid Bodies, and Mechanics of Deformable Bodies, in his/her succeeding semester/term will be put under probation in the following semester/term. In case he/she fails again in any of these subjects, he/she will be advised to shift to a non-board degree program of the School. Should he/she fail again, he/she will be advised to shift to a degree program offered outside the School.
4. A second-year ECE student who failed in Circuits 1 and Physics for ECE in any given semester will be put under probation in the following semester/term. In case he/she fails again in any of these subjects, he/she will be advised to shift to a non-board degree program of the School. Should he/she fail again, he/she will be advised to shift to a degree program offered outside the School. Similarly, a second-year student who failed in any two of the following subjects: Advanced Engineering Mathematics for ECE (With Discrete Mathematics), Electronics 1: Electronic Devices and Circuits, and Circuits 2, in his/her succeeding semester/term will be put under probation in the following semester/term. In case he/she failed again in any of these subjects, he/she will be advised to shift to a non-board degree program of the School. Should he/she fail again, he/she will be advised to shift to a degree program offered outside the School.
5. A second year EE student who failed in Differential Equations and Electrical Circuits 1 in any given semester/term will be put under probation in the following semester/term. In case he/she failed again in any of these subjects, he/she will be advised to shift to a non-board degree program of the School. Should he/she fail again, he/she will be advised to shift to a degree program offered outside the School. Similarly, a second year student who failed in any two of the following subjects: Electrical Circuits 2, Electronic Circuits: Devices and Analysis, and Vector and Electromagnetics in his/her succeeding semester/term will be put under probation in the following semester/term. In case he/she failed again in any of these subjects, he/she will be advised to shift to a non-board degree program of the School. Should he/she fail again, he/she will be advised to shift to a degree program offered outside the School.
6. A second year CpE student who failed in any two of the following subjects: Data Structures and Algorithms, Fundamentals of Electrical Circuits, Fundamentals of

Electronic Circuits, and Software Design will be put under probation in the following semester/term. In case he/she failed again, he/she will be advised to shift to a non-board degree program of the School. Should he/she fail again, he/she will be advised to shift to a degree program outside the School.

7. A student can be placed under probationary status for two times only. Otherwise, the student will be advised to shift to a non-board degree program of the School.
8. A student must have passed all his/her major subjects in the first two year levels before he or she can enroll in his/her third-year professional subjects.
9. A student in his /her third and fourth-year levels will be de-loaded a minimum of six (6) units, should he/she fail in any three (3) of his/her major subjects.
10. A student who failed the same major subject for the third time shall be advised to shift to a program outside the School.

#### **(B) Retention Policy for Architecture**

1. A first-year student who fails in Arch'l Visual Communications 1 - Graphics 1 and Arch'l Visual Communications 1 - Visual Techniques 1 in his/her first semester will be put under probation in the following semester/term. In case the student fails again in any of these subjects, he/she will be advised to shift to the non-board degree program of the School. Should the student fail again, he/she will be advised to shift to a degree program offered outside the School. Similarly, a first-year student who failed in Arch'l Visual Communications 3 - Graphics 2 and Arch'l Visual Communications 4 - Visual Techniques 2 in his/her succeeding semester/term will be put under probation in the following semester/term. In case the student fails again in any of these subjects, he/she will be advised to shift to a non-board degree program of the School. Should the student fail again, he/she will be advised to shift to a degree program offered outside the School.
2. A second year student who fails in Arch'l Design 3 - Creative Design in Architectural Interiors and Arch'l Visual Communications 5 - Visual Techniques 3 in any given semester will be put under probation in the following semester. In case the student fails again in any of these subjects, he/she will be advised to shift to a non-board degree program of the School. Should the student fail again, he/she will be advised to shift to a degree program offered outside the School. Similarly, a second-year student who failed in any two of the following subjects: Architectural Design 4 - Space Planning 1, Architectural Interiors, and Building Technology 2 - Construction Drawings in Wood, Steel & Concrete in his/her succeeding semester/term will be put under probation in the following semester/term. In case he/she failed again in any of these subjects, he/she will be advised to shift to a non-board degree program of the School. Should the student fail again, he/she will be advised to shift to a degree program offered outside the School.
3. A student can be placed under probationary status for two times only. Otherwise, the student will be advised to shift to a non-board degree program of the School.
4. A student must have passed all his/her major subjects in the first two year levels before he or she can enroll in his/her third-year professional subjects.
5. A student in his /her third, fourth, and fifth-year levels will be de-loaded a minimum of six (6) units, should he/she fail in any three (3) of his/her major subjects.

6. A student who fails the same major subject for the third time shall be advised to shift to a program outside the School.

### **(C) Retention Policy for Information Technology**

Freshman students are accepted into the School of Engineering, Architecture and Information Technology under the Department of Information Technology, Information Systems and Computer Science following the basis of evaluation:

	At least		
CC102 (Computer Programming 1)	81	<b>1st Semester</b>	
CC103 (Computer Programming 2)	81	80 (GWA) +no failure	Retain BSIT
PF101 (Object Oriented Programming)	81	81 failure but with GWA of 80	Retain BSIT
PT 101 (Platform Technologies)	81	2 failures but with GWA of 80	Warning
IM101 (Fundamentals of Database)	81	3 failures but with GWA of 80	Shift to BSIS
Net 101 (Networking 1)	81		

Any student with a GWA of 80 but a grade between 75-80 in Computer Programming 1 will be retained but re-enroll in Computer Programming 1 to get a grade of 81 or above.

*\*Students who passed Computer Programming 1 (75-80) will re-enroll in Computer Programming 1 and can enroll in Computer Programming 2 at the same time.*

1. If a student incurred two failures in minor subjects but passed Computer Programming 1 with a grade of at least 81 and has a GWA of 78-80, the student will be retained in BSIT.
2. If a student has three failures, he/she will have to shift to BSIS. However, If the student has a grade of at least 87 in Computer Programming 1, he will be allowed to continue BSIT as a “conditional” student.

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## **SCHOOL OF HEALTH AND NATURAL SCIENCES**

Any student who obtains a CET score of 90 and above is qualified to take the Bachelor of Science in Nursing (BSN), Bachelor of Science in Pharmacy (BSP), and Bachelor of Science in Medical Laboratory Science (BSMLS) courses.

### **(A) Policy for Bachelor of Science in Nursing (BSN)**

#### **For Transferees**

1. Must have a general weighted average of 75 and above from all major subjects taken from the school of origin.
2. Students with more than one failed mark on previously taken major subjects shall not be allowed admission even if a general weighted average of 75 and above has been attained.
3. Must pass the prescribed comprehensive examination with a rating of 75 on all professional subjects.



**For Shifters**

1. Shifters who were not retained from board course programs like Bachelor of Science in Pharmacy (BSP) and Bachelor of Science in Medical Laboratory Science (BSMLS) are not allowed admission to the program.
2. A student is allowed to take BS Nursing provided all professional subjects from previous courses are marked passed.
3. Qualified shifters must have a general weighted average of 80 and above from all previously taken major subjects.

Bachelor of Science in Nursing students are required to meet the following requirements to remain in the said program:

1. General Weighted Average of 75 and above in all major subjects at the end of every semester.
2. A student is allowed to repeat failed major and minor subjects once only.
3. If all major subjects fail in one semester, the student shall be dismissed and ineligible for re-admission.
4. Pre-requisite and co-requisite should be strictly followed as prescribed by the curriculum.
5. For subjects with lecture and laboratory/RLE, a student must have a passing grade for each subject component. Failure to pass any subject components means the student will be marked failed and must only repeat the subject once.
6. The student must pass the comprehensive exam at the end of every year except the fourth year.
7. Must pass the Nsg Inco 2 and Mock Pre-board examination given to graduating student, failure to pass the examination will not qualify the student to graduate.

**Comprehensive exam**

1. A student who passed all professional subjects at the end of the school year is qualified to take the comprehensive examination.
2. Students must obtain a 75 average rating to pass the comprehensive exam.
3. A student with a failed mark on one professional course shall not be qualified to take the comprehensive examination.
4. A student who fails the comprehensive examination must enroll in a 3-unit remedial class that covers all professional subjects in the specific year level. Attendance in all subjects is obligatory. A retake in the comprehensive examination should obtain a passing grade of 78.
5. A student who fails the second take of the comprehensive examination will not be retained in the program.

**(B) Policy for Bachelor of Science in Medical Laboratory Science (BSMLS)****For Transferees**

1. Must have a general weighted average of 75% and above from all major courses taken from the school of origin.

2. Students with more than one failed mark on previously taken major subjects shall not be allowed admission even if a general weighted average of 75% and above has been attained.
3. All transferees must read the academic policies and agree to their provisions once officially enrolled.
4. Transferees must obtain at least 75% of the total number of items in a Comprehensive Examination on all professional subjects before enrollment. If failed, the student must retake the last professional subject taken from his/her former school.

### **For Shifters**

1. Shifters who were not retained from other board course programs like BS Nursing and BS Pharmacy shall not be allowed admission to the program.
2. Qualified shifters must have a general weighted average of 80% and above from all previously taken major courses.

### **Retention Policy**

Bachelor of Science in Medical Technology/Bachelor of Science in Medical Laboratory Science students are required to meet the following requirements to remain in the program:

#### **First and Second-year levels**

1. General Weighted Average of 80% at the end of every semester.
2. A student with a GWA of below 80% at the end of the second semester of a school year shall be given only one chance on a comprehensive examination with no remedial class.
3. A student can only repeat failed minor subjects once for re-enrollment in the Medical Laboratory Science program.
4. If a student fails in three subjects (general education/professional courses) in a semester, the student shall be advised to shift to a non-board program. If three professional courses cumulatively fail, the student shall be advised to shift to a non-board program.
5. Pre-requisite and co-requisite should be strictly followed as prescribed by the curriculum.
6. Screening of students shall be done at the end of every semester after deliberation of the Health Sciences faculty member concerned, the level coordinator, the department head, and the academic dean.
7. For courses with lectures and laboratories, a student must have a passing grade for each component of the course. Failure to pass any of the components of the course shall have a failed mark on that course and must repeat the course.
8. Must pass the comprehensive exam at the end of the second year to advance to the third year level of the program.

#### **Third-year level**

1. The average rate of major subjects during the third year should not be less than 75% at the end of semesters.

2. A student can only repeat failed major subjects once for re-enrollment in the Medical Laboratory Science program.
3. If all three subjects (minor/major) in one semester failed, the student should be dismissed and ineligible for re-admission.
4. If a student fails in one professional subject, he/she will be required to repeat the subject.
5. Pre-requisite and co-requisite should be strictly followed as prescribed by the curriculum.
6. Screening of students shall be done at the end of every semester after deliberation of the Health Sciences faculty member concerned, the level coordinator, the department head, and the academic dean.
7. For courses with lectures and laboratories, a student must have a passing grade for each component of the course. Failure to pass any of the components of the course shall have a failed mark on that course and must repeat the course.
8. Must pass the comprehensive exam at the end of the first-semester third-year level to advance to the internship program.

### **Comprehensive exam**

1. An evaluative exam will qualify second and third-year students for a higher program level.
2. A student is qualified to take the comprehensive exam if he/she passed and finished all core and professional courses of the program
3. The examination is given to incoming second-and third-year students every end of the school year.

### **Rules for the comprehensive exam:**

1. Students should have a 75% average rate to pass the comprehensive exam.
2. A student is allowed to take the comprehensive exam twice.
3. A student who failed the retake of the comprehensive exam will be ineligible for re-admission to the Medical Laboratory Science program.

### **Composition and basis for passing the comprehensive exam:**

1. The comprehensive exam on the second year level covers all core courses taken from the first year to the second year (Inorganic and Organic chemistry, PMLS 1 and 2, Analytical Chemistry, Human Anatomy and Physiology with Pathophysiology, Community and Public Health for Med Lab Science).
2. The comprehensive exam given on the third year level covers all the professional subjects from the third year (Clin Chem 1 and 2, Biochemistry, Histology, Cytogenetics, Clinical Parasitology, Bacteriology and Mycology, and Virology, Immunology and Serology, Histopathologic and Cytologic Techniques, and Hematology 1)
3. Each course is categorized and designated as core and professional courses.
4. Each core course is assigned a weight as the basis for the computation of an average rating.
5. Each core course's computed average will be multiplied by the assigned weight.

6. Computed weight will be added, and the sum will be the final average rating which will serve as the basis to determine if the student passed or failed the prescribed comprehensive exam.

### **(C) Policy for Bachelor of Science in Pharmacy (BSP)**

#### **For Transferees**

1. Must have a general weighted average of 80% and above from all major courses taken from the school of origin.
2. Students with more than one failed mark on previously taken major subjects shall not be allowed admission even if a general weighted average of 80% and above has been attained.
3. Must pass the prescribed comprehensive examination with a rating of 75% from each major course. Failure to reach the passing rate would require the student to repeat the course regardless of the passing mark obtained from the previous school.

#### **For Shifters**

1. Shifters not retained from other board course programs like BS Nursing, Bachelor of Science in Medical Laboratory Science, and Bachelor of Science in Midwifery shall not be allowed admission in the program.
2. Qualified shifters must have a general weighted average of 80% and above from all previously taken major courses.

#### **Retention policy**

BS Pharmacy students are required to meet the following requirements to remain in the said program:

1. General Weighted Average of 80 and above for significant courses at the end of every semester.
2. A student with a GWA of below 80 at the end of the second semester of a school year shall be given only one chance on a comprehensive examination with no remedial class.
3. If a student fails in one professional course only, he/she will be required to repeat the course.
4. The student is allowed only to repeat failed major courses once and an at least 80 as its final grade for re-enrollment to the pharmacy program.
5. If all major courses in one semester fail, the student shall be dismissed and ineligible for re-admission.
6. Pre-requisite and co-requisite should be strictly followed as prescribed by the curriculum.
7. For courses with lectures and laboratories, a student must have a passing grade for each component of the course. Failure to pass any of the components of the course shall have a failed mark on that course and must repeat the course.
8. Must pass the comprehensive exam at the end of every year except the fourth year.

#### **Comprehensive exam**

1. An evaluative exam to determine students who will be retained in the program.
2. The examination is given at every end of every school level except the fourth year.

3. A student is qualified to take the comprehensive exam if he/she passes and finishes all core and professional courses of the program.
4. A student with a failed mark on one major course shall not be qualified to take the comprehensive examination. He/she must first finish the course with a passing grade.
5. A student with a general weighted average of below 80 shall be given one chance only for the comprehensive examination.
6. Students must have a 75% average rate to pass the comprehensive exam.
7. A remedial class will be provided to students above 80% GWA who failed the comprehensive exam.
8. A student who failed the second examination will not be retained.

## COMPREHENSIVE REVIEW CLASSES AND PRE-BOARD EXAMS

To help students increase their chances of passing the board (licensure) examinations, comprehensive review classes are given during their last year's first and second semesters to graduating students enrolled in board courses.

Review classes for the School of Engineering and Architecture are offered in the 4<sup>th</sup> curriculum year (1<sup>st</sup> and 2<sup>nd</sup> semester). No student could complete his/her graduation requirements without taking the review classes and passing the Mock Pre-Board examination or Comprehensive Examination. For BSMLS, the comprehensive exam is given at the third-year level covering all the professional subjects. For BS Nursing, Nursing Reviews 1 & 2 are offered in the first and second semesters. Midwifery 2 students will have their review classes during the second semester. For Education graduates, mock examinations are administered after the Enrichment Courses (*See particular Dean for details of the comprehensive review classes*).

## FEES, PAYMENTS, DISCOUNTS, REFUNDS, WITHDRAWAL, & GRADUATION FEES

### MONETARY TRANSACTIONS

Monetary transactions are carried out only at the Treasury and Accounting Office.

### TERMS OF PAYMENT

1. All fees may be paid in full (*see discounts*) or in installments.
2. Upon registration, a student should pay a minimum amount as a down payment. Students with outstanding accounts for the previous semester/s must settle their obligations before they are allowed to enroll (*Please refer to the Accounting Office for the fees*).
3. **Payment by installments:** One-third of the remaining fee is due before the First Term examination; one-third is also due before the Second Term examination. The balance should be paid before the Final examination.

4. PVAO, NSP or Full Merit, RSP or Half Merit, SSP, IEP, SNPLP, and SAFE and other scholarship grantees who submit the necessary authorization certificates may be allowed to enroll with minimal payments of fees except for a few items which the PVAO disallows, provided that the grantees are up-to-date in their payment of student accounts to the University. Otherwise, they will have to pay as other students do for the current semester. Payments will be refunded to the grantees upon receipt of the grant.

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## **DISCOUNTS**

1. Discounts must be applied for upon registration. Students applying for discounts must register the discount being applied for in the discount logbook of the cashiers and the Accounting Staff in-charge of reassessment.
2. A cash discount of 5% on the tuition fee is granted upon payment of all fees within the first week after the opening of classes. During the midyear term, the cash discount shall be granted only when full payment is made before the classes start. No other discounts are given to undergraduate students during the midyear term.
3. Students of good standing who qualify as members of the BIBAK Organization may apply for a BIBAK discount, which ranges from 5% to 20% on tuition fees only. BIBAK discounts cannot be combined with other discounts, but the highest discount will prevail. BIBAK discounts are not granted during the midyear term.
4. Brothers and sisters in the University are granted a 10% discount on the tuition fees only, except during the midyear term. Application is done every semester during the enrolment period at the Accounting Office (Reassessment Windows).
5. Working scholars and student librarians are granted a discount on their school fees depending on the volume of work assigned to them. Student librarians and working scholars on a 4-hour daily duty are granted free tuition fees (up to 24 units if the general weighted average is 81 or higher; otherwise, they are granted only up to 21 units), miscellaneous fees, laboratory fees on non-computer subjects (except laboratory fees on all major/professional subjects), and laboratory fees on Computer Science 1 and 3. This discount does not include RLE fees for Nursing, Midwifery, and other health-related courses. Working scholars on a 2-hour daily duty are granted free tuition fees for up to 24 units if the general weighted average is 81 or higher; 21 units if the general weighted average is 75-80.
6. Working scholars and student librarians have to submit applications to the Human Resources Development Office (HRDO). Starting load for incoming first-year students who are working scholars and student librarians is 21 units, excluding CWTS and MTS.
7. No discounts will be given to students with unpaid accounts.
8. In cases where a student is an academic scholar and at the same time a government scholar, his/her academic scholarship is applied only to the balance of his/her charges after applying for the other scholarship. No refund is to be made over the total charges. This rule also applies to entrance scholars. In special cases, the

administration may give special privileges to those scholars who serve the University.

9. Service grants may be enjoyed with other academic scholarships (e.g., Editor-in-Chief, who is also an academic scholar). However, the resulting credit balances shall not be paid in cash but shall be applied to tuition and other succeeding semesters/terms fees.

## REFUNDS AND WITHDRAWALS

1. A student who makes subject reservations during enrolment but decides not to continue will be charged the amount of the registration fee.
2. A student who wishes to discontinue his/her studies must immediately secure a "WITHDRAWAL SLIP" "petition to drop all subject form" from the Registrar's Office and have the withdrawal approved by his/her Academic Dean. His/her withdrawal or dropping off all subjects becomes effective only when the duly accomplished form is filed at the Accounting Office and the I.D. is surrendered.
3. Students withdrawing from the University after they have officially enrolled shall be charged according to the rules on dropping out of subjects or courses, as follows:
- 4.

PERIOD OF DROPPING		CHARGES
SEMESTRAL TERM	MIDYEAR TERM	
During enrolment or before the start of classes		Registration and ID fees
Within the first week of classes	Within the first and second days of classes	25% of total fees
Within the second week of classes	Within the third and fourth days of classes	50% of total fees
After the second week of classes	After the fourth day of classes	All fees

Special consideration is given to students who drop all subjects due to illness. Upon presentation of a medical certificate, the student is charged fees up to the last day of class attendance.

*\*Source: Education Law 2009 Edition, page 447, section 100, MORPHE*

### 5. Rules on Refunds

- a. Students who drop all their subjects and have paid more than the charges computed in No. 3 are entitled to refund their excess payments.
- b. Excess payments shall be applied to their remaining balances or future charges for those who drop some of their subjects.
- c. Students may claim to refund their accounts' credit balances after graduation or upon leaving Saint Mary's University.

### 6. Procedure for claiming refunds

- a. A clearance form duly signed by all authorized signatories should be presented to the Vice President for Finance, who shall order the refund by the Accounting Office.

### 7. Students' Request for the Offering of a Special Class

- a. A letter of request (in triplicate, addressed to the Vice President for Academic Affairs) for the offering of a subject, signed by all the requesting students, is submitted to the Dean.
- b. The dean evaluates the request and requires the students to submit the duly accomplished Parent's Conformé/Consent with a photocopy of one valid ID before endorsing the approval of the request to the VP for Academic Affairs.
- c. The request is brought to the Accounting Office for computation for additional fees to be paid by the students.
- d. The request letter with the computation of additional fees from the Accounting Office is forwarded to the VP for Academic Affairs for final approval.
- e. If approved, one copy is retained by the VP for Academic Affairs. The other copies are forwarded to the Accounting Office and the Dean.

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### **PROCURING STUDENT EXAMINATION PERMITS**

1. After paying a down payment during enrollment, the students must pay one-third of their balance before every major examination: first term, second term, and finals. To avoid inconvenience both on their part and on the part of the Accounting Office staff, students should start paying their accounts at least a week or earlier before the scheduled examination.
2. Payments should be made only to authorized cashiers at any of the Cashiers' Windows 5 to 8, who will prepare, sign and issue official receipts. The cashier clicks the "OK" button in the FMIS System for students whose payments are adequate.
3. Through self-service, student test permits have been obtained at the Self-Service Test Permit Generator (STEP-G) Counters at the Accounting Office Reassessment Windows.
4. Only those who are officially enrolled and have paid the amount due for the term or examination period can get their test permit by tapping their ID on the STEP-G counters. No ID means NO TEST PERMIT can be generated from the system.
5. For future reference, students are advised to photocopy or capture an image of the test permit once instructors have signed on them because printing on the thermal paper usually fades over time.
6. SMU employees' dependents are requested to verify their accounts at Accounting Office Reassessment Windows before the examination periods to print their test permits.
7. In case of a printing error or failure to print the test permit, the student is requested to verify at the Accounting Office Reassessment Windows.
8. In case of a lost test permit, the student has to pay the reprinting fee at the Cashiers' Windows 5 to 8, then proceed to the Accounting Office Reassessment Windows.
9. All fees must be paid for graduating students before the release of test permits for the final exams. This includes the graduation and other fees (included under other fees are transcripts of records, diploma, alumni fee, toga rental, yearbook, graduation picture, and recollection fee). Graduating students are informed of the amount they have to settle for graduation in a meeting convened by the Dean of



Student Affairs and Services at least one or two weeks before the final examination schedule.

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### **RELEASE OF SCHOOL CREDENTIALS AND CERTIFICATES**

1. Appropriate application forms (clearance forms) are provided for issuing school credentials or certificates at the Registrar's Office.
2. Transfer Credentials shall be released to transferring students within three days after submission of the duly accomplished clearance form to the Registrar's Office.
3. Official Transcripts of Records shall be released no later than one month after the application is filed at the Registrar's Office. Transcripts for transfer students shall be sent by mail upon the request of the institution where the student has enrolled.
4. No transfer credential (Honorable Dismissal) or Official Transcript of Records shall be released unless Form 137a or the original copy of the students' Transcript of Records is on file with the Registrar's Office.
5. Requests for certifications for different purposes are submitted to the Registrar's Office with the accomplished request for certification form and payment of corresponding fees. The certification will be released within three days and released to the student, parent, or representative with a letter of authorization within three days.

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### **EXPRESS PROCESSING OF OFFICIAL TRANSCRIPT OF RECORDS (OTR) AND DIPLOMA**

Effective July 2011, the Registrar's Office implemented the Express Lane to release Official Transcript of Records and Diploma. The graduate secures his/her OTR within a minimum of four (4) hours and three (3) days after submitting his /her request. To the cashier, the requesting graduate pays a special fee for the regular processing scheme.

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### **SCHOLARSHIPS AND GRANTS**

The Administration, in line with the CICM and SMU mission statements, wishes to bring higher education within reach of financially needy but talented students. Several academic scholarships, grants, discounts, and other assistance programs are offered. These are Entrance and Academic Scholarships, Government Scholarships like P.D. 577 Scholarship, SMU-Scholarship and Development Foundation Grants, and Study Loans. Service Grants are offered to the officers of the Student Central Council, The Marian, and ROTC Corps. Tuition fee discounts are likewise given to committed and active members of the BIBAK organization, Working Students, Student Librarians, Student Assistants, Varsity Players, and members of the performing groups (SMU Artists' Circle, SMU Band,

SMU Choral Society, and SMU Dance Troupe). More information could be obtained from the following offices: Office of the Vice President for Mission and Identity, Admission and External Relations Office, the Office of the Dean and Associate Deans of Student Affairs and Services for Men/Women, the Guidance and Testing Office, and Academic Deans. Prospective scholars apply in writing to the respective offices by filling up the application form for any of the following scholarships:

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### **ENTRANCE SCHOLARSHIPS**

Senior High School students who graduated WITH HIGHEST HONORS with an average of 98.00%-100% are granted a full-tuitional scholarship upon enrollment. Senior High School graduates WITH HIGH HONORS with an average of 95.00%-97.99% are granted fifty percent (50%) tuitional discount. Those who graduated WITH HONORS with an average of 90.00%-94.99% from any recognized High School are granted a twenty-five percent (25%) tuitional discount upon deliberation by the Committee on Scholarships, Grants and Awards and after fulfilling all admission requirements. They have to submit a certification from the Senior High School Principal to the office of the concerned Academic Dean. This scholarship is good for one semester. For further extension of the scholarship, provisions on academic scholarship apply.

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### **ACADEMIC SCHOLARSHIPS**

1. SMU students who meet the grade requirements can be granted a tuition discount. Students with a general weighted average of 96.00-100 can be granted Gold Merit (100% tuition discount) with no grade below 81, failure, UW, or unremoved INC in any subject. Those who obtain GWA 93-95.99 can be granted Silver Merit (50% tuition discount), and those who obtain GWA 90-92.99 can be granted Bronze Merit (25% tuition discount). Silver Merit and Bronze Merit require no grade below 81, failure UW or unremoved INC in any subject for the scholarship to be granted.
2. Prospective scholars, including Dean's Listers, should have carried a minimum academic load of 18 units during the previous semester unless the official curriculum requires a lower load during the semester. Midyear term grades are included in the General Weighted Average (GWA) computation for the first-semester application.
3. The Committee on Scholarships, Grants, and Awards shall have the final decision on selecting the scholars based on the applicant's qualifications and other factors such as personality, leadership, general conduct, and social acceptability.

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### **SERVICE GRANTS**

1. The President of the Student Central Council (SCC), the Editor-in-Chief of The Marian, and the Corps Commander of the SMU ROTC Unit are given service grants in

the form of full-tuitional discount during the first semester of their tenure of office. Other officers of the Student Central Council, the Editorial Board of The Marian, and other ROTC officers are given a 25% discount (1/4 tuitional scholarship). To qualify for the same privilege the following semester, the service grantees should not have incurred incomplete or failing grades during the previous semester. They must have shown a high degree of commitment and performance, as attested to by the adviser(s) the Dean of Student Affairs and Services.

2. Upon the recommendation of the club adviser(s) and the endorsement of the Dean of Student Affairs and Services to the Committee on Scholarship, Grants, and Awards, the members of the SMU Artists' Circle, SMU Band, SMU Choral Society, SMU Dance Troupe, and Varsity may be granted discounts on tuition fees ranging from 10% to 100% depending on the evaluation of their commitment and performance. The discounts start only on the second year of membership since the first year is considered a probationary period. No discounts are given during the Midyear term and to students with incomplete or failing grades during the previous semester.
3. The Service Grantees must attend meetings and formational seminar workshops convened by the VPMI/CAO.

**\*Note: For academic and entrance scholars, Dean's Listers, and service grantees, attendance in the RECOGNITION PROGRAM for SCHOLARS is required. Failure to attend the Recognition Program (without valid reason) is a sign of non-acceptance and may be used as a basis for the withdrawal or reduction to partial privileges of the scholarship. The partial privilege may be likewise granted to late applicants. The scholarship certificate received during the recognition program may be required for presentation at the Accounting Office for the discount to be effected.**

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### DEAN'S LIST

Students who obtained a general weighted average of 87.00-89.99 with no grade lower than 81 and a minimum academic load of 18 units during the previous semester would qualify as Dean's listers. Students with GWA of 90.00 or above but are disqualified for academic scholarships are included as Dean's listers with no failure, UW, or unremoved INC in any subject. They are given certificates but are not granted tuition discounts.

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### GOVERNMENT GRANTS

1. Philippine Veterans Administration Office (PVAO), Full-Merit Programs, Half-Merit Programs, State Scholarship Programs (SSP), IEP, and SAFE grantees who submit the necessary certificate of the award may be allowed to enroll without payment of fees (except for a few items which the PVAO disallows), provided that the grantees are up-to-date in their payment of student accounts to the University. Otherwise, they must pay as other students do for the current semester. Payments will be refunded to the pensioners upon receipt of the grant.

2. The institutionalization of the payment of school fees of the SSP, SAFE, Full Merit, Half Merit, and SNPL grantees was re-implemented effective the first semester of 1996-1997.
3. Tertiary Education Subsidy (TES) is a grant-in-aid program covered under RA 10931 that supports the cost of tertiary education for Filipino students who enroll in their first undergraduate-post-secondary programs in State Universities and Private Higher Education and Colleges (SUCs), Local Universities and Colleges (LUC's), and Private Higher Education Institution (PHEI's). TES grantees enjoy a full academic-year grant amounting to 60,000 or 30,000 per semester and subject to yearly renewal based on continued studies. Additional benefits are also given to grantees who are registered PWDs and takers of Licensure examinations.
4. Tulong Dunong Program (TDP) is financial assistance granted to Filipino students who want to pursue undergraduate studies in either public or private Higher Education Institutions (HEIs). In view of the UniFAST Memorandum No.2, s 2021, TDT has been covered and implemented under the TES program. TDP grantees are classified into two: On-going and New – and are enrolled in CHED-recognized programs of State Universities and colleges (SUCs) or CHED- recognized Local Universities and Colleges (LUCs) with a certificate of Program compliance (COPC) and Private Higher Education Institutions (Private HEI's).
5. CHED Scholarship Program (CSP) is one of the student Financial Assistance programs (StufAPs) offered by the Commission on Higher Education (CHED) to qualified and deserving students whose parents/guardians have a combined annual gross income that does not exceed Php 400,000.00, preferably the underprivileged and homeless citizens, persons with disability (PWDs), dependents of solo parents or senior citizens, and indigenous people. Full Scholarship Grant Allowance amounting to Php 120,000/year must be a holder of General Weighted Average of at least 96% and at least 93% to 95% for half scholarship grant allowance amounting to 60,000/year.
6. Department of Science and Technology (DOST RO2) Scholarship. The Science Education Institute (SEI) of the Department of Science and Technology (DOST) provides scholarships to talented and deserving students whose family's socioeconomic do not exceed the set cut-off values of specific indicators, who passed the criteria set by DOST, especially for courses under Engineering, Information Technology, Science, and Math related courses. The scholarship application is submitted directly to DOST RO2 will submit the list of approved scholars to the University scholarship coordinator. The staff in the Treasury Accounting Office will prepare and mail the bill to DOST. A check will then be issued for SMU to credit the grant to their scholars.

#### **THE SAINT MARY'S UNIVERSITY-SCHOLARSHIP AND DEVELOPMENT FOUNDATION (SDF) GRANTS**

1. **Foundation:** -The Saint Mary's University Scholarship and Development Foundation (SMU-SDF), Inc. is a private non-stock, non-profit Corporation formed for educational purposes, benefits, or aims and was formally registered and approved as a corporation on July 24, 1980. It is an Endowment Foundation. A pool of money is

accumulated in a fund where the principal or capital amount remains intact. Only the interest is spent on scholarships and operations. The foundation is composed of scholarships, grants, and development components.

2. **The grants:** -The SMU-SDF consists of Scholarships for students and Development assistance to the University. The income earnings of the amounts donated by benefactors are used to grant tuition fee assistance and Grants-in-Aid to deserving students depending on the student's needs. It also includes specific grants to support the development of the University and assistance for facilities and supplementary activities.
3. **Applications:** -Applicants secure and fill out the application form at the VPMI (Vice President for Mission and Identity) Scholarships Office and submit the form with the required attachments upon enrollment during the First Semester. The SDF Scholarship Committee schedules their deliberation for the approval or disapproval of the applications.

For renewal: Grantees need not fill out reapplication forms. They must submit a copy of their grades for the previous term to evaluate their scholarship renewal. Scholarships of grantees with GWA lower than 80% will be suspended. If their grades improve the following semester, they can reapply for a scholarship. Grantees with unremoved INC marks and UW in some subjects will be given a first and last warning if such marks are repeated the following semester. The SDF Scholarship Committee schedules their deliberation on the renewal or non-renewal of the grantees.

4. **General Fund Scholarships:** Some scholarships are intended for College students, others for High School or Grade School students.
5. SDF scholars are to offer voluntary service to the school if and whenever needed.

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### SMU-SOCIALIZED TUITION FEE PROGRAM (STFP)

The Socialized Tuition Fee Program grants a discount to students with financial difficulties. Application Forms are submitted at the Principal's Office or VPMI Office with the required documents. The Committee on Scholarships, Grants, and Awards reviews the applications and unanimously decides on the discount percentage. Renewal of the grant for the succeeding term may depend on the Committee's deliberation.

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### WORKING SCHOLARSHIPS

Working Scholarship, also called Student Assistance Program, is granted to qualified students who can balance work and study. Applicants to these scholarships may opt to be Library Working Student, Marian Working Student, or Student Assistant. Applicants must not have failing or incomplete marks. They should be able to balance their work and their studies. Benefits include: (a) Free tuition fee for utmost 21 or 24 units during a

regular semester, or 6 or 9 units during the midyear term, if the previous semester's average grade is below 81 or at least 81, respectively; (b) Free miscellaneous fees; (c) Free laboratory fees except for RLE in Nursing and some computer subjects; (d) Free laboratory fees in Computer Science 1 and 3; (e) Free accommodations for qualified male maintenance working scholars (gym boys).

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## **OTHER SCHOLARSHIPS AND GRANTS**

### **1. SCHOLARSHIPS FOR UNIFORMED PERSONNEL**

#### **1.1 . PD577 SCHOLARSHIPS**

For every 2000 students enrolled in the University, one bona fide unmarried dependent of a member of the Armed Forces of the Philippines, including trainees and draftees who have died or were incapacitated in the line of duty, shall be exempt from the payment of tuition and matriculation fees in public or private schools, except laboratory fees for professional subjects and other fees which the school pays out in cash. The scholarship is for a maximum of ten years, transferrable to any military personnel, provided it will not exceed ten school years. Student submits endorsement letter from AFP Head Office addressed to the University President.

#### **1.2 ARMED FORCES OF THE PHILIPPINES EDUCATIONAL BENEFIT SYSTEM (AFPEBS)**

This is by virtue of an established partnership signed by and between AFPEBS and SMU. Dependents of military personnel (not more than 21 years of age) with priority for the following: dependents of combat casualties (killed in action), Dependent of non-combat casualties (deceased), dependents of active military personnel, and active military personnel. 100% discount on tuition and miscellaneous fees for two slots. A beneficiary is nominated or endorsed by AFPEBS Office. Recharge of failed subjects is implemented.

### **3. SCHOLARSHIPS FOR DISABLED PERSON UNDER RA 7277 (Magna Carta for Disabled**

As amended by RA9442,) Educational assistance to persons with a disability provided that the persons with a disability meet the minimum admission requirements (RA9442 Section 32-h) with the valid ID as Person with Disability. The University provides financial aid to students with disability subject to deliberation by the Administration.

### **4. YOKOHAMA TIRE PHILIPPINES, INC. (YTPI)**

The YTPI Scholarship Program shall cover the tuition, laboratory fees and miscellaneous fees for the entire semester, including short-term until the grantee completes the college course. Depending on the financial situation of YTPI, the program's coverage may be enhanced, reduced, or terminated. YTPI shall decide the number of grantees per year level. The grantee shall be chosen from among the academically outstanding student per year level with a General Weighted Average (GWA) not lower than eighty-five percent 85%, no failure or unauthorized withdrawal, full load per

semester from the following courses: BS in Electronic Engineering, BS in Electrical Engineering, BS in Management Accounting, BS in Business Administration major in Financial Management and other courses identifying by YTP1.

#### 5. CUNINA Scholarships

CUNINA Organization is a private foundation based in Belgium, founded by Mrs. Sophie Vangheel. The foundation helps underprivileged children through their sponsors through monthly sponsorships by private individuals or couples called godparents. They call their beneficiaries godchildren. CUNINA informs the University if there is a slot available for new applicants. The grade school principal is informed of the new slots.

Applications are sent to CUNINA- Belgium. Sponsors or godparents in Belgium choose the beneficiaries they wish to sponsor. The University, therefore, does not have a hand in selecting beneficiaries. Priorities as beneficiaries are pupils from the public school or needy families so they can send their children to SMU. Monthly grants are remitted to SMU and the amounts are posted as payment for school fees. It is still expected that parents must shoulder the remaining amounts not covered from the monthly remittance of the godparents, especially at the Tertiary level. To continue their sponsorship, the grantee must regularly submit their annual requirements for those in the Basic Education and at the end of every semester for those in the Tertiary level.

#### 6. SHIBATA SCHOLARSHIP FOUNDATION

Shibata Scholarship Foundation was started by Mr. Daisuke Shibata and Mrs. Olivia Venus Bobila Shibata. She is an SMU alumna who earned two degrees through the SDF Scholarship. This scholarship accommodates qualified students to help defray their tuition fees at St. Mary's University. The qualifications for this scholarship are the following: Senior High School graduate with a GPA of 90% and above, from an indigenous family, and must enroll full-time in a four-year degree course in Accounting, Law Management, Computer Science and Technology, and other related courses. The VPPI Staff will do pre-selection, and the final interview and selection will be made by Mr. and Mrs. Daisuke-Olivia Venus B. Shibata.

The scholarship recipient should maintain the merit points of Gold Merit (GWA 96%-100%), Silver Merit (93%-95.99%), and Bronze Merit (90% to 92.00%) with no grades below 81, no failure, UW, or unremoved INC in any subject. The scholarship will be forfeited upon failure to meet the conditions.

#### 7. Anacoreta San Miguel Scholarship

Private individual alumni sponsored scholarship. Application and selection are made directly through her.

## **ACADEMIC POLICIES AND GUIDELINES**

### **SCHOOL TERM/CLASS HOURS**

1. The academic year consists of not less than eighteen (18) weeks per semester and five (5) to six (6) weeks for midyear term classes. The said school days include class days and examination days.
2. The standard period for lecture or recitation classes is one hour per unit.
3. One to three hours of laboratory, research work, field study, apprenticeship, or on-the-job training shall be equivalent to one unit of course credit.

### **STUDENT LOAD/S AND SEQUENCE**

1. The student's load and sequence shall be under the approved curriculum for the degree program s/he is enrolled in.



2. As a general rule, no subject may be taken unless the prerequisite subjects have been taken and passed.
3. In exceptional cases, a **non-graduating student** may be allowed to re-enroll a failed subject in addition to the normal load to regain the regular status upon the endorsement of the Academic Dean and the approval of the University Registrar (MORPHE 2008; Article XIX, Section 91).
4. Upon the endorsement of the Academic Dean, a graduating student may be permitted an additional subject load of not more than six (6) academic units over the normal load specified in the curriculum (MORPHE 2008; Article XIX, Section 92).
5. The University Registrar is responsible for determining more than six (6) units of overload for graduating students.
6. Students enrolled in the health-related programs may be allowed to carry an overload of not more than six units during the academic year immediately preceding the internship.

### **CHRISTIAN FAITH EDUCATION REQUIREMENTS**

1. In line with the objectives of Saint Mary's University, all students are required to complete 18 units of Christian Faith Education (CFE). Twelve units in their first and second years, three in their 3<sup>rd</sup> year, and three in their 4<sup>th</sup> or 5<sup>th</sup> year. All CFE subjects are charged the corresponding tuition fees.
2. Transfer students will be obliged to meet the requirements of the CFE units or their subject equivalents as prescribed by Saint Mary's University curricula. No cross-enrollment will be allowed for these subjects.

### **NATIONAL SERVICE TRAINING PROGRAM (NSTP)**

1. Students, male and female, of any baccalaureate degree or course are required to complete one (1) of the NSTP components: Military Training Service (MTS), Civic Welfare Training Service (CWTS), or Literacy Training Service (LTS), which shall be taken for an academic year of two (2) semesters in their first or second year in college as a requisite for graduation.
2. All incoming freshmen should enroll in the NSTP. A student should not be admitted to the 3<sup>rd</sup> or 4<sup>th</sup> year unless s/he has finished the NSTP requirements.

### **PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS (PATH-FIT) PROGRAM**

1. Male and female students should comply with PATH-FIT requirements during their first two years at the University: two (2) units every semester. All students enrolled in PATH-FIT must be in PATH-FIT attire during the half-day, either in the morning or in the afternoon, depending on their class time. During the regular semester, the colored PATH-FIT shirt is to be worn on Mondays, Wednesdays, or Fridays, while the white PATH-FIT shirt is to be worn on Tuesdays or Thursdays.
2. Handicapped students should attend the lectures and shall undergo PATH-FIT activities appropriate to their condition.

## CIVIL SERVICE EXAMINATION

1. All students are strongly encouraged to take the Civil Service Examinations mandated in the joint memorandum of the Civil Service Commission and the Commission on Higher Education of Region 02. They may take the exam starting in the 3<sup>rd</sup> year.
2. National topnotchers in the civil service examination are given monetary incentives as special awards during the Commencement Exercises.

## ADMISSION IN CLASS

1. Only officially enrolled students can be admitted to classes as indicated in the Class monitoring Forms of Officially Enrolled Students (CMF-OES) CMF. Students whose names do not appear in the CMF-OES are advised to report immediately to the Dean's Office and Registrar's Office.
2. Students will not be admitted to class without a valid identification card and complete uniform, identifying them as *bona fide* students of Saint Mary's University. Students should wear their Identification Card at all times inside the campus.
3. Students who appear for the first time after the first day of classes, even if their enrolment is validated only later, shall be reported absent starting from the first official day of class until before their first appearance in the room with validated enrolment.

## EXAMINATIONS, INCOMPLETE MARKS, AND GRADING SYSTEMS

1. **Grading Terms and Examinations.** A semester is divided into three grading terms for regularly scheduled subjects, culminating in a major examination. These examinations shall be referred to as follows:

Grading Term	Duration	Major Learning Assessment	Coverage of Examination	Weight of Term Grade in the Final Grade
First Term	Weeks 1 to 6 (or the first one-third of allotted time)	First Term Examination	First one-third of the subject coverage	25%

Second Term	Weeks 7 to 12 (or middle one-third of allotted time)	Second Term Examination	Middle one-third of the subject coverage	25%
Final Term	Weeks 13 to 18 (or the last one-third of allotted time)	Final Examination	Entire subject coverage	50%

## 2. Criterion-Referenced Grading

- a. The grading system adopted is the criterion-referenced or percent system.
- b. As a rule, computed grades range from 65 to 100 in all grading terms, while the lowest passing grade is 75. However, the lowest FINAL grade reported in the grading sheet is 70, regardless of the score/points earned.
- c. **Criterion-Reference:** Scores in each graded activity shall be transmuted to grades with the following cut-off equivalences in the transmutation scales using equal intervals. To give premium to excellent performance and to discourage mediocrity, the following grade transmutations are required:
  - o For General Education Courses (or Basic/"Minor Subjects"):  
60 percent score = 75 grade
  - o For Professional Courses (or "Major Subjects"):  
65 percent score = 75 grade
  - o For Integration Courses (or "Review Subjects"):  
70 percent score = 75 grade
- c.1. The transmutation scales for 60% score=75 grade, for 65% score=75 grade and for 70% score = 75 grade are in Table 1.
- c.2. The spreadsheet grading template (Grade Computation Program – GCP) shall be used accordingly by the faculty.
- d. Academic teaching personnel should indicate the required cut-off in the transmutation table in the syllabus. It must be disseminated to the students at the beginning of the classes. The cut-off represents the minimum percentage of knowledge expected to be learned or the score/points earned to obtain a passing grade. For example, the 60 score cut-off on a 100 percent score represents a 60 percent minimum performance requirement, equivalent to a passing grade of 75%.
- e. The Academic Dean, Department Head concerned, and all Academic Personnel teaching the same subjects will determine if a higher transmutation is to be used for a particular subject.
- f. The cut-off is a guide to avoid extremes in assigning grades. Thus, it should be used intelligently, adhering to objectivity, fairness, justice, and common sense.

**Table 1. Grading Transmutation Scales**

Grade	Remark	60% score = 75 grade	65% score = 75 grade	70% score = 75 grade	Grade
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100	Highest possible grade	100	100	100	100
99		98 - 99	99	99	99
98		97	97 - 98	98	98
97		95 - 96	96	96 - 97	97
96		94	94 - 95	95	96
95		92 - 93	93	94	95
94		90 - 91	92	93	94
93		89	90 - 91	92	93
92		87 - 88	89	90 - 91	92
91		86	87 - 88	89	91
90		84 - 85	86	88	90
89		82 - 83	85	87	89
88		81	83 - 84	86	88
87		79 - 80	82	84	87
86		78	80 - 81	83	86
85		76 - 77	79	82	85
84		74 - 75	78	81	84
83		73	76 - 77	80	83
82		71 - 72	75	78 - 79	82
81	Lowest passing grade for academic scholars, dean's listers, and Latin honors	70	73 - 74	77	81
80		68 - 69	72	76	80
79		66 - 67	71	75	79
<b>Grade</b>	<b>Remark</b>	<b>60% score = 75 grade</b>	<b>65% score = 75 grade</b>	<b>70% score = 75 grade</b>	<b>Grade</b>
78		65	69 - 70	74	78
77		63 - 64	68	72 - 73	77
76		62	66 - 67	71	76
75	Lowest passing grade	60 - 61	65	70	75
74		58 - 59	64	69	74
73		57	62 - 63	68	73
72		55 - 56	61	66 - 67	72
71		54	59 - 60	65	71

70	Lowest final grade reported on the grading sheet	52 - 53	58	64	70
69		50 - 51	57	63	69
68		49	55 - 56	62	68
67		47 - 48	54	60 - 61	67
66		46	52 - 53	59	66
65	Lowest possible computed grade in the class record; Given also for cheating in assessment activities	0 - 45	0 - 51	0 - 58	65

g. **Nature and Grading of the Major Examinations.**

g.1. Grades shall be promptly reported to students and determined from the following sources:

**Class Standing.** This comprises all graded class activities during the term, including quizzes, recitations, assignments, seat works, projects, products, reports, reflection papers, portfolios, experiments, laboratory work, and the like. Each assessment output is scored and then transmuted to grades, and the average (based on approved weights) of these grades is the class standing grade. Class standing accounts for 50% of the term grade.

**Term Examination.** This is a long or significant examination requiring higher-order cognitive competency and performance skills assessed through a written test, practical test, skills assessment, performance test, product, or a combination of these. Each major examination accounts for 50% of the term grade.

g.2. Changes in the weights for the different sources of class standing and several components of the term examination are allowed whenever necessary to suit certain subjects, after approval by the respective Academic Deans and due dissemination to the students.

h. The term grades are simple averages of the grades in class standing and term examination. The final grade is the weighted average, with the tentative final grade having twice the weight of the other term grades to reflect the full-content coverage of the final examination.

i. The following formulae shall be used for computing grades:

$$G1 = \frac{CS1 + FTE}{2}$$

$$G2 = \frac{CS2 + STE}{2}$$

$$TFG = \frac{CSf + FE}{2}$$

$$FG = \frac{G1 + G2 + 2TFG}{4}$$

Where:

G<sub>1</sub> = Grade for the first term

CS<sub>1</sub> = Class standing grade for the first term

FTE	=	First term examination (long test) grade
G <sub>2</sub>	=	Grade for the second term
CS <sub>2</sub>	=	Class standing grade for the second term
STE	=	Second term examination grade
TFG	=	Tentative final grade
CS <sub>F</sub>	=	Class standing grade for the final term
FE	=	Final examination grade
FG	=	Final grade

**Note:** **Shepherding of Students-at-Risk Based on Term Grades.** All academic personnel should submit a referral report of under-performing students to the Academic Dean. This is in relation to the University's Shepherding Program. The referral report will allow the prompt provision of intervention (such as advising or coaching) for potentially academically-delinquent students.

3. **Duration and Schedule of Examinations.** The Registrar shall issue a schedule of the major examinations at the beginning of every semester. Examinations for OJT / RLE shall be scheduled so practicum duties will not be unduly disrupted.

- a. Major examinations are those administered during the blocked schedule. A testing period of 1 1/2 to 2 hours each is allotted for these examinations.
- b. Adherence to the schedule of examinations, as prepared by the Registrar's Office, will prevent inconveniences for the students and Academic Personnel. It will also encourage the settlement of the student's financial obligations on time.
- c. Any change in the posted general schedule for examinations should get the prior written approval of the Vice President for Academic Affairs upon recommendation of the Academic Dean.
- d. To give a "partial final test" ahead of the scheduled examination needs the written approval of the Vice President for Academic Affairs upon the recommendation of the Academic Dean.
- e. The College of Law and the School of Graduate Studies shall administer only two major examinations (Midterm and Finals).

#### 4. **Test Booklets**

- a. Students should mark or write their answers to major examination questions, objective tests (forced choice or short-answer supply types), essays, and open-response tests on official test booklets that can be obtained from authorized outlets.
- b. Marked and graded test booklets for the first and second terms will be returned to students for their perusal and review. Test booklets for the final examinations are turned over to the Academic Dean's Office as a clearance requirement.

#### 5. **Presentation of Test Permits during Major Examinations.**

- a. All students must comply with the test permit requirement during major examinations.
- b. Students are enjoined to settle their financial obligations (if any) at the Treasury and Accounting Office regularly and, if possible, well in advance so that their test permits can be issued.
- c. Test permits for students in the tertiary level are obtained, through self-service, at the STEP-G Counter at the Treasury and Accounting Office.

- d. Students must present their test permits before taking major examinations and write the Test Permit Number on the space provided on the cover of the test booklet or answer sheet. Students should ensure that their instructors sign opposite their Course Numbers on the permit.
- e. Students must keep their test permits for purposes of verification regarding examinations they have taken.
- f. In compliance with CHED Memo. Order No. 2, s. 2010, the following flexibilities are extended to financially challenged students in higher education:
  - f.1 For the **First and Second Term Examinations**, students accompanied by their parents can obtain their test permits availing of the financial facility under the **Program for Educational Assistance to Students (PEAS)**. Qualified students can apply for this non-cash support through the Office of the Dean of Student Affairs and Services (ODSAS) in Room A218, Fr. Lambrecht Building.
  - f.2 Students who can show proofs of indigency can apply at the Office of the Vice President for Mission and Identity (OVPMI) on the ground floor of the Chapel building for a **tuitional discount** under the University's **Socialized Tuition Fee Program (STFP)**.
  - f.3 For the **Final Examination**, financially challenged students are allowed to take their examinations even without test permits, provided they present a **written explanation** to the teacher, who then signs it and submits it together with the grading sheet on which NTP is marked.
- g. Students are urged to refer to the ODSAS or OVPMI fellow students who are financially constrained to obtain their test permits.

## 6. Special Examination and Exemptions From Examination

- a. Oral examinations are not allowed as a general rule unless approved in writing by the Academic Dean of the school concerned.
- b. A special examination may be given only with the written permission of the Academic Dean and, for special cases, the Vice President for Academic Affairs. This should be given within ten (10) days after the schedule or upon the student's return.
- c. Special examinations are granted full credit for circumstances beyond the student's control, such as sickness (with medical certificate), accidents, and the death of an immediate family member.
- d. To be fair to the students who take their examinations as scheduled, the maximum credit for major examinations allowed for unexcused absences (for reasons other than sickness with a medical certificate, accident, or death of an immediate family member) is only 75% of the actual score.
- e. No student may be granted exemption from any examination.

## 7. Distribution of Percent Grade

The measurement scale of academic performance or achievement is ordinal (i.e., can be ranked) since it is most appropriately descriptive of quality rather than quantity. However, it may be based on quantitative ratings. Moreover, because of the differences in the nature and content of graded class activities, examinations, and

other requirements, overall academic performance or achievement is clustered in levels or ranks of quality. The following table is used:

**Table 2. Percent Grade and Qualitative Description**

<b>Percent Grade</b>	<b>Qualitative Description</b>	<b>Remarks</b>
96 - 100	Distinguished	A semestral General Weighted Average (GWA) of 94.00 – 100.00 qualifies a student for a full academic scholarship
90 - 95	Excellent	A semestral General Weighted Average (GWA) of 90.00 – 93.99 qualifies a student for half academic scholarship
84 - 89	Very Good	
81 - 83	Good	Minimum grade requirement in any subject for academic scholarship
75 - 80	Passing	Lowest passing grade
74 and below	Failed	No credit

## **8. Incomplete Marks and Completion**

- a. A grade of INC given to a student indicates that the required class work is not completed. It is given only in EXTREME cases to a student who has:
  - a.1. Failed to appear for the final examination as scheduled;
  - a.2. Not submitted final manuscript of thesis, proposal, research paper, or capstone project;
  - a.3. Not submitted requirements on time due to any of the following reasons with supporting documents: (1) sickness or other medical condition (with medical certificate), (2) injury from accident or calamity (with a police report, medical abstract, or barangay certification), (3) death (with supporting documentation) of an immediate family member (parent, child, sibling, legitimate spouse or official guardian). Failure to submit other course requirements on time due to other inadmissible reasons does not merit an INC mark. Still, a failing grade in the requirements and a final grade are computed.
- b. The reason for the INC mark is considered part of the records of the students. Teachers should indicate the reason for the INC mark in the class record and on the grading sheet (e.g., NFE / No Final Exam; Incomplete RLE; Lacked OJT Time; No Final Manuscript).
- c. No extension of submission of grading sheets is allowed to accommodate extended deadlines for subject requirements to avoid giving INC marks.
- d. Completion must be made within one year. Suppose completion is not done within a one-year grace period. In that case, the INC mark shall be automatically



considered a failing mark, and the student will be required to re-enroll the subject marked with the INC.

- e. Completion is done by performing the corresponding academic activity that would be rated, and the final grade would be computed accordingly (considering all the other sources of the grade). It should be made clear that mere completion does not automatically warrant a passing grade. Unsatisfactory compliance with the required academic action may merit a failing final grade. In either case (whether passing or failing), faculty members should **PROMPTLY** accomplish SMU Form RO 57, attaching individual computation of grade and supporting documents (i.e., final test booklets, approval sheet of thesis/proposal/capstone project; Certificate of Completion of OJT/internship/practicum; or medical / police/death/barangay certificate).
- f. If there is no justifiable reason for the student's failure to take the scheduled examination to finish RLE/ internship/practicum or submit a thesis/capstone project manuscript, the maximum credit is only 75% of the raw score, and the grade is transmuted accordingly.
- g. Payment, contribution, or donation in cash or kind to teachers is **NOT ACCEPTABLE** for completion, except for fees paid at the Accounting Office (i.e., tuition fee before taking missed final examination and the allowable make-up duty fee).

#### **9. Complaints About Grades**

- a. Students' complaints about academic grades are referred to the Academic Dean of the School concerned or the Vice-President for Academic Affairs if not resolved at the level of the Academic Dean.
- b. Complaints about grades and test results will be entertained **only within two months** after the release of grades and test results. No complaint will be entertained after this period. Any rectification will be applied for in writing by the academic personnel, not the student, through OUR Form 57d.

#### **10. Other Grading Considerations**

- a. Instructors should never give a final grade of 73% or 74%. It should either be 70% to 72% or 75%.
- b. A student absent during short quizzes or recitations may be given a particular make-up assignment or test if his/her absence was reasonable and excused; otherwise, s/he gets zero for these graded activities.
- c. A student who cheats during any quiz or major examination or commits plagiarism gets a grade of 65% for the test or the research work.

### **ATTENDANCE AND TARDINESS OF STUDENTS**

- 1. Saint Mary's University considers regular attendance and punctuality as important obligations. It assumes that every student has to come to the University to use all opportunities and facilities offered to him. Regular attendance, therefore, in all classes is obligatory.
- 2. Students' attendance during convocations, fora and special assemblies like University Intramurals, Eucharistic Celebrations, and other activities sanctioned by

the University is required. Absence from such activity will be recorded as an absence from the class period which otherwise would have been held.

3. A student must attend classes regularly from the first day of the school calendar. Classes missed because of late enrollment shall be considered absences.
4. A student absent for only one class period shall not be allowed to re-enter the class without an admission slip duly signed by the Associate Dean of Student Affairs and Services for Men/Women.
5. A student who is tardy within the first 15 minutes of the class will be considered absent but may still be allowed entry into the class. In both cases, the student should secure an admission slip from the ADSAS offices. Three counts of tardiness will be considered as one absence. Habitual tardiness and absences, especially during the first period in the morning or the afternoon, shall not be allowed.
6. A student is held personally responsible for lectures, grade activities, and missed assignments due to absences.
7. A student who misses a quiz due to an unexcused absence will not be given credit for the quiz.
8. The Associate Deans of Student Affairs and Services for Men/Women regularly keep parents informed of students' absences through letters and individual conferences; thus, the students' absences have to be promptly reported by the Academic Personnel to their offices following the schedule of reporting as shown in Table 3:

**Table 3. Schedule of Reporting Students' Absence**

<b>CONTACT HOUR/S</b>	<b>1<sup>st</sup> Report (Warning)</b>	<b>2<sup>nd</sup> Report (Warning)</b>	<b>3<sup>rd</sup> Report (Dropping)</b>
	<b>ABSENCES (in HOURS)</b>	<b>ABSENCES (in HOURS)</b>	<b>No. of hours of absences before one is dropped</b>
1	2 hrs.	3 hrs.	4 hrs.
1.5	2 hrs.	4 hrs.	6 hrs.
2	3 hrs.	5 hrs.	8 hrs.
3	4 hrs.	8 hrs.	12 hrs.
4	5 hrs.	10 hrs.	15 hrs.
5	6 hrs.	13 hrs.	19 hrs.
6	8 hrs.	15 hrs.	23 hrs.
7	9 hrs.	17 hrs.	26 hrs.
8	10 hrs.	19 hrs.	29 hrs.
9	11 hrs.	22 hrs.	33 hrs.
10	12 hrs.	25 hrs.	37 hrs.
11	14 hrs.	27 hrs.	41 hrs.
12	15 hrs.	29 hrs.	44 hrs.
13	16 hrs.	32 hrs.	48 hrs.
14	17 hrs.	34 hrs.	51 hrs.
15	18 hrs.	37 hrs.	55 hrs.
16	19 hrs.	38 hrs.	59 hrs.

17	21 hrs.	43 hrs.	64 hrs.
18	23 hrs.	45 hrs.	68 hrs.
19	24 hrs.	48 hrs.	72 hrs.
20	25 hrs.	50 hrs.	76 hrs.
21	26 hrs.	53 hrs.	79 hrs.
22	28 hrs.	55 hrs.	83 hrs.
23	29 hrs.	58 hrs.	87 hrs.
24	30 hrs.	60 hrs.	91 hrs.
25	32 hrs.	63 hrs.	95 hrs.
26	33 hrs.	66 hrs.	98 hrs.
27	34 hrs.	68 hrs.	102 hrs.
28	35 hrs.	71 hrs.	106 hrs.
29	37 hrs.	73 hrs.	110 hrs.
30	38 hrs.	76 hrs.	113 hrs.
31	39 hrs.	78 hrs.	117 hrs.
32	40 hrs.	81 hrs.	121 hrs.
33	42 hrs.	83 hrs.	125 hrs.
34	43 hrs.	86 hrs.	129 hrs.
35	44 hrs.	88 hrs.	132 hrs.
36	45 hrs.	91 hrs.	136 hrs.

9. A student is given first and second warnings before s/he is “dropped” from the class. The number of hours of incurred absences corresponding to the number of units of a subject before “warnings” or “dropping” is implemented, as shown in the table above.

### LEAVE OF ABSENCE

1. A Leave of Absence (LOA) is required for a student who will not enroll for a semester or intends to withdraw enrollment for the rest of the semester due to (1) sickness/recovery from an accident, (2) travel abroad, (3) pregnancy or early maternal care, or (4) other justifiable reasons. Application for LOA is filed at the office of the University Registrar in duplicate.
2. A student may be granted a maximum LOA equivalent to one school year within his whole stay in the university to finish a bachelor’s program.
3. If a student has enrolled but applies for LOA within the dropping period, the student shall also be required to petition to drop all subjects.
4. If a student files for LOA two weeks before the final examinations due to any reason mentioned above, the student will be given a mark of incomplete (INC) and will be allowed to complete the grade immediately upon return. The student must present a duplicate copy of the approved LOA to instructors upon return.
5. A student returning immediately after LOA shall be classified as a Continuing Student and undergo a regular enrolment procedure. A student who does not

enroll for a scheduled semester/term, or does not return immediately after LOA, shall be declared Absent Without Leave (AWOL) and subject to the prevailing re-admission requirements.

### **MAXIMUM RESIDENCY RULE (MRR)**

1. A student must complete all requirements to earn a degree within Maximum Residency which is the maximum allowable period according to the following rule:

	Maximum Residency
4-year course (non-board)	7 years
4-year course (with board)	6 years
5-year course (non-board)	8 years
5-year course (with board)	7 years
2. The counting of the residency period shall start from the student's first enrollment in a program. It shall include all LOA, AWOL, all shifts of programs, and transfers of schools.
3. A student intending to return may be re-admitted, subject to prevailing re-admission requirements, and will be allowed to continue his old curriculum, provided that he has not exceeded the maximum residency.
4. Re-admitted students who have exceeded the Maximum Residency Rule shall continue under the curriculum enforced at the time of their re-admission, and credits for applicable courses may only be applied from their previous curriculum.

### **ACADEMIC DEFICIENCY / DELINQUENCY**

1. A student is academically deficient/delinquent if:
  - a. S/he fails at least 50% of total units enrolled in a semester, or
  - b. S/he fails at least 3 out of 5 subjects, or
  - c. S/he fails 2 out of 3 subjects taken in a regular semester, or
  - d. S/he enrolls and drops or fails one subject three (3) times.
2. Academically deficient/delinquent students are recommended for academic consultation or counseling through Form SS-A.
3. An academically delinquent student has to apply for re-admission to his/her Academic Dean upon receipt of his grades at the end of the semester. The academic Dean consults the Committee on Admissions on whether or not the student will be re-admitted.
4. First year students may be given a chance to re-enroll in their first course as a matter of adjustment to the college environment, but those in the higher levels who consistently perform poorly will be required to apply for re-admission to the course.
5. A re-admitted student must sign an affidavit stipulating his or her promise to do better in his/her studies.

6. The academically delinquent student is allowed only one (1) chance for re-admission to the course; otherwise, s/he will be advised to shift to another course.

## GRADUATION REQUIREMENTS

1. **Zero Deficiency Policy.** As a general rule, no student is allowed to graduate unless s/he complies with all academic, non-academic, and other graduation requirements imposed by the University. This means obtaining passing grades in all subjects in the curriculum, compliance with NSTP requirements, and completing all admission requirements, including submitting the Transcript of Records or Form 137 from the school of last attendance.
2. **Residency Requirements.** The graduating student must have spent the last academic year (two semesters and carried a load of not less than 15 units per semester) in the course s/he is enrolled in at Saint Mary's University.
3. Application for graduation and awards must be filed to the Academic Dean during the first semester of the last academic year. He will endorse such to the Registrar. This will allow the prospective candidates to be informed of their deficiencies before enrolling for the last semester.
4. Graduating students may apply for cross-enrollment in a school with the same or higher level of accreditation in the degree program during the last term upon the recommendation of the Academic Dean, endorsed by the Registrar, and approved by the VPAA.
5. Those who were permitted to cross-enroll in another school must comply with the following conditions:
  - 5.1. Provide the Registrar's Office an official certification of his/her enrollment within two (2) weeks after enrollment. Without such, his/her application for graduation may be disregarded.
  - 5.2. Submit his/her grades from the host school to the SMU Registrar officially released by the host school.
  - 5.3. Before the end of their last term, graduating students must be responsible for following up personally and religiously on their credentials at the Registrar's Office to determine whether or not they are full-fledged graduates.

## GRADUATION HONORS, DISTINCTIONS, AND AWARDS

1. **Latin Honors for Undergraduate Level**
  - 1.1. Common requirements for Latin honors:
    - a. Two years minimum residency
    - b. No grade below 81, failure, UW in all subjects (incl. NSTP and audit subjects); the lowest grade may be higher to comply with the retention policy for specific degree programs. If Accountancy, no grade below 84 in Professional Accounting Subjects.

- c. No unremoved INC mark
- d. Good moral standing; no derogatory record

#### 1.2. Awards

- a. **Summa Cum Laude** (with Highest Honors): a general weighted average of 98.00-100.00 computed from credited subjects only.
- b. **Magna Cum Laude** (with High Honors): a general weighted average of 94.00- 97.99 computed from credited subjects only.
- c. **Cum Laude** (with Honors): a general weighted average of 90.00-93.99 computed from credited subjects only.

### 2. Academic Distinction Award

- 2.1. This award is also given to graduating students with a weighted point average of 87.00-89.99 computed from credited subjects and has satisfied the common requirements in 1.1.
- 2.2. This award is also given to a student who has a general weighted average of 90.00 above computed from credited subjects only but has any of the following:
  - a. Lack of minimum residency
  - b. A grade lower than 81, failure, unauthorized withdrawal in at least one subject (including NSTP and audit subjects)
  - c. Unremoved incomplete mark
  - d. Derogatory record (after due process).

### 3. Special Graduation Awards

- a. **Maria Sedes Sapientiae Award:** The epithet of Sedes Sapientiae (Seat of Wisdom) depicts in majesty the Blessed Mother Mary, the University's Patroness, and refers to her status as a vessel of the incarnation, carrying the Holy Child, thus associating her to teaching. This award is the highest recognition that Saint Mary's University President can bestow upon a student graduating with a baccalaureate degree. It is awarded to one candidate for graduation per school year who embodies all the four core values of the University to the most exemplary levels, to wit: Excellence, Innovation, Communion, and Christ's Mission. The award requires a demonstration of excellence, evidence of a high-level research culture, and committed manifestations of community work and parish-based involvement throughout the student's life at the University.
- b. **The Verbist Christian Discipleship Award:** This award is given to a graduating student who exemplifies to a high extent the missionary and Christian values as exhibited by Fr. Theophile Verbist, founder of the CICM.
- c. **The Ramon Magsaysay Leadership Award:** This award is given to graduating students (one per school) who displayed exemplary commitment to their responsibility in co-curricular and extra-curricular activities and have significantly contributed to improving student life and the environment in the University. Students eligible for this award must submit their bid books to their respective deans for deliberation by the Committee on Scholarships, Grants, and Awards.

- d. **Likha Award:** This award is given to a graduating student or a group of students (in case of group work) who have exhibited creative and innovative thinking and methodology as shown in research papers, capstone projects, theses, etc.
- e. **Loyalty Award:** The Marian loyalty award is given to a student who has had his/her education in SMU for successive levels with no break or enrolment in other schools. The following are the three levels of the Loyalty Award:

**1. Bronze Medal Loyalty Award (2 levels completed in SMU)**

- High School and College Degree
- College Degree and Master's Degree
- College Degree and Juris Doctor
- Juris Doctor and Master's Degree
- Master's Degree and Doctorate Degree

**2. Silver Medal Loyalty Award (3 levels completed in SMU)**

- Grade School, High School, and College Degree
- High School, College Degree, and Master's Degree
- High School, College Degree, and Juris Doctor
- College, Juris Doctor, and Master's Degree
- Juris Doctor, Master's Degree, and Doctorate Degree
- College, Master's Degree, and Doctorate Degree (maybe with of semester break but all in SMU)

**3. Gold Medal Loyalty Award (4-6 levels completed in SMU)**

- Pre-School, Grade School, High School, and College Degree
- Grade School, High School, College, and Master's Degree
- Grade School, High School, College Degree, and Juris Doctor
- High School, College Degree, Juris Doctor, and Master's Degree
- College Degree, Juris Doctor, Master's Degree, and Doctorate Degree
- High School, College, Master's, and Doctorate Degree (4 successive levels)

**Note:** Qualified students for graduation honors, distinctions, and awards must apply with the Registrar's Office during the first semester of their last school year in SMU to provide ample time for records verification.

- f. **Working Scholars Award:** This award is given to graduating students who have rendered service as working students/student librarians, for at least four semesters, including midyear terms, for their assistance in attaining Saint Mary's University's Mission-Vision.
- g. **Service Awards:** Service Awards are likewise given to deserving students who have served SMU as CCM volunteers, ROTC Officers, Student Central Council Officers, Marian Staff, and members of performing service groups such as the SMU Artists' Circle, SMU Band, SMU Choral Society, and SMU Dance Troupe, members of the Marian Emergency Response Team and Varsity Players. Students eligible for this award must submit their application letter to DSAS before the deadline set by the Registrar.

### OBJECTIVES OF THE STUDENT SERVICES PROGRAM

1. The Student Services Program of Saint Mary's University is designed to assist every student in attaining maximum self-realization and becoming an excellent, innovative person in communion with others imbued with the passion for Christ's mission.
2. Specifically, it aims to:
  - a. provide a conducive atmosphere for learning in terms of quality physical facilities and a clean, healthy, safe, and friendly environment;
  - b. assist in providing guidance and direction to the students through clear admissions policies and practices and a continuing program of student orientation geared towards the assimilation of and immersion into the University's mission/vision and educational culture;
  - c. offer a comprehensive guidance program to assist each student in achieving a well-rounded MARIAN personality through its various services;
  - d. assist students in the form of spiritual formation services, scholarship grants, financial aid, health services, auxiliary services, etc. as means of addressing/meeting the students' needs;
  - e. offer a wide variety of co-curricular and extra-curricular activities that will enhance the students' talents to the fullest and develop their smooth interpersonal relationships while working with others and thus imbibe the MARIAN spirit of SERVICE, especially to the marginalized members of the community; and
  - f. provide an Alumni Affairs and Services Program that will keep the graduates posted/informed about their Alma Mater and provide opportunities for them to assist in the realization of the mission/vision of the University.
3. The Dean of Student Affairs and Services is the Administrative Officer directly responsible for coordinating and supervising the non-academic aspects of the students' life at the University. Students are free to see the Dean of Student Affairs and Services for non-academic concerns/problems.
  - ii.

### STUDENT WELFARE PROGRAMS AND SERVICES

These basic services are necessary to serve, ensure and promote the well-being of students.

1. **Scholarships and Financial Assistance.** The Administration, in line with the CICM and SMU's mission/vision statement, wishes to bring higher education within reach of financially needy but talented students. Different academic scholarships, grants, discounts, and other assistance programs are offered (*Please refer to pages 55-59 for the different scholarship programs*).
2. **Health Services.** The Medical and Dental Clinics are located just after the Lourdes Canteen. Services offered at the Medical Clinic include consultation, physical



examination, blood pressure check-up, height and weight measurement, medical certificate issuance, and first aid measures. For complicated cases and laboratory purposes, referrals are made to nearby hospitals such as R2TMC, MMG, and the PHO laboratory and specialists.

Clinic Hours: 7:30 AM – 7:30 PM Monday – Friday (no noon break)  
7:30 AM – 11:30 AM Saturday

Dental Services include an oral examination, consultation, and oral prophylaxis. For other cases and emergency cases, the dentist makes referrals. These may be availed of after due appointment with the School Dentist.

Clinic Hours: 1:00 PM – 5:00 PM Wednesday  
7:30 AM – 11:30 AM Thursday and Friday  
1:00 PM – 5:00 PM  
7:30 AM – 11:30 PM Saturday

3. **Guidance Services.** The guidance counselors are there to listen to students' problems, to counsel and assist them in their student life. The guidance office offers the following services:
  - a. Information Service: This service aims to disseminate educational, occupational, and personal information that helps guide the students into making the most appropriate choices/decisions leading to adjustment.
  - b. Individual Analysis Service: Focuses on collecting, recording, and utilizing information on the students. This service aims to help students understand themselves, opportunities, and growth capabilities in rational decision-making and self-direction.
  - c. Counseling Service: Usually given in individual and group settings. This service aims at assisting students toward self-knowledge, self-realization, and self-development. Apart from the guidance counselors, trained peer counselors and student counselors help implement this service.
  - d. Placement and Follow-up Service: This service aims to help students find the most appropriate place for themselves in the educational or occupational field.
  - e. Research and Evaluation: This aims to determine the extent to which the objectives of the different guidance activities have been achieved. It also looks for ways of improving guidance services.
4. **Food Services (Canteens).** There are three canteens (Food Court style) strategically located on campus that provide reasonably priced snacks and meals.
5. **Safety and Security Services.** Security guards are manning the three (3) gates, the Men's and Ladies' Dormitories, plus a roving guard on a 24-hour basis. The Office of the Dean of Student Affairs and Services assists the Vice President for Administration in supervising the security guards.
6. **Student Discipline (Offices of the Associate Deans of Student Affairs and Services / ADSAS for Men and Women).** The Associate Deans of Student Affairs and Services for Men and Women are in charge of student discipline. They inform parents about student absences and disciplinary cases through letters and individual conferences. The admission slips required after absences may be obtained from their offices.

7. **Student Housing (Ladies and Men's Dormitory).** The University provides dormitories for ladies and gentlemen at a reasonable price. Male and female students may apply to the Dean of Student Affairs and Services Office.
8. **SMU-FEA Multi-Purpose Cooperative.** It offers educational materials and grocery items available to students, faculty, and staff at service prices. Quasi-banking services such as Savings and Time Deposit Accounts are also available.
  - \* Banking hours:
 

8:00 AM - 11:30 AM	Monday to Friday
1:30 PM - 4:00 PM	
8:00 AM - 11:30 AM	Saturday
9. **Admissions.** Please refer to the Admission Policies that start on page 29.
10. **Alumni Affairs Office.** This office provides three major services, as follows:
  - a. Alumni Service: It is a service centered on the following:
    - establishment of a strong alumni linkage;
    - publication of the Alumni Newsletter;
    - coordination of alumni homecoming and projects;
    - issuance of Alumni ID and clearance forms to graduating students;
    - provision of accommodation to visiting alumni at SMU and
    - conduct of an annual Alumni Tracer Study.
  - b. Placement Service: This comes in the nature of employment assistance for all alumni and graduating students of the University through the provision of employment-related activities such as job orientation seminars and workshops, job fairs, employment interviews, and employer's updates on a roster of new SMU graduates and employment tracer studies.
  - c. External Service: This service is in keeping with the provision of a centralized public relations office for Saint Mary's University with a special focus on establishing and strengthening SMU academic and professional linkages with different universities and other agencies worldwide.
11. **University Learning Resources Center (ULRC).** The ULRC services and facilities, including the e-library (electronic library), the Online Public Access Catalog (OPAC), and the Non-Book Resources Section, are offered by the school to assist faculty and students in their pursuit of intellectual growth and academic excellence through reading, study, and research. The Library Handbook spells out the library procedures and rules. Students are therefore expected to read and understand the Library Handbook. The Library offers library orientation, during which the library handbook is distributed.
12. **Center for Information and Communications Technology (CICT).** The main goal of this office is to assist the University to rise to a position of absolute leadership among institutions of higher education in the creative use and application of information technology. This goal focuses on the design, development, and application of information technology in support of teaching and learning, research, service, and the conduct of University business.  
The CICT is divided into three (3) sections, namely:
  - a. The Management Information System (MIS) section oversees the University's information system projects. Its major tasks include analyzing automated information system projects' design, development, implementation, and

support. It also conducts end-users training on information systems and other technologies that will help boost the productivity of other offices. The MIS staff are also designated as technology advisers of other offices for their automation projects and serve likewise as advisers or technology consultants of IT/CS students.

- b. The Server and Network Operations Section (SNOS), or SMUNet, maintains and operates all the university's servers and data communication facilities. It provides internet and intranet services to offices, laboratories, the internet, intranet, and e-library. It monitors server and network activities to maintain maximum availability and keeps the network and servers secured against illegal access. It manages the institutional and departmental websites of the University. It provides network, server, and website management, utilization, and security training.
  - c. The Computer and Electronics Technical Services Office (CETSO) performs maintenance and support of computers and their peripherals; installs and configures new and existing computer equipment in all offices and computer laboratories on the campus.
  - d. The Internet Center provides internet access to students, faculty, and staff to enhance, update, and supplement existing reference services in meeting their informational, educational, and research needs. It also serves as a venue for IT-related seminars and conferences.
- 13. **Human Resource Development Office (HRDO).** This office coordinates hiring, training, performance evaluation, and labor-management relations for employees and working scholars in the university. It keeps and maintains records of the workforce in the university.
  - 14. **Office of the Dean of Student Affairs and Services.** The Dean of Student Affairs and Services is in charge of the non-academic life of students and the extra-curricular activities.
  - 15. **University Research Center.** The Research Center was established to promote the advancement of knowledge, develop research competence and encourage a scientific attitude among the region's faculty, students, and intellectual leaders. They assist faculty and students in all phases of their research work until the completion of the research.
  - 16. **Clinical Legal Education Program Office.** This is an office attached to the College of Law that attends to cases, referrals, and document notarization services of faculty members, students, and other members of the SMU community.
  - 17. **Office of the University Registrar.** The Registrar's Office is responsible for keeping, updating, and safeguarding students' academic records and the chief issuing office of students' credentials and other pertinent documents to the rightful persons or agencies. It also keeps and safeguards all documents vital to the operation of the University, such as the University charter, accreditation certificates, recognition and permits to operate the different courses, and all CHED issuances. It also acts as the liaison office with CHED and other offices in matters involving students and implements all CHED issuances. The following are the services offered by the Registrar's Office:

- a. Admission / Enrollment Services: Receives requirements for admission such as Form 138 for incoming students, transfer credentials from the previous school attended, medical certificate, CET result, Birth Certificate, etc.
  - b. Student Information Services: Issues student's information (unclassified) and statistical data to individuals, companies, government, and NGOs.
  - c. Credential Services: Issues transfer credentials, transcript of records, diplomas, certificate of graduation, medium of instruction used, cross-enrollment permit, list of honor graduates for Civil Service eligibility, and computation of general weighted average for employment. Authenticates records (OTR, diploma, other credentials for job application locally and abroad).
  - d. Academic Evaluation: Evaluate students/candidates for graduation, verify deficiencies, compute the general weighted average (GWA) of graduates for academic awards, and prepare GWA and OTR for application for Ten Outstanding Students of the Philippines and other award-giving bodies.
  - e. Student Welfare Program: Signs request for new ID card; sends a copy of grades to parents; sends documents through express courier service; conducts academic advising for academically delinquent students (students who incurred failures, incomplete grades, or dropped subjects); and an exit interview for students who drop transfer; approves the change of spelling of the name or birth date and other pertinent information on students based on the live birth certificate from the PSA.
18. **Research, Monitoring, and Evaluation of Student Affairs and Services.** All offices concerned with student affairs and services are evaluated by clients. Results are used to improve the services offered to students.

## STUDENT DEVELOPMENT PROGRAMS AND SERVICES

The services and programs are designed to explore, enhance and develop the student's full potential for personal development, leadership, and social responsibility through various institutions and student-initiated activities.

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## STUDENT ORGANIZATIONS AND ACTIVITIES

Every student has to develop a mature and well-rounded personality. Thus, SMU offers its students various activities that will tap their talents and develop their ability to work harmoniously with others. Students are required to join at least one of the

recognized co-curricular organizations. They are strongly encouraged to join extra-curricular organizations in line with their talents. Students must participate in at least one community extension activity per year.

## **1. General University Activities**

- a. The University holds the first Aguinaldo Mass on campus and sponsors an Aguinaldo Mass in the parish.
- b. Baccalaureate Mass, Tribute to Parents, Graduation Meeting, and Graduation Ceremony: These longed-for events culminate the students' life at the University. These launch the graduates into the world awaiting them.
- c. CICM Day: This marks the foundation day (November 28) of the Congregatio Immaculati Cordis Mariae (CICM), with Theophile Verbist as the founder.
- d. CICM Friendship Meet: A biennial gathering of CICM schools to strengthen unity among themselves through sports, academic and cultural presentations and promote camaraderie and mutual learning among students, administrators, and faculty members.
- e. Elections of Class Year Officers: The overall school officers and the officers of each curriculum year per school are elected.
- f. Eucharistic Celebrations / Sponsored Masses for each school: This is a monthly activity participated by all students to nurture Christian and religious life.
- g. Feast of the Light: An annual celebration to signal the start of the Advent season where campus Christmas lights are simultaneously lighted through a ceremony. All
- h. Foundation Day: Is observed on December 8, the feast of the Immaculate Conception.
- i. Intake and Exit Interviews by the ODSAS & the Alumni Affairs Office: The intake interview is an essential requirement for incoming students & transferees. It aims to help students pursue and focus on their careers through good study habits and attitudes and prioritizing their co-curricular and extracurricular activities while in school. All graduating students are required to undergo the exit interview at the Guidance Office to assess their maturity level in adapting to the world of work and their ability and readiness as future employees.
- j. Mass of the Holy Spirit: This Eucharistic Celebration usher in the new school year.
- k. Orientation for Freshmen and Transferees: A gesture of welcome to the freshman and transfer students to Saint Mary's University, where they are briefed about the school, its facilities, and services.
- l. Orientation for Upperclassmen: An ongoing program to constantly inform the upper-level students about the university's facilities, new policies, and services which is effected through symposia, counseling, brochures, hand-outs, and student handbooks.
- m. President's Birthday: This is a day of celebration for the gift of life of the University President.

- n. Recognition Program for Scholars, Service Grantees, and other Awardees: The University scholars and service grant awardees are given due recognition in this academic session held every semester.
  - o. Recollection for Students: Provides an opportunity for all students (by year level) to view in proper perspective the meaning of their Christian education and apostolate.
  - p. Sapientia A Deo Walk: A significant celebration conducted at the start of a school year to formally welcome the freshmen, transferees, and new employees of the University.
  - q. Student Central Council Election: The officers of the Student Central Council who will represent the student body are elected through a university-wide election.
  - r. Tribute to Parents: A yearly activity where graduating students gather with their parents/guardians in a solemn and meaningful celebration commemorating their sacrifices in sending their children to a college education.
  - s. University Games/Intramurals: Affords the students opportunities for athletic and other activities and instills in them the virtues of discipline, teamwork, and sportsmanship.
2. **Marian Health, Leadership and Youth Development Program (MHLYDP)**  
 Training under this program is given to student leaders, club officers, advisers, and other interested students. These provide worthwhile weekend activities for students in the company of their peers and facilitators. Issues and concerns about the students' relationship with God, their friends and families, and coping with various stressors are discussed during this training.  
 Youth Camp / Weekend Encounter is one of the major activities of the Marian Health, Leadership and Youth Development Program (MHLYDP). The weekend encounter includes spiritual activities, leadership training/team building, and adolescent health-related workshops geared towards total human development. These activities allow the students to develop smooth and healthy interpersonal and working relationships among themselves. All students enrolled in Civic Welfare Training Service (CWTS) are required to experience the Youth Camp / Weekend Encounter. Other student groups/club organization members (minimum of 30, maximum of 50) may request this training through the DSAS. The Youth Camp takes 2 ½ days. It may be held any time of the school year upon request filed with the DSAS.
3. **Leadership Training Program**  
 This program allows students to develop or hone their leadership skills and interpersonal relationships.
4. **Student Publication**  
 The Marian is the official student publication of Saint Mary's University. It is the venue where students practice their journalistic skills in news printing, feature writing, sports writing, editorial writing, opinion writing, editorial cartooning, comic strip drawing, literary graphics illustration, and photojournalism. Interested students may apply to be part of the editorial staff or be contributors.
5. **Varsity Players Program**

A program that provides tuition discounts to the student selection team. A varsity player in the university enjoys a 20% tuition discount for the following year. If the varsity player participates in the CICM Friendship Meet and CEAP athletic Meet, s/he enjoys an upgraded discount depending on the medal s/he receives (25%--participation, 30%--Bronze, 35%--Silver, 40%--Gold). If the varsity player participates in a national game that the Administration approves, s/he enjoys an upgraded discount depending on the medal that s/he receives (40% --participation, 50%--bronze, 75% silver, 100%--gold). For graduating varsity players, the discount can be applied to his/her graduation fee. If there is an excess, it will be given in cash.

**6. Sports Development Program**

The Sports Development Program of Saint Mary's University aims to promote the physical development and well-being of the students through different sports. Specifically, it aims to:

- a. increase awareness among students of the role of sports in harmonizing their academics and moral and physical development.
- b. help students develop and maintain physical fitness.
- c. provide opportunities for the development of desirable social habits.
- d. train / prepare SMU-selected athletes who will represent the University in CEAP athletic Meet, CICM Friendship Meet, and other athletic activities organized/sponsored by other organizations.

**7. Cultural Programs**

This program promotes the development of creativity and commitment through the culture and arts.

**8. Multi-Faith Services (Campus Ministry)**

This program, which the University Chaplain heads, caters to the university's spiritual formation and religious needs. Its services include daily masses, special masses, recollections, one-on-one training of lectors and acolytes, and others.

**9. National Service Training Program (NSTP)**

This program caters to the service training requirements of the students in the university.

**10. Textbooks and Guides**

Students are encouraged to have their textbooks and guides available at reasonable prices at the Bookstore.

**11. SMU Clean, Healthy, Safe, and Friendly (SMU CHSF) Program**

This program aims to provide and maintain a clean, healthy, safe, and friendly environment for the Marian community and its surroundings to support students' formation.

**12. SMU Program for Educational Assistance to Students (SMU-PEAS)**

SMU-PEAS extends loans for tuition fees to college students who request such in writing addressed to the Dean of Student Affairs and Services. The loan is available for the First Term and Second Term Examinations only. No loan is given for the Final Examination. Only students with a residency of at least one year at Saint Mary's University are allowed to avail of the SMU-PEAS. To avail of loans, parents/legitimate

guardians are co-signatories in the application. Students are given one month to pay their loans.

### **13. Outreach Activities**

All co-curricular and extra-curricular organizations should have outreach or community service activities. This is to make SMU students aware of the pressing community problems and find out what they can do about them. In keeping with the mission/vision of the University, the students are trained to serve the community/communities near the University and, consequently, their community. All students are strongly encouraged to participate in outreach activities. The Academic Dean shall give a certificate of participation to students who have joined outreach activities. No graduating student can complete his/her graduation requirements unless he/she has participated in outreach activities sponsored by his class, club organization, or college/school.

### **14. Co-Curricular Organizations**

These are organized activities related to specific course programs under the jurisdiction of the Academic Deans. The following are some of the co-curricular organizations

#### **a. School of Accountancy and Business**

- Junior Philippine Institute of Accountants (JPJA) - SMU Chapter
- Marian Association of Hospitality Management Students
- Marian Association of Tourism Students (MATS)
- Philippine Association of Students in Office Administration (PASOA) – SMU Chapter
- JMA
- JFINEX

#### **b. School of Teacher Education and Humanities**

- Education Central Board of Students
- Cogito Politico
- Criminology Students' Organization
- Marian Psychological Society (MPS)
- Student Teachers' Organization (STO)
- Students United in Mathematics (SUM)
- Young Educators' Club (YEC)

#### **c. School of Engineering, Architecture and Information Technology**

- Association of Civil Engineering Students (ACES) / Junior Philippine Institute of Civil Engineers (JPICE) – SMU Chapter
- Engineering, Architecture, and Information Technology Students' Mathematics Association
- Institute of Computer Engineers of the Philippines Student Edition (ICpEPSE) – SMU Chapter
- Institute of Electronics Engineers of the Philippines (IECEP) - SMU Chapter
- Institute of Integrated Electrical Engineers of the Philippines, Inc. Council of Student Chapter (IIEE-CSC) - SMU Chapter
- Junior Philippines Computer Society (JPCS) – SMU Chapter
- Marian Integrated Computer Organization (MICRO)



- Marian Library and Information Science Students' Association
- Students' Microcontroller Society
- United Architects of the Philippines Student Auxiliary (UAPSA) - SMU Chapter
- Junior Institute of Electronic Engineers
- d. School of Health and Natural Sciences
  - Marian Volunteers Organization (MVO)
  - Marians United in Sciences and Technology (MUST)
  - Philippine Society of Medical Technology Students – SMU Chapter

\*Co-curricular activities require prior approval of the Academic Deans concerned. The Dean of Student Affairs shall be notified for purposes of coordination.

## **15. Extra-Curricular Organizations**

These are open to all interested qualified students and are under the supervision of the Dean of Student Affairs and Services. The following are the extra-curricular organizations:

- American Field Service (AFS)
- BIBAK Students' Organization
- Library Working Scholars' Organization (LWSO)
- Marian Guild of Arts and Crafts
- Marian Boarders' Association
- Marian Coalition of Sons and Daughters of OFWs
- Marian Emergency Response Team (MERT)
- Marian Guild of Arts and Crafts
- Marian Peer Counselors
- Marian Working Scholars' Organization
- SMU Artists' Circle
- SMU Band
- SMU Choral Society
- SMU Dance Troupe
- CICM-Campus Ministry Volunteers

## **16. School Councils**

- Executive Council of the School of Teacher Education and Humanities
- Health and Natural Sciences Central Council
- School of Accountancy and Business Student Central Council
- Student Council of Engineering, Architecture, and Technology (SCEAT)

## **17. Student Central Council / SCC**

Saint Mary's University recognizes the right of the students to "organize a free student government that can administer, legislate and adjudicate matters within its approved constitution." The Student Central Council is the umbrella organization for all the undergraduate student organizations; thus, only the students taking their first undergraduate course are qualified to run for elective posts. In this regard, the University considers the students taking their second undergraduate course at the same level as the graduate and law students. Hence, Saint Mary's University

recognizes, according to democratic procedures, the SCC as the only legitimate representative of the student body to the administration and the faculty of Saint Mary's University. The following are the responsibilities of the SCC:

- a. The Student Central Council promotes the welfare of the students and develops responsibility, initiative, and cordial relations among students. It is the students' government, and it contributes to the full development of individual personality of Marian.
- b. Students are responsible for fulfilling their duties imposed by the legally-constituted student government or other legally constituted student officers of the organizations with which they have voluntarily affiliated.
- c. Students are responsible for supporting and cooperating with the legitimate projects and activities of the Student Central Council within the framework of democratic action.
- d. Membership and Elections of Officers.
  - All students enrolled in the tertiary level (College) of Saint Mary's University are members of the School Councils.
  - The members of the School Councils shall elect (school-wide) their officers at a place and time designated by the Dean of Student Affairs and Services. Election proceedings shall be supervised by the class advisers who the Academic Dean appoints.
  - University-wide elections shall be conducted to elect the SCC officers, usually on the last Friday of April. The Dean of Student Affairs and Services and the ADSAS for Men/Women shall supervise the election proceedings. N.B. The changing of membership and election rules will require the approval of the DSAS and the Student Central Council.
- e. Qualifications for Office and Tenure of Office:
  - o General Qualifications – a candidate for any elective office of the School Councils must be a bona fide undergraduate student of Saint Mary's University, carrying a study load of at least 18 units, of good moral character (must not have been charged with any disciplinary offense) and of good academic standing. For the 2nd, 3rd, 4th, and 5th years, they should have at least a year's residency at Saint Mary's University.
  - o Specific Qualifications - Aside from the general qualifications stated above, the specific qualifications are the following:
    - Candidates for the elective office of President and Vice President of the Student Central Council must have residency of at least two academic years before their election to the office.
    - Elected officers will hold office for a term of one academic year.
    - The graduate students, including those in the College of Law, may elect officers to the Graduate School Council.

## **18. Regulations Governing Student Organizations and Activities**

- a. Students who seek to form organizations within the campus should obtain recognition for such organizations. They file with the Dean of Student Affairs and Services a written statement of purpose and procedures and specified minimum membership, qualifications, and listing of members if these are

extra-curricular organizations and with the Academic Dean if co-curricular clubs.

\*Recognition may be revoked upon proof of violation of its statement of purposes and procedures and the rules and regulations of its constitution.

- b. Co-curricular organizations should seek recognition from the Academic Dean while extra-curricular organizations from the Dean of Student Affairs and Services within the first two months of the school year. Recognition should be renewed every school year.

\*Requirements for renewal:

1. Letter of application for renewal addressed to Academic Dean for co-curricular organizations and Dean of Student Affairs and Services for extra-curricular organizations
  2. List of Officers, Members, Advisers
  3. Constitution and By-laws / Amendments, if any
  4. Action Plan to include major programs of the University:
    - o Clean, Healthy, Safe, and Friendly (CHSF) Campus Program
    - o Marian Health, Leadership and Youth Development Program (MHLYDP)
    - o SMU Program for Educational Assistance to Students (SMU-PEAS)
- c. All recognized co-curricular and extra-curricular organizations should submit the following documents at the end of the school year to the Academic Dean and Dean of Student Affairs and Services, respectively. These are additional requirements for the renewal of recognition of the organization:
    - o Form 2: Summary of Club Reports  
\*Attachments: Narrative Reports, Minutes of Meetings, Programs, Documentation of activities (*original pictures for both co-curricular and extra-curricular clubs with appropriate labels*)
    - o Form 3: Financial  
\*Attachments: Liquidation Reports, Receipts, Photocopy of SMU Passbook (*Any bank*)
    - o Form 4: Inventory of Acquired Equipment of the organization  
\*Attachments: Picture of the equipment, receipt of purchase, letter of request
    - o Form 12: Summary of Student Activity Post Evaluation Sheets for every activity
  - d. In as much as the school has no responsibility for the activities of students not enrolled in Saint Mary's University, only organizations whose memberships are exclusive to bona fide students of SMU may seek recognition for their organizations from the University.
  - e. Organizations should not be affiliated with national and/or international organizations unless approved by the Dean of Student Affairs and Services.
  - f. In the selection of members of organizations, hazing is strictly prohibited. Violation may mean withdrawal of recognition of the organization. Fraternities and sororities are not allowed. Suspension or expulsion may be the penalty for students violating these provisions.

- g. The organization must have a constitution based on a sound purpose. It must conform to the mission statements and objectives of the school and not in any way oppose its academic program. It should contribute to the educational growth and development of the students.
- h. Organizations must, among their objectives, teach good human relations based on moral, spiritual, and democratic values. It must be involved in positive and constructive school and community development programs as its contribution to society.
- i. The organizations fall under the responsibility of the faculty and the administration. Thus, the competence and dedication of the club advisers are required at all times.
- j. Student organizations should not be fund-raising entities though they could have fund-raising activities. The administration should regulate and approve it through the Dean of Student Affairs and Services. Affairs and/or activities that are expensive and elaborate are discouraged.
- k. No money shall be collected from students by or through any organization, whether co-curricular or extra-curricular, without a written permit from the Dean of Student Affairs and Services and/or Academic Dean. Proper accounting shall be required of the organization.
- l. A student organization should not impose upon its members a fine, penalty, or punishment of any kind unless approved by the Dean of Students Affairs and Services for extra-curricular organizations and the Academic Dean for co-curricular organizations.
- m. Class hours should never be used for organizational functions, campaigns, fund drives, etc. Other activities should never be subordinate to academic work.
- n. Only recognized student organizations may use the name of Saint Mary's University. As recognized student organizations, they are entitled to the use of the school facilities and financial support, which the school administration may grant them through the recommendation of the Student Central Council and the Dean of Student Affairs and Services.
- o. Request for the use of the school facilities should be written to the proper school authority, Vice President for Administration, at least two days before the scheduled activity.
- p. A student organization should have as its head a student with the following qualifications:
  - o At least one year of residency at Saint Mary's University.
  - o With an academic load of at least 18 units;
  - o Certificate from Academic Dean stating that s/he had no failing grade the previous school year;
  - o Certificate of good conduct from the Associate Dean of Student Affairs and Services for Men or Women.
- q. Officers' Liability: Any student authorized to organize and engage in any lawful activity shall be held responsible for all the group activities. In the case of duly recognized student organizations, the officers shall be held liable.

- r. Students who write for off-campus publications may not use the school's name as a reference for such activity unless they have received authorization in writing from the Dean of Student Affairs and Services.
- s. All organizations should obtain the approval of the Dean of Student Affairs and Services before any poster, signboard notices, streamers, and the like are posted/displayed on campus.
- t. As a university policy, any school organization, curricular or extracurricular, shall not affiliate itself with local, national, and/or international organizations which are partisan by their very nature and that their vision/mission may be contrary to pertinent laws, University policies, and vision mission.
- u. For co-curricular and extra-curricular organizations affiliated with national and/or international organizations that are not academic or curricular and not involved in the same or similar activities as the former shall be subject to the approval of the University through the Dean of Student Affairs and Services.
- v. The University reserves the right to revoke such affiliations of any school organization which do not follow the above protocols.

## SERVICE FACILITIES

1. **Balai Na Alumni.** The Balai Na Alumni, a two-story edifice, offers lodging facilities to transient alumni and friends at minimal rates.
2. **Gymnasium.** A Gymnasium is provided for students' use. This is where sports activities, cultural affairs, convocations, programs, etc., are held. It also provides accommodations for the working students and houses several offices.
3. **Laboratories.** Laboratories are provided for students in different curricular programs. SMU offers the following laboratories:
  - (11) Computer Laboratories (Fully Equipped and Air-Conditioned) with open laboratory policy to selected laboratories
  - (2) e-library
  - (1) SAP Laboratory
  - (1) SPSS Laboratory
  - (1) CAD Laboratory
  - (1) Computer Hardware Laboratory
  - (3) Nursing Laboratories
  - (2) Pharmacy Laboratories
  - (2) Medical Technology Laboratories
  - (1) CNS Research Laboratory
  - (2) Biology Laboratories
  - (4) Chemistry Laboratories
  - (2) Physics Laboratories
  - (1) Hydraulics Laboratory
  - (1) Construction Materials Testing Laboratory / Soil Mechanics Laboratory
  - (1) Electronics Engineering Laboratory
  - (1) Electrical Engineering Laboratory

- (1) Computer Engineering Laboratory
  - (1) Design Studio
  - (1) Visual Studio
  - (1) Simulated Office for BSOA/AOA Students
  - (1) Simulated Office for Tourism Students
  - (2) HRM Practicum Laboratories
  - (1) Criminology Crime Laboratory
  - (1) Speech Laboratory
  - (1) Student Teaching Laboratory
  - (1) Psychology Laboratory
  - (1) Assessment Services Laboratory
4. **Photocopying, Printing, and Binding Services.** These services can be availed of in the e-library, publishing office, and strategic places along the covered walk and on the ground floor adjacent to JVD Building.
  5. **Sacred Heart Center.** The Sacred Heart Center is a multi-purpose hall mainly used for convocations, conferences, seminar workshops, cultural presentations, etc.
  6. **University Learning Resource Center (ULRC).** This is originally called the library. It is here where students study, read or borrow books, do their research work, etc.
  7. **Guidance Cubicles.** These are used for counseling purposes.
  8. **Study Pavilion.** Individual or group studies can be done in the pavilion. Other activities like small group activities can also take place here.
  9. **WiFi Tables / Shed.** Students usually use these for individual or group study. Students with laptops use these tables for academic work.
  10. **Patio Alois and Patio François.** These serve as a lounge for waiting or resting for visitors and members of the SMU community; display or exhibit area for outputs or projects of students, faculty, and other members of the University upon approval by the Vice President for Administration; and study area or meeting place for small groups of members of SMU community.
  11. **Students Center.** The official domicile of the Student Central Council, the highest student governing body in the college department. It caters to the interests and concerns of the studentry to promote a practical agenda and build a vibrant community of persons concerned about what is right, true, and right while being prudent and humble.
  12. **Conference Halls.** Available halls that can be used for student activities are St. Therese Hall, Aula Maria, Gym Entrance, Pedro Calungsod, and RT Conference Halls 1 & 2.
  13. **Parks.** UB Park, Verbist Park, San Lorenzo Ruiz Park, Mini Forest.
  14. **Sports Venues.** Track and Field, Basketball Courts, Volleyball Courts, Soccer Field, and Baseball/Softball fields.

## STUDENT BEHAVIOR

### CONDUCT AND DISCIPLINE IN AND OUT OF THE SCHOOL

As Marians, students are expected to act following the four core values of SMU Education and Culture: excellence, innovation, communion, and passion for Christ's mission.

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### EXCELLENCE

1. Effective classroom discipline is a means to improve competence in the learning process.
2. Class periods are spent only in activities relevant to the subject matter and are not to be utilized for co-curricular or extra-curricular activities.
3. Because the faculty members exercise "special parental authority" over students, they shall have the right, in case of minor offenses committed in their presence, to impose appropriate disciplinary measures in the interest of good order and discipline (*Manual for Private Schools, par. 148*). A student, who is sent out of the classroom, should do so immediately without making any remarks. S/he has to report to the Associate Dean of Student Affairs and Services for Men/Women.

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### INNOVATION

1. Free periods should not be wasted by loitering but put to creative use by studying, reviewing, researching, and using library facilities. Loitering in hallways and corridors during class hours is strictly prohibited.

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### CHRIST'S MISSION

1. **Freedom and Responsibility:** Saint Mary's University upholds the principle of freedom with appropriate guidance. College students are granted a great degree of freedom during the last phase of their education to learn to use their freedom in life wisely and correctly. However, freedom cannot be correctly understood and used without its counter virtue of responsibility towards oneself, his fellowmen, and God.
2. **Christian Maturity:** The Marian strives consistently to achieve Christian maturity. This makes him a responsible member of the People of God and capable of taking his place in human society. Therefore, his social milieu is a means by which he finds the expression of his self-actualization and personal concern for others. This goal makes him refined in his relationship with authority, respectful of the rights of others, and civic-minded since fraternal love of the neighbor is the highest law of Christianity.
3. **In Public Places:** The Marian realizes the social connotation of his Christian life and strives to live his life with courage; therefore,
  - a. his respect for others as persons makes him share existentially with their ways, their needs, and their pains. He knows that these encounters actualize Christ's love and compassion.
  - b. his speech and deportment are refined and dignified.
  - c. he observes traffic regulations and other rules of courtesy in public vehicles, buildings, and other places.
4. **Respect for Faculty Members:** The student recognizes the faculty members as persons with "special parental authority" – a legal responsibility that has been

vested upon them by law (*Revised Penal Code, Art. 148*), the Department of Education, (*manual par. 148*) and the Family Code. Thus, s/he respects his/her instructors on all occasions and obeys them promptly and cheerfully. He treats them with politeness and courtesy.

**A** Marian always shows respect and courtesy to the instructors and one another in class. Hence, he observes the following:

- a. He/**She** stands and greets his/**her** instructor the moment he/she enters the room; joins the opening and closing prayers respectfully.
  - b. He/**She** keeps the right posture during class and never puts his/**her** feet on furniture or walls.
  - c. He/**She** does not leave the classroom during the period except for cause and with the permission of the instructor.
5. **As Christian Ladies and Gentlemen:** SMU is a Catholic educational institution that does not discriminate against students based on religious affiliation. It welcomes students of varying religious backgrounds to be formed in the core values of excellence, innovation, communion, and Christ's mission. Thus, as Christian ladies and gentlemen, students should:
- a. avoid proselytizing inside the campus or in any of its sanctioned activities. Discussion of different religious faith is allowed only for academic purposes or ecumenical activities approved by the university;
  - b. refrain from offensive, vulgar, indecent words unbecoming in an academic community;
  - c. avoid unnecessary noise, boisterous conversations, and whistling;
  - d. keep the campus clean and tidy by not littering, carving, marking walls, or vandalizing facilities and properties (*see: disciplinary action*); and
  - e. dress and groom appropriately as befitting ladies and gentlemen.

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## COMMUNION (TO SELF, OTHERS, COUNTRY, AND ENVIRONMENT)

1. **Patriotism:** The Marian treasures his national heritage, thus:
  - a. his social vision makes him assimilate his cultural heritage and makes him aware of his responsibility for the future of his country;
  - b. his social commitment makes him vitally involved in issues, movements, and programs whose goals and means are instruments of national purpose; and
  - c. his social sensitivity makes him discern the issues, movements, and programs presented.
2. **On Out-of-Campus Activities:** The Marian realizes that legitimate educational trips and other out-of-campus activities hold a place in his/**her** life. He/**She** also realizes that this privilege brings about a corresponding responsibility; thus, he/**she** is required to observe the following guidelines:  
**Seminars / Lectures Outside of the Campus**
  - a. As a general rule, SMU prefers regional, national, and international seminars and/or lectures of companies/organizations/agencies over educational



tours/field trips. Students may be allowed to attend two seminars/lectures only in their entire college life, preferably during their junior years.

- b. Attendance to these seminars/lectures shall be approved by the University President.
- c. Only the University's official transportation system shall be used.
- d. All trips to these seminars/lectures shall start and end at the campus.
- e. All necessary documents and financial requirements shall be accomplished two weeks before the schedule.

**\*Note:** Parents' consent/waiver with notary public shall be notarized by a legal counsel in the municipality/hometown of the student.

#### **Conventions / Conferences Outside of the Campus**

- a. The administration shall approve attendance at conventions /conferences.
- b. Attendance at conventions should be once only and preferably national conventions.
- c. All necessary documents shall be accomplished one week before the schedule.
- d. Only the University's official transportation system shall be used.
- e. All trips shall start and end on the campus.

#### **Conduct Conventions / Seminars on the Campus**

- a. Conventions / Seminars organized by recognized SMU organizations/clubs and conducted on the campus, including the prospective speaker/s shall be approved by the administration.
- b. The administration shall also approve venues and/or the use of facilities.
- c. Financial obligations should be settled at the Accounting Office (*please see separate University guidelines*).

#### **Regional or National Competitions / Meetings / Conferences required / endorsed by the Regional/ National CHED Office**

- a. Participation of students in regional or national competitions/ meetings/conferences shall be approved by the administration.
- b. Financial assistance is given only for regional and national competitions/ meetings/conferences (like quiz bees, debates, Search for TOSP, AYLC, JENESYS, Aboitiz, Leaders' Business Summit) where students represent the school. The official coach is also given financial assistance except for a chaperone, escort, and personal assistant. Registration fee and travel allowance are charged to Student Activity Fund. Note: Travel expenses incurred for JENESYS and Aboitiz are to be reimbursed by the same agencies through the student delegate.
- c. The participants submit to the DSAS a written report on the proceedings of the contests/meetings/conferences they attended within three days.
- d. Liquidation report is to be prepared and submitted to the Accounting Office within three days after the contests/meetings/conferences. A photocopy of the liquidation report shall be furnished to the DSAS.
- e. Winner/s of national/international contest(s) who receive a cash prize in the amount of P4, 000 or more from the organizing group/agency shall observe equitable sharing as follows: 60% goes to the winner/s; 20% to the Program for Educational Assistance to Students (PEAS) and 20% to the organization.

#### **Provincial / Regional / National Invitational Competitions**

- a. The administration shall approve individual or group participation in invitational competitions with the attached projected statement of expenditures and sources of funds.
- b. All requirements shall be accomplished at least one week before the schedule.
- c. Only the University's transportation system shall be used for group participation, and the trip shall start and end on campus.
- d. Individual winner who receives a cash prize of whatever amount from the organizing group/agency shall observe equitable sharing as follows: 60% for the winner; 20% for the PEAS; and 20% for the organization. For the group winner, the sharing shall be 50%, 25% for the PEAS, and 25% for the organization.
- e. Note: Cash donations from the inviting group for group performances shall be equitably shared as follows: 50% for the performing group, 25% for the PEAS, and 25% for the organization.

### **Other Out-of-Campus Activities**

- a. Outreach activities, affiliation (RLE), on-the-job training, and other related experiences outside of the campus may be done only after approval by the administration.
- b. The guidelines and procedures on outreach activities, affiliation (RLE), practice teaching, community immersion, on-the-job training, and all other related experiences outside the campus are the following:

#### **Guidelines**

1. Requests for any out-of-campus activity should be done at least two weeks before the activity.
2. Only adviser/s in charge of the activity may get waivers from the Office of the Dean of Student Affairs and Services.
3. All other out-of-campus activities MUST start at GATE I, NOT outside the campus.
4. A medicine kit is required. Request for medicine kit shall be filed with the medical clinic at least one week before the activity. The medicine kit should be returned or accounted for after the activity.

#### **Procedures**

1. The faculty adviser submits a letter of request noted by the Department Head recommending approval by the Academic Dean concerned (for co-curricular clubs) or by the Dean of Student Affairs and Services (for extra-curricular clubs) to the University President and seeks approval of the same. The following documents are required:
  - 1.1. Detailed itinerary of the trip
  - 1.2. Objectives and relevance of the activity to the subject/s or club/s concerned.
  - 1.3. Photocopy of the syllabus/action plan showing proof that it is a requirement of the subject/club. (Out-of-campus activity not in the syllabus or action plan is not permitted).
  - 1.4. List of students and faculty members involved.

- 1.5. Logistics and financial requirements involved (approved by Administration through the office of the DSAS).
  - 1.6. Letter to the parents explaining all details of the activity.
  - 1.7. A copy of the assignments or requirements for students not joining the activity.
2. After approval, the adviser submits a copy of the documents to the Dean of Student Affairs and Services, who then gives the Checklist for Out-of-Campus Activity (*ODSAS Form no. 11*) and the official waivers (*ODSAS Form no. 9*). A letter to the parents explaining all details of the trip/activity is attached to the official waiver and given to the students. For outreach activities, a copy of the documents is submitted to the Director of the *Lingkod Maria* Community Development and Advocacy Center, who gives further instructions to the adviser.
  3. The signed waivers are submitted by the adviser to the guard on duty at Gate 1 before leaving the campus. Before submission, these waivers must have been checked and signed by the adviser and Academic Dean. For ease of checking the waivers, a list of students and faculty members joining the activity must be given to the guard on duty.
  4. The guard gets the Checklist for Out-of-Campus Activity (*ODSAS Form no. 10*) from the adviser and makes a headcount of the students as per the list and waivers. He ensures that it is appropriately filled out and signed by the adviser and the driver. He records the activity on the Summary Report for Out-of-Campus Activities (*ODSAS Form no. 11*).  
 \*For both outreach Activities and seminars/lectures outside of the Campus, the list of students attending these activities should be submitted to the Associate Dean of Student Affairs and Services for Men/Women if classes are missed. This is to facilitate the issuance of admission slips.  
 \*Sample Waivers are shown in Annex I.
3. **During Parties and Dances:** The Marian strives to achieve social growth and maturity. These open up new avenues whereby s/he can get into a group that can channel his/her developing interest to something wholesome and meaningful. S/he also knows that while these activities are good, they generate responsibilities. S/he manifests this knowledge by:
    - a. conducting a dialogue with the school authority before initiating plans for parties, dances, or other such activities and being aware that proms/graduation balls, etc., are held only on the campus and that any activity done outside the school is not the responsibility of the University. All fees to be collected for such parties are to be approved by the Dean of Student Affairs and Services.
    - b. building a program of study that gives a proper balance or emphasis among the diverse aspects of student activities such as group study, association, recreation, socials, etc.
    - c. self-discipline that spurs him/her to exude a harmony of grace, poise, and courtesy for others. S/he welcomes the structure of Christian enjoyment and responds to it nobly.

4. **Loyalty:** The Marian loves his/her school and is loyal to her. S/he affirms this loyalty by:
  - a. observance of the guidelines and directives given out to students by the University.
  - b. refinement in his relations with school officials, whose authority is necessary for the wise and efficient management of the University.
  - c. positive leadership that is geared towards service that inspires others to participate.
  - d. personal commitment is the total dedication of his/her WHOLE PERSON to the cause, activities, and goals of his/her school and the society s/he lives in. S/he is convinced that commitment means vital involvement in what one works for and consistent zeal in realizing it.
5. **Building a Program of Study:** A Marian prepares and follows a study program for himself/herself and takes his/her studies seriously. S/he systematically apportions his/her time for study by reading his/her notes every day, preparing for examinations, and spending time in the library.
6. **Self-discipline:** A true MARIAN imposes upon himself/herself DISCIPLINE at all times, whether s/he is in the classroom, on the school campus, or elsewhere. S/he deciphers whether his/her actions are appropriate or not.
  - a. Snacks are taken in the canteens and not in the classrooms, library, and corridors.
  - b. Proper behavior demands that waste matter be disposed of in trashcans and wastebaskets, not anywhere else.
  - c. Chewing gum, betel nut, and spitting anywhere are prohibited on campus.
  - d. Public Display of Affection (PDA) and dating in the school's parks, classrooms, and corridors are strictly prohibited.
7. **As a Boarder:** The Marian realizes the significance of the environment and his/her boarding home during his/her student life.
  - a. Prudence requires that female students stay in boarding homes for ladies and should refrain from visiting their male friends/boyfriends in their boarding houses. Male students stay in boarding homes for men.
  - b. Self-respect motivates him/her to pay when it is due; to keep his/her room and personal belongings in order; to request permission before going out; to notify the landlady or landlord of his/her destination and the time of his arrival.
  - c. Culture makes him/her entertain his/her visitors at the right time and at the right place; to help keep the home in order; to observe manners at the table and propriety in speech and behavior.
8. **Care and Use of School Property:** SMU, in its commitment to offer the best educational service to every Marian, acquires facilities and property for the use of the Marian community. Therefore, students are expected to cooperate in securing school property and facilities and maintaining cleanliness on the entire campus. It is everybody's concern to make SMU a clean, green, and friendly campus, a truly healthy and conducive place for learning.

## CODE OF STUDENT DISCIPLINE

### STATEMENT OF OBJECTIVES

Saint Mary's University is a private and Catholic institution of higher learning. As such, admission to its academic programs is a privilege. Since admitted students personify and represent the goodwill of the University, whether within or outside its premises, they are bound to conduct themselves properly according to the Marian virtues. They are likewise expected to manifest, both within and outside the bounds of University premises, the respect for peace and order, morality, personal honor, and the rights of others.

To pursue the above ends, all students should be guided by the provisions of this Code of Discipline, which the University promulgates pursuant to its "special parental authority" over its students. On the one hand, this is meant to safeguard students' freedom of action. On the other hand, it constantly reminds all students that every freedom carries corresponding responsibilities. That assertion of freedom and the exercise of rights must always be done with due regard to the freedom and rights of others. Every student, therefore, should read, understand and comply with the provisions of this Code as well as the contents of memoranda, circulars, announcements, letters, notices, and directives as may be disseminated by the University authorities from time to time.

### CONDUCT IN THE SCHOOL

#### UNIFORMS

As a basic requirement for maintaining propriety and dignity as expected of a Marian student, the University prescribes a uniform and dress code. The university uniform represents Marian culture and values that shall be used with a high degree of personal discipline and responsibility. The following rules shall guide the use of the uniform:

1. All students are required to wear the prescribed uniform on campus on Mondays, Tuesdays and Thursdays. Wednesdays and Saturdays are "dress down" days and Fridays are "organizational shirt" days. The CI instructor shall inform the ADSAS Offices regarding the schedule of wearing of "community uniform." The school uniform is not required during the Midyear Term (June to July).
2. Starting August of 2018, the prescribed uniform for the ladies is a navy blue (tube) skirt or slacks and SMU embossed white blouse with a navy blue crisscross tie and university logo. The prescribed uniform for the gentlemen is a white polo with a university logo (worn with white *sando* or plain white inner shirt) and black slacks with socks. A pair of black closed shoes and the ID with the official SMU ID lace are worn with the uniform.

\*Garments (i.e., cloth for the blouse, crisscross tie, university logo, men's slacks, and standard-sized polo) are available at the University Bookstore.

\*The prescribed cut for the ladies' uniform can be obtained from the Associate Dean of Student Affairs and Services for Women.

3. Students who are not in uniform on designated days may be refused entry to the campus.
4. If a student is unable to wear the prescribed uniform due to medical reasons (e.g., pregnancy, injury, etc.) or an exigency, the following must be complied with before entering the campus:
  - a. Letter from a parent/guardian explaining the exigency; and/or
  - b. Medical certificate. The University physician or nurse attests to the need for exemption from wearing the uniform or shoes and recommends the number of days for recuperation. The DSAS or ADSAS then issues an exemption from wearing the uniform or shoes based on the recommendation.
5. Physical Education (P.E.) uniforms (PE shirts and jogging pants) for both ladies and gentlemen are to be worn during P.E. classes and allowed to be worn only during the day when they have P.E. classes. Only students with P.E. classes are allowed to wear the P.E. uniform. The PE uniforms are available at the Bookstore.
6. On-the-Job Training uniforms and changes in existing uniforms are to be approved by the Vice President for Academic Affairs through the Office of the Dean of Student Affairs and Services.

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## **DRESS CODE**

1. Any decent attire can be used on "dress down" days. In choosing one's attire, students are encouraged to give due respect to the educational and religious character of the University and the sensibilities of the academic community; hence, the following are prohibited:

### **For Female Students**

- o Tight-fitting, knee-length, patched, slashed, or ripped pants;
- o Very tight skirts and mini-skirts;
- o T-shirts or blouses which are tight-fitting, with plunging necklines, sleeveless and/or spaghetti-strapped;
- o Bare backs, sexy back, haltered and flimsy blouses which are worn without undershirts;
- o Very short or hanging blouses (e.g., crop top) which expose the abdomen or mid-rib;
- o Leggings worn with short tops;
- o Off-shoulder outfits; and
- o Rubber slippers

### **For Male Students**

- o Very long, loose and collarless T-shirts;
- o Sando shirts and T-shirts which are tight-fitting;
- o Tight-fitting, knee-length, patched, slashed, or ripped pants;

- o Jersey shorts and shirts; and
  - o Rubber slippers
- \*Note:** Other attire that downplays the University's vision on decency may also be prohibited as may be necessary and/or after an administrative decision.
2. Multiple earrings for the ladies and wearing earrings for the males are strictly prohibited. For safety reasons, hoops and dangly earrings are also discouraged.
  3. Colored hair is not allowed in the university. Students with naturally colored hair shall declare in a manifestation their natural hair color by accomplishing the "Letter of Attestation for Natural Colored Hair" at the office of the Associate Dean of Student Affairs and Services for Men/Women. They must submit a childhood photo to attest the matter upon which they shall be issued a "certification for natural colored hair" (Annex F). *(for deletion)*
  4. Students with visible tattoos shall declare at the office of the Associate Dean of Student Affairs and Services for Men/Women before enrolment through a duly notarized "Affidavit of Undertaking" (AOU) that they have a visible tattoo. By accomplishing the AOU, the student promises to cover his/her tattoo at all times while inside the university premises (Annex G). *(for deletion)*
  5. Every Marian is expected to look neat and clean. Among the males, proper haircuts must be observed. Long hair is therefore not allowed. Hair is considered long when it touches the side of the ears and when pulled toward the face. It touches the eyelashes. The following haircuts are also prohibited: mohawk, long back, haircut with lines or patterns, and mushroom with very long top hair. Hair accessories among the males are prohibited, such as but not limited to pins, kerchiefs, and ponytails.

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### STUDENT IDENTIFICATION CARD (I.D.)

Upon enrollment in the University, a student is issued an official SMU identification (ID) card. Students' ID card is part of the prescribed uniform/attire on campus. The use of the ID card shall be subject to the following rules:

1. A student without an ID shall not be allowed to enter the University premises.
2. Each student must properly pin his/her ID at chest level at all times within the campus. The ID must be pinned so that the ID picture is displayed.
3. Student's ID shall be confiscated in any of the following instances: unpinned ID, failure to properly pin the ID, tampered ID or the use of another student's ID, and other violations of the student code of conduct. Appropriate sanctions shall be imposed by the Associate Dean of Student Affairs and Services for Men/Women upon those who fail to claim their IDs within two (2) school days from when they are confiscated.
4. The loss of an ID should be promptly reported to the Associate Dean of Student Affairs and Services for Men/Women. A replacement of loss ID shall be issued upon payment of the prescribed fee and presentation of a duly notarized Affidavit of Loss. Corresponding sanctions will be imposed on students who fail to report their lost ID within a day and acquire a new ID within 48 hours.

5. The ID is worn only with the official SMU lanyard, or SMU accredited ID laces duly approved by the Dean of Student Affairs and Services.
6. Students who just graduated or those who withdraw from SMU must surrender their IDs to the Office of the Registrar as a prerequisite for issuing their credentials.

## UNACCEPTABLE STUDENT CONDUCT

Pursuant to the constitutional and statutory mandate and consistent with the provision of Section 103 of the 2008 Manual of Regulations for Private Higher Education (*MORPHE*), which empowers higher education institutions to promulgate norms, rules, and regulations for the maintenance of school discipline, the University hereby defines acts and omissions which are deemed unacceptable student conduct for which a student may be subject accordingly to disciplinary action.

The University reserves the right to take action against any student for unacceptable conduct as long as he/she is officially enrolled or is considered a “continuing student” therein. Any action or disciplinary penalty imposed shall be without prejudice to any other legal proceedings undertaken before any court or government administrative bodies. Students shall be responsible for their conduct upon enrolment through graduation; hence, they are bound by the code even during periods between semesters (before classes begin or after classes end). The Code of Conduct shall apply to a student’s conduct even if he/she withdraws from the university while a disciplinary matter is pending.

UNACCEPTABLE STUDENT CONDUCT	SANCTIONS		
	First Violation	Second Violation	Third Violation
1. Failure/refusal to present ID when requested by University authorities, personnel, or guard on duty; using non-SMU accredited ID lace.	Warning*	Reprimand / Censure	Suspension
UNACCEPTABLE STUDENT CONDUCT	SANCTIONS		
	First Violation	Second Violation	Third Violation
2. Not wearing of prescribed uniform; wearing improper school attire; wearing P.E. uniform without P.E. classes.	Warning*	Reprimand / Censure	Suspension
3. Eating inside classrooms, laboratories, or libraries at any	Warning*	Reprimand/ Censure	Suspension



time; using cellular phone or other communication devices during class without the permission of the instructor; sitting on railings; boisterous laughter.			
4. Failure to report lost ID within the day and acquiring a new ID within two days; failure to claim confiscated ID within two days; not pinning ID; lending one's ID to another student; using/pinning anyone's ID; using invalid or unauthorized/fabricated ID.	Reprimand / Censure	Suspension	Non-Readmission
5. Unauthorized entry is restricted to faculty rooms, offices, laboratories, and other university facilities.	Reprimand / Censure	Suspension	Non-Readmission
6. Disrespecting any student, personnel, or university authority, disrespecting university-sanctioned religious practices (e.g., not stopping/praying during the Angelus), and patriotic ceremonies.	Reprimand / Censure	Suspension	Non-Readmission
7. Noncompliance to pedestrian traffic rules such as but not limited to jaywalking and disregarding signs or barricades	Reprimand / Censure	Suspension	Non-Readmission
8. Use of earring/s on campus by males and multiple earrings by females.	Reprimand / Censure	Suspension	Non-Readmission
9. Sporting colored hair (delete); long hair (for males) or sporting prohibited hairstyle and hair accessories (such as scarf and others); visible tattoo (delete)	Reprimand / Censure	Suspension	Non-Readmission
<b>UNACCEPTABLE STUDENT CONDUCT</b>	<b>SANCTIONS</b>		
	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
10. Refusal without cause to appear before any duly constituted office	Reprimand / Censure	Suspension	Non-Readmission

or body when duly summoned to do so; noncompliance to directives of University officials or security guards acting in the performance of their duties.			
11. Unauthorized stay in or entry to the University premises after 9:00 in the evening.	Reprimand / Censure	Suspension to Non-Readmission	Non-Readmission to Exclusion
12. Littering disposable materials such as but not limited to bottles, cans, pieces of paper, plastic, and the like in the classroom, library, and other places on the University campus.	Reprimand / Censure with community service for four (4) hours	Suspension with community service for one (1) day	
13. Posting, distributing or disseminating notices, posters, leaflets, broadsheets, opinionaires, questionnaires, streamers, pop sheets, surveys, or similar materials without prior approval of the Dean of Student Affairs and Services	Reprimand / Censure to Suspension	Suspension to Non-Readmission	Non-Readmission to Exclusion
14. Cheating during examinations and quizzes or plagiarism in connection with any academic work.	Reprimand / Censure to Suspension  Invalidation of exam/quiz or no credit given to academic work	Suspension to Re-admission  Invalidation of exam/quiz or no credit given to academic work	Non-Readmission to Exclusion  Invalidation of exam/quiz or no credit given to academic work
<b>UNACCEPTABLE STUDENT CONDUCT</b>	<b>SANCTIONS</b>		
	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
15. Smoking (including vaping and e-cigarettes) at any time within the University premises.	Suspension	Non-Readmission	Exclusion

16. Possessing intoxicating liquors or entering University premises under the influence of liquor.	Suspension	Non-Readmission	Exclusion
17. Engaging in any form of extortion or gambling within the premises of the University.	Suspension	Non-Readmission	Exclusion
18. Traffic infractions such as but are not limited to overspeeding, wrong parking, no car/motor RFID, noisy muffler, tampering, <i>improper use of the car/motor pass (delete)</i> , and those indicated in the Guidelines for Motor or Vehicle Owners (Annex E)	Suspension and/or revocation of car/motor pass	Non-Readmission to Exclusion	
19. Bomb threat, bomb jokes, activating fire alarm without any obvious emergency; tampering with fire alarm and safety emergency equipment/facility (i.e., fire extinguisher, emergency exits)	Suspension to Non-readmission	Non-Readmission to Exclusion	
20. Disorderly conduct such as but not limited to: surreptitiously taking pictures of another person where there is a reasonable expectation of privacy; unauthorized use of electronic or other devices to make an audio or video record of any person without the person's prior knowledge, or without consent when such recording is likely to cause injury or distress; disorderly conduct during risk reduction drills.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
<b>UNACCEPTABLE STUDENT CONDUCT</b>	<b>SANCTIONS</b>		
	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
21. Unauthorized use of the name of SMU in any ticket, invitation, program, or announcement	Suspension to	Non-Readmission to Exclusion	

either in printed, oral or electronic means.	Non-Readmission		
22. Obscene or abusive language or other behavior in print, oral or electronic means that is inappropriate, threatening, and directed toward any student, personnel, or University authority.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
23. Writing, publishing, reproducing, possessing, or distributing libelous, immoral, unauthorized, or unsigned publications, materials or literature.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
24. Defaming any student, personnel, or University authority through any written, oral or electronic means; publishing false information about the university, its officials, faculty members, personnel, and students.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
25. Other kinds of dishonesty such as but are not limited to using fake or fabricated records; forging signatures; tampering with official records or the contents of bulletin boards or notices; forging, altering, tampering, falsifying, and/or misusing university documents, records, credentials, receipts, slips, markings, forms or certifications; copying, reproducing or procuring any authorized, fake or tampered university document record, credential, receipt, slip, marking, form, certification, identification card and the like; dishonesty in the form of false promises (involving money or other things)	Suspension to Non-Readmission	Non-Readmission to Exclusion	

UNACCEPTABLE STUDENT CONDUCT	SANCTIONS		
	First Violation	Second Violation	Third Violation
26. Acts of immorality, including but not limited to engaging in illicit relationships; or indecent, obscene, or provocative conduct within or outside the University premises during University function/s.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
27. Stealing, damaging, destroying, defacing, or vandalizing any University property and facilities or properties owned by any university community member.	Suspension to Non-Readmission  Restitution/ payment of damaged property or facility	Non-Readmission to Exclusion  Restitution/ payment of damaged property or facility	
28. Obstructing or disrupting teaching, administrative work, disciplinary proceedings, or other University activities; impending, obstructing, preventing, or defeating the right of a student to attend his/her classes.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
29. Computer Security Breach: Accessing a University computer or network without authority or beyond authorized access; altering information, damaging or destroying information; introducing false information; preventing normal operation of computers or computer networks of the University; using Internet account of another student, personnel or University authority.	Suspension to Non-Readmission	Non-Readmission to Exclusion	

UNACCEPTABLE STUDENT CONDUCT	SANCTIONS		
	First Violation	Second Violation	Third Violation
30. All kinds of bullying, especially those enumerated under R.A. No. 10627 (Anti-Bullying Act), violence or melee, such as but not limited to, taking part in brawls, stabbing or rioting; beating or assaulting any University authority, personnel, student, visitor or any other person within the University premises and its immediate vicinity.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
31. Carrying firearms, explosives, a chemical or biological substance that can cause harm or injury, or any deadly weapons such as but not limited to guns, knives, icepicks, darts, bolos, <i>chako</i> , knuckles, pipes, wrench, and the like within the University premises.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
32. Leading or participating in unauthorized strikes or demonstrations within the University premises and its immediate vicinity.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
33. Founding, joining, soliciting membership, or participating in any sorority or fraternity activities.	Suspension to Non-Readmission	Non-Readmission to Exclusion	
34. Failure to comply with the sanction/s imposed under the Code of Student Conduct.	Suspension to Non-readmission		
35. Using, possessing, selling, administering, distributing, or being in the presence of prohibited and regulated drugs and other "mind-altering" substances, including possession of drug-related paraphernalia	Suspension to Non-readmission	Non-Readmission to Exclusion	

within the University premises and its immediate vicinity.			
36. Any violation of the Social Media Policy for Students	Suspension	Non-Readmission	Exclusion
UNACCEPTABLE STUDENT CONDUCT	SANCTIONS		
	First Violation	Second Violation	Third Violation
37. Violation of other rules and regulations duly promulgated by the University authorities.	Dealt with on a case-to-case basis		

\*Warning, reprimand, or censure only applies to first-year students during the first semester and transferees. Continuing or regular students must be aware of and abide by school policies. Any violation thereof may signify deliberate intent to violate rules; hence sanction is elevated to suspension after due process.

All sanctioned students are subject to intervention through Guidance and Counseling. The intervention is indicated by laws violated or their implementing rules.

The above enumeration of undesirable student conduct notwithstanding, a student's liability shall not be confined to the acts or omissions mentioned above. S/he may also be administratively sanctioned for any other acts "that are generally accepted as misconducts, immoral and/or wrongdoings inimical not only to the academic community but also to the whole society" (*Ulpiano P. Sarmiento III, Education Law, and the Private Schools: A Practical Guide for Educational Leaders and Policymakers, 2009 Revised Expanded Edition, page 515*).

## CONDUCT OUTSIDE THE SCHOOL

While the jurisdiction of the University only extends within its premises and immediate vicinity, the University may still "exercise disciplinary authority over students outside its campus, and beyond school hours, term or year in the instances as follows: (1) where school policies and regulations were violated; and (2) where the misconduct involves or affects a student's status or the good name and reputation of the school" (*Section 102, MORPHE*).

In view of the above, every Marian student is called upon:

1. to protect the name and reputation of Saint Mary's University and uphold its academic integrity at all times;
2. to conduct himself/herself in a manner consistent with the Marian virtues of humility, love of God, love of neighbor, faith, hope, purity, simplicity, obedience, patience, and spirit of prayer at all times;
3. to keep away from establishments of ill-repute and do away from immoral and illegal activities; and

4. to refrain from using the name of Saint Mary's University in any program, transaction, or activity without proper authorization from concerned University authorities.

Depending on the nature of the undesirable behavior exhibited by the students outside of SMU, any administrative sanctions as defined herein may be imposed after the erring student shall have been afforded due process.

#### **ADMINISTRATIVE PROCEEDINGS ON STUDENT DISCIPLINE**

1. Any student, personnel, administrative officer, visitor, and guest may file a written complaint against a Saint Mary's University student before the Dean of Student Affairs and Services office.
2. The subject of the complaint ("student-respondent") shall be called and informed of the complaint. If the student-respondent admits the accusation, a corresponding letter of explanation and admission shall be required. The administrative sanction shall immediately be imposed. His/her admission may mitigate his/her liability.
3. If the student respondent denies the accusation or alleges some fact or matter in justification of the institution, he/she shall be informed in writing of the nature and cause of the accusation against him/her. S/he shall be required to answer the accusation in writing within 72 hours after receipt of notice of complaint. If the student-respondent is a minor, the parent or the guardian shall be furnished with a copy of the show-cause letter. The Committee on Student Discipline shall then be convened. The Committee shall be composed of the following:

Chairperson:	Dean of Student Affairs and Services
Co-chairperson:	ADSAS for Men and/Women
Members:	University Legal Counsel
	Academic Dean of the student-respondent
	Student Central Council President
4. In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice. He shall also have the right to listen to and examine the evidence presented against him/her, to ask clarificatory questions through the Committee on Student Discipline, and to present evidence on his/her behalf.
5. The Committee shall then consider the pieces of evidence presented in crafting its recommendation/s.
6. The Dean of Student Affairs and Services shall then inform in writing the student-respondent of his/her decision. The student-respondent may appeal the decision to the Office of the President. When the Office of the President fails to rule on the appeal within ten days from filing, the decision of the Dean of Student Affairs and Services is deemed to have been upheld. Otherwise, the Office of the President shall promulgate a new decision in lieu of the decision of the Dean of Student Affairs and Services.



7. **Preventive Suspension.** A student under investigation may be preventively suspended from entering the University premises and attending classes when evidence of guilt is strong. The Dean of Student Affairs and Services is morally convinced that the continued stay of the student-respondent pending investigation would cause a sufficient distraction to the normal operations of the University or would pose a real or imminent danger or threat to persons or property inside the University premises.

## DISCIPLINARY SANCTIONS

When it is established after a due process that the student-respondent is guilty of any undesirable student conduct, the following administrative sanctions may be imposed:

1. **Warning:** It is a written or verbal notice to a student that continuation or repetition of specified undesirable student conduct may justify the imposition of other disciplinary sanctions.
2. **Reprimand/Censure:** It is a severe form of written or oral formal rebuke by the concerned University authority. A student who is reprimanded or censured is excluded from class for 2 or 4 hours to serve community or university service.
3. **Suspension:** This entails the exclusion of the student-respondent from classes and/or exclusion from other privileges or activities within the campus as set forth in the notice of suspension for a definite period, with reinstatement thereafter dependent upon a showing of observance during the period of suspension of terms as set forth in the notice of suspension. Pursuant to MORPHE, an erring student may be suspended for a maximum period not exceeding 20% of the prescribed school days. Any decision involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed school days for a school year or term shall be forwarded to the CHED Regional Office within ten (10) days from the termination of the investigation of each case for its information.
4. A student placed under Suspension will be placed on STRICT PROBATION – FINAL WARNING STATUS by the Dean of Student Affairs and Services.
5. **Non-readmission:** The imposition of this penalty by the University results in the denial of admission or enrolment of an erring student for the school term immediately following the term when the decision finding the student-respondent guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student-respondent is allowed to complete the current school term when the decision for re-admission is promulgated.
6. **Exclusion:** The imposition of this penalty by the University results in the dropping of the name of the student-respondent from the roll of students immediately upon resolution for exclusion is promulgated. Decisions involving exclusion may be appealed to the CHED.
7. **Expulsion.** This penalty declares the student-respondent to be disqualified for admission to any public or private higher education or institution in the Philippines. The University can only impose this upon the approval of the Chairman of CHED.

8. **Other Sanctions:** The University may also impose any of the following sanctions: (1) suspension of the erring student in a particular class only; (2) community service for a period no longer than a day; (3) invalidation of a quiz, examination, term paper or any academic work; (4) cancellation of scholarship.

### GENERAL GUIDELINES

1. Students are required to undergo random drug testing as part of the implementing rules and regulations of R.A. 9165 (Annex C) and CHED Memorandum Order No. 64, series of 2017 (Annex H).
2. Students should refrain from passing along or loitering in corridors during class hours so as not to disturb ongoing lectures. They should follow the "exit" and "entrance" signs.
3. Students should enter their designated classrooms five minutes before their scheduled examinations.
4. Visitors are requested to see the school authority concerned before making personal calls, appointments, deliveries, or requests for the use of University equipment or facilities like a basketball court, etc.
5. Students are not allowed to bring outsiders into the campus. Students or outsiders may not call anyone from the classrooms, libraries, etc., without a written permit signed by the Dean of Student Affairs and Services or the Associate Dean of Student Affairs and Services for Men/Women.
6. Field trips, excursions, parties, dances, and other activities develop social growth and maturity but generate responsibilities. Therefore, permission from the Academic Dean or the Dean of Student Affairs and Services must be obtained for these activities. For activities that are not approved, the University does not take any responsibility for accidents and other untoward incidents.
7. University facilities and equipment are provided to enhance teaching and learning. Students are therefore encouraged to develop a high degree of concern for the care and maintenance of the University facilities and equipment.
8. Difficulties in getting along with others, and problems understanding or implementing the Guidelines and Directives given by the University, are referred to the Associate Dean of Student Affairs and Services for Men/Women.
9. Each student shall inform the Associate Dean of Student Affairs and Services for Men/Women of any change of residence, boarding place, civil status, and schedule. Students are liable for incorrect information in their IDs, registration forms, and other school documents.
10. The school uniform identifies a Marian from others. Hence, it must be worn with dignity and only in appropriate places. Any violation regarding this provision will be dealt with accordingly.
11. Recreation and the worthwhile use of leisure time develop social contact. These also bring out the "self-confidence" and "assurance of worth" that give students poise and dignity, which sadly annoy students who go to questionable places and indulge in immoral pleasure.
12. **No** Parking," "Off-limits," and other signs are to be observed by everyone.

13. Compulsory selling of tickets and the practice of exacting contributions from students for whatever purpose is prohibited. Permission for solicitation voluntarily for whatever purpose must be obtained in writing from the Academic Dean or Dean of Student Affairs and Services, who in turn has to inform the University President. Failure to do so will be considered a violation and will be dealt with accordingly (*BPRs Memo. 10, '66*).
14. For the safety of everybody, guards are authorized to do spot checks on bags, envelopes, and vehicles. They may frisk/search students and visitors as needed.
15. All performing groups are required to utilize the identified activity day and Saturdays for their rehearsals.

## APPENDICES

### ANNEX A: POLICIES AND PROCEDURES FOR MANAGING PREGNANCY OUT OF WEDLOCK (POW) CASES

#### I. PURPOSE OF THE POLICY

“Saint Mary’s University (SMU) of Bayombong, as a Catholic and missionary institution of learning, draws its vision and orientation from the pertinent provisions of the 1987 Philippine Constitution, the educational goals expressed in the Education Act of 1982 and allied laws, the philosophy of the Commission on Higher Education as embodied in the Manual of Private Higher Education (MORPHE) of 2008, the Apostolic Constitution on Catholic Universities *Ex Corde Ecclesiae*, and the vision mission and directives of the educational apostolate of the Congregation of the Immaculate Heart of Mary (CICM).”

Saint Mary’s University, as a Catholic institution, has a mission to preserve morality. It, therefore, has strict penalties for acts or offenses with moral turpitude. However, this resolve is tempered by state policies and pertinent civil laws. This policy was created as part of the University’s commitment to promote morality, the integrity of persons, and the right of all students to be afforded and complete quality education. It further advocates for the protection of students from sexually-transmitted diseases and risks that an unplanned pregnancy may cause. This steady position of compliance with existing penal laws and adherence to Catholic philosophies ensures that cases of pregnancy out of marriage are not given undue discrimination. The overarching ground on which this policy is founded is the preservation of the sanctity of marriage and the life of a child borne by a pregnancy out of wedlock.

#### II. POLICY PRINCIPLES

This policy is anchored on the following guiding principles:

##### A. CATHOLIC MORAL PRINCIPLES

1. \* “Saint Mary’s University is a private Catholic institution of learning that envisions the formation of persons in the core values of excellence, innovation, and passion for Christ’s mission. Since admitted students personify and represent the goodwill of the school, whether within or outside of its premises, they are **bound to conduct**

**themselves properly in accordance with the Marian virtues.** They are likewise **expected to manifest, both within and outside of the bounds of the university premises, the respect for ... morality, ... and the rights of others**" (SMU Undergraduate Student Handbook, 2022, Statement of Objectives, p. 96);

2. **\*"Acts of immorality such as but not limited to engaging in illicit relationships, or indecent obscene or provocative conduct within the school or outside the school premises during school function/s"** shall be dealt with an imposition of a sanction ranging from **suspension to exclusion** (SMU Undergraduate Student Handbook, 2022, Unacceptable Student Conduct, #26, page 104).

#### **B. ACADEMIC REGULATIONS**

1. A student's liability shall not be confined to the acts or omissions mentioned in the Code of Discipline, but s/he may also be administratively sanctioned for any other acts "that are generally accepted as misconducts, immoral and/or wrongdoings inimical not only to the academic community but also to the whole society" (Ulpiano P. Sarmiento III, Education Law, and the Private Schools: A Practical Guide for Educational Leaders and Policymakers, 2009 Revised Expanded Edition, page 515);
2. "Administrative penalties may be imposed upon an erring student, for a commission of any serious offense or violation of institutional disciplinary rules and regulations" (MORPHE, 2008, p. 72). A penalty of exclusion "allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated." This is imposed for offenses such as ... immorality... (MORPHE, 2008, p. 73);

#### **C. LEGAL PRINCIPLES**

1. \*Magna Carta for Women or R.A. 9710, IRR, Section 13. Equal Access and Elimination of Discrimination in Education, Scholarship, and Training (p. 12)  
**"Expulsion and non-readmission of women faculty due to pregnancy outside marriage shall be outlawed. No school shall turn out or refuse admission to a female student solely because she has contracted pregnancy outside of marriage during her term in school."**
2. \*Magna Carta for Women or R.A. 9710, IRR, Section 16, Equal Access and Elimination of Discrimination in Education, Scholarships, and Training (p. 60):  
#2. **"No female student shall be expelled, dismissed, suspended, refused or denied of admission, or forced to take a leave of absence in any educational institution solely on the grounds of pregnancy outside marriage during her school term";**  
#3. **"Pregnant students shall be assisted through available support services while in school, such as but not limited to counseling to ensure completion of their studies."**
3. \*Special Protection of Children Against Abuse, Exploitation and Discrimination Act or R.A. 7610. **"The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children as enunciated in the United Nations Convention of the Rights of the Child. Every**

**effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life”.**

4. \*Solo Parents’ Welfare Act of 2000 or R.A. 8972: “The State to promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development. Towards this end, it shall develop a comprehensive program of services for solo parents and their children”... Solo parents are:

**#7. “Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;**

**#8. Unmarried mothers/fathers preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution.**

\*Based on the existing institutional policy of Saint Louis University (SLU), Baguio City

### **III. POLICY**

The University’s policy is to preserve the sanctity of marriage and the life of a child born out of marriage. Unmarried students expecting a child are allowed to accept the grace of the holy sacrament of marriage. By recognizing and experiencing this sacred bond, the couple avows their permanent commitment to (1) a life of total sharing with each other, characterized by resilience against adversity and; and (2) fulfill their parental responsibilities to their child/ren and bring them up in the Christian way. In relation to these, the following should be upheld:

1. Students, regardless of age, will not be forced to enter into marriage, except if both parties, with the approval of their parents, are willing to bound themselves in the sacrament of marriage. If both parties are willing to marry, a copy of the valid marriage certificate must be provided to the ADSAS for Men and Women once it is available. They are re-admitted to the university after sealing their commitment to preserve the sanctity of marriage and their child. However, in no case shall an unmarried student be prevented from finishing a current semester once her pregnancy is discovered. For those who decided not to co-habit with their partner; they will be requested to provide a duly notarized “certificate of non-cohabitation”;
2. After giving birth, the student may be re-admitted once she provides either a marriage certificate or a certificate of non-cohabitation. As in the case of those with medical conditions that necessitate prolonged absence from school, the female student returnee will also be required to present a medical certificate from her doctor. This, together with medical clearance from the University physician, is presented to the school once they are available;
3. All cases of pregnancy out of wedlock will be required to create a “Written Realization, Appeal and Commitment Signatures (WRACS)\* either during the semester when the pregnancy was discovered or just before readmission into the university;

\*The WRACS is a formally written document by the male and/or female student involved in the POW case. By accomplishing the WRACS, the student/s signifies his or her acceptance of the university policy on POWs. The WRACS indicates the

student's realizations from his or her POW experience, appeals to the university and commitment to be a better student and parent.

4. Non-readmission is a last resort. All POW cases will be managed so that the welfare of the students involved and the concerned (unborn) child is a top priority.

#### **IV. Management of pregnancy out of wedlock cases**

This policy enforces the following to ensure that both male and female students' welfare, as well as those of their children, is taken into account without prejudice to the moral principles of the university:

1. Every case of pre-marital pregnancy must be reported to the Offices of the Associate Deans of Student Affairs and Services for Men and Women. This applies to: a) currently enrolled POW cases, b) those intending to return after childbirth, and c) transferees who are unmarried, currently have a child, and intend to enroll in the university;
2. \*Apart from referrals, POW cases are also discovered in the admission, re-admission, and dropping processes. The following forms can help determine the POW cases: Student Affairs Office (SAO) forms, readmission form for undergraduate and graduate students, admission form for transferees, degree holders, cross enrollees, and dropping or withdrawal form.
3. All pre-marital pregnancy cases will be dealt with confidentially. Upon knowledge of the case, the student will be requested to fill out the POW form;
4. Once referred to the ADSAS, a case conference between or among the parties involved will be convened. The pregnant student and her partner will be invited with their parents and/or guardians. The conference will discuss how the parties intend to deal with the situation. The University's policies and principles regarding the matter will be communicated;
5. A copy of the female student's ultrasound result and/or medical certificate specifying her likely date of childbirth will be requested. The female student, assisted by the ADSAS for Women, shall make the necessary arrangements with her instructors regarding classes she will miss due to childbirth or medical concerns related to pregnancy;
6. If both parties accept the school's policy and complete the required procedures, i.e., receive the sacrament of marriage, submit the marriage certificate, medical certificate, and clearance and accomplish the WRACS, then the case would be declared as resolved;
7. The male and female students shall be referred to the Guidance and Testing Office and/or Campus Ministry to undergo counseling sessions immediately after knowledge of the pregnancy; and
8. For all POW cases, the certificate of good moral character is not provided; rather, an alternative certificate is given.

#### **ANNEX B: REPUBLIC ACT NO. 10627**

An act requiring all elementary and secondary schools to adopt policies to prevent and address the acts of bullying in their institutions. Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

**Section 1. Short Title.** – This Act shall be known as the "Anti-Bullying Act of 2013".

**Section 2. Acts of Bullying.** – For purposes of this Act, "bullying" shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on the victim's looks, clothes, and body; and
- d. Cyberbullying or any bullying done through the use of technology or any electronic means

**Section 3. Adoption of Anti-Bullying Policies.** – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

- a. Prohibit the following acts:
  - (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions, or programs, whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased, or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;
  - (2) Bullying at a location, activity, function, or program that is not school-related and through the use of technology or an electronic device that is not owned, leased, or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
  - (3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

- b. Identify the range of administrative disciplinary actions that may be taken against a perpetrator for bullying or retaliation, which shall be commensurate with the nature and gravity of the offense: Provided that, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;
- c. Establish clear procedures and strategies for:
  - (1) Reporting acts of bullying or retaliation;
  - (2) Responding promptly to and investigating reports of bullying or retaliation;
  - (3) Restoring a sense of safety for a victim and assessing the student's need for protection;
  - (4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
  - (5) Providing counseling or referral to appropriate services for perpetrators, victims, and appropriate family members of said students;
- d. Enable students to anonymously report bullying or retaliation: Provided, however, that no administrative disciplinary action shall be taken against a perpetrator solely based on an anonymous report;
- e. Subject a student who knowingly makes a false accusation of bullying to administrative disciplinary action;
- f. Educate students on the dynamics of bullying, the anti-bullying policies of the school, as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;
- g. Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school, and how parents and guardians can provide support and reinforce such policies at home; and
- h. Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: Provided, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.
- i. All elementary and secondary schools shall provide students and their parents or guardians with a copy of the school's anti-bullying policies. Such policies shall likewise be included in the school's student and/or employee handbook. They shall be conspicuously posted on the school walls and website if there are any.
- j. The Department of Education (DepED) shall include training programs, courses, or activities that provide opportunities for school administrators, teachers, and other employees to develop their knowledge and skills in preventing or responding to bullying.



**Section 4. Mechanisms to Address Bullying.** – The school principal or any person with a comparable role shall be responsible for implementing and overseeing policies that address bullying.

Any member of the school administration, student, parent, or volunteer shall immediately report any bullying or act of retaliation witnessed, or that has come to one's attention to the school principal, school officer, or the person designated by the principal to handle such issues or both. Upon receipt of such a report, the school principal, the designated school officer, or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- a. Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- b. Take appropriate disciplinary administrative action;
- c. Notify the parents or guardians of the perpetrator; and
- d. Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

**Section 5. Reporting Requirement.** – All schools shall inform their respective school division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act and every first week of the school year thereafter, schools shall submit a report to their respective school division superintendents with all relevant information and statistics on acts of bullying or retaliation. The schools' division superintendents shall compile these data and report the same to the Secretary of the DepED, who shall formally transmit a comprehensive report to the Committee on Basic Education of the House of Representatives and the Senate.

**Section 6. Sanction for Noncompliance.** – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply

with the requirements under this Act. In addition, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

**Section 7. Implementing Rules and Regulations.** – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

**Section 8. Separability Clause.** – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

**Section 9. Repealing Clause.** – All laws, decrees, orders, rules, and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended, or modified accordingly.

**Section 10. Effectivity.** – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

## **ANNEX C: EXCERPTS FROM REPUBLIC ACT NO. 9165**

### **AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002**

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress*

**Section 2. Declaration of Policy.** – It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry, particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, which is one of today's more serious social ills.

Toward this end, the government shall pursue an intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through an integrated system of planning, implementation, and enforcement of anti-drug abuse policies, programs, and projects. The government shall, however, aim to achieve a balance in the national drug control program so that people with legitimate medical needs are not prevented from being treated with adequate amounts of appropriate medications, including dangerous drugs.

It is further declared the policy of the State to provide effective mechanisms or measures to re-integrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

### **ARTICLE III: Dangerous Drugs Test and Record Requirements**

**Section 36. Authorized Drug Testing.** – Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps to set the drug test price with DOH accredited drug testing centers to reduce the cost of such drug tests further. The drug testing shall employ, among others, two (2) testing methods, the screening test, which will determine the positive result as well as the type of the drug used, and the confirmatory test, which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for one year from the date of issue, which may be used for other purposes. The following shall be subjected to undergo drug testing:

(c) Students of secondary and tertiary schools. – Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo random drug testing: Provided that all drug testing expenses, whether in public or private schools under this Section will be borne by the government;

(d) Officers and employees of public and private offices. – Officers and employees of public and private offices, whether domestic or overseas, shall undergo a random drug test as contained in the company's work rules and regulations, which the employer shall bear to reduce the risk in the workplace. Any officer or employee found positive for the use of dangerous drugs shall be dealt with administratively, which shall be a ground for suspension or termination, subject to the provisions of Article 282 of the Labor Code and pertinent provisions of the Civil Service Law;

#### **ARTICLE IV: Participation of the Family, Students, Teachers, and School Authorities in the Enforcement of this Act**

**Section 41. Involvement of the Family.** – The family, the basic unit of the Filipino society, shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and for closely monitoring family members who may be susceptible to drug abuse.

**Section 42. Student Councils and Campus Organizations.** – All elementary, secondary, and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence of the use of dangerous drugs and referral for treatment and rehabilitation of students for drug dependence.

**Section 43. School Curricula.** – Instruction on drug abuse prevention and control shall be integrated into the elementary, secondary, and tertiary curricula of all public and private schools, whether general, technical, vocational, or agro-industrial, as well as in non-formal, informal, and indigenous learning systems. Such instructions shall include:

1. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school, and the community;
2. Preventive measures against drug abuse;

3. Health, socio-cultural, psychological, legal, and economic dimensions and implications of the drug problem;
4. Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
5. Misconceptions about the use of dangerous drugs include, but are not limited to, the importance and safety of dangerous drugs for medical and therapeutic use and the differentiation between medical patients and drug dependents to avoid confusion and accidental stigmatization in the consciousness of the students.

**Section 44. Heads, Supervisors, and Teachers of Schools.** – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior, who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

**Section 73. Liability of a Parent, Spouse, or Guardian Who Refuses to Cooperate with the Board or any Concerned Agency.** – Any parent, spouse, or guardian who, without a valid reason, refuses to cooperate with the Board or any concerned agency in the treatment and rehabilitation of a drug dependent who is a minor, or in any manner, prevents or delays the after-care, follow-up or other programs for the welfare of the accused drug dependent, whether under voluntary submission program or compulsory submission program, may be cited for contempt by the court.

**Section 74. Cost-Sharing in the Treatment and Rehabilitation of a Drug Dependent.** – The parent, spouse, guardian, or any relative within the fourth degree of consanguinity of any person who is confined under the voluntary submission program or compulsory submission program shall be charged a certain percentage of the cost of his/her treatment and rehabilitation, the guidelines of which shall be formulated by the DSWD taking into consideration the economic status of the family of the person confined. The guidelines therein formulated shall be implemented by a social worker of the local government unit.

**Section 99. Separability Clause.** – If for any reason any section or provision of this Act, or any portion thereof, or the application of such section, provision or portion thereof to any person, group or circumstance is declared invalid or unconstitutional, the remainder of this Act shall not be affected by such declaration and shall remain in force and effect.

**Section 100. Repealing Clause.** – Republic Act No. 6425, as amended, is hereby repealed, and all other laws, administrative orders, rules, and regulations, or parts inconsistent with this Act's provisions, are hereby repealed or modified accordingly.

**Section 101. Amending Clause.** – Republic Act No. 7659 is hereby amended accordingly.

**Section 102. Effectivity.** – This Act shall take effect fifteen (15) days upon publication in at least two (2) national newspapers of general circulation.

## **ANNEX D: EXCERPTS FROM SMU'S ANTI-SEXUAL HARASSMENT IMPLEMENTING GUIDELINES**

**Section 1. Statement of Policy.** The University strongly condemns any form of sexual harassment, exploitation, and intimidation. In keeping with this declaration, any act or conduct constituting work-, education- or training-related sexual harassment shall render the perpetrator liable for administrative sanctions to be enforced in a manner as herein provided.

Pursuant to the above policy, the process for reporting and responding to complaints of sexual harassment shall be continuously posted on conspicuous bulletin boards in the University. In the same manner, the Human Resource Development Office (HRDO) and the Office of the Dean of Student Affairs and Services (DSAS) shall undertake regular and continuing awareness campaign programs to effectively prevent, promptly correct, and, if necessary, impartially deal on violation of this policy by any member of the University community.

**Section 2. Scope.** The provisions of this Implementing Rules shall apply to:

- a. all students of the University;
- b. all academic and non-academic personnel of the University, regardless of the status of their employment, their rank, and their tenure;
- c. all applicants for employment or admission as students, from the moment their application papers have been received by the University;
- d. all incidents of sexual harassment between members of the University community (including administrators, academic and non-academic personnel, and students) and non-students or non-personnel who are participating in University activities and programs such as, but not limited to, vendors, contractors, consultants, partners, recipients, patients or visitors;
- e. all acts constituting sexual harassment that may have taken place within the campus and facilities of the University, as well as those committed outside the University domain during work-, learning-, or University-related activities; and
- f. all acts constituting sexual harassment that may have been committed in various ways, including, but not limited to, those committed via telephone, mobile phone, electronic mail, social networking sites or the worldwide web, and the like.

### **Section 3. Acts Of Sexual Harassment**

**3.1 Sexual Harassment, Defined.** Sexual Harassment, within the context of the University environment, is committed by a University administrator, academic or non-academic personnel, or student who shall commit unwelcome sexual advances, requests for sexual favor(s), and other physical or verbal conduct of a sexual nature towards individuals of the opposite or same sex when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of
  - i. an individual's employment, or grant of benefits, compensation, promotion, or other privileges;
  - ii. educational evaluation;
  - iii. grant of awards, honors, and scholarship, or payment of stipends, allowance, or other benefits or privileges;
  - iv. a business transaction; or
- b. Submission to or rejection of such conduct by an individual is used as a basis for tangible employment, educational, or business decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

\*Sexual harassment is not limited to cases involving abuse of authority, power, influence, or moral ascendancy but includes those in peer relationships, such as administrator-administrator, personnel-personnel, or student-student relations. It may even involve harassment of personnel by students. It contemplates cases of harassment involving persons of the same or opposite sex.

**3.3 Other Sexual Harassment-Related Offenses.** In addition to the above, the following acts related to sexual harassment may be administratively sanctioned under the provisions of the Implementing Rules:

- a. To retaliate against a person who reports an alleged incident of sexual harassment or who testifies, assists, or participates in any proceeding, investigation, or resolution of a sexual harassment report. Retaliation includes, but is not limited to, threats, intimidation, reprisals, and/or any adverse action related to employment, education, or a business decision;
- b. To make a false complaint/report of sexual harassment or to provide false information regarding a complaint/report of sexual harassment;
- c. To blemish the honor or reputation of any member of the University community by causing an intrigue involving sexual harassment or spreading rumors about a person's sexual activities; and
- d. To violate the confidentiality of sexual harassment proceedings.

**Section 5. Procedure.** To comply with the requirements of due process before the imposition of proper administrative sanction, the following procedures shall be observed:

- 1.1. All complaints involving acts constituting sexual harassment should be in writing and signed by the complainant. It must contain the following information:
  - a. The name/s and the address of the complainant/s;
  - b. The name/s of the respondent and his/their address, if known;
  - c. When, where, and how the action complained of happened;
  - d. The name/s of witness/es, if there be any; and
  - e. Such other relevant information.

When oral reports or complaints are filed, the receiving officer shall require the complainant to reduce the same into writing. The University reserves the right to refuse to proceed with administrative inquiry until the complainant complies with this condition.

- 5.2. Complaints involving acts constituting sexual harassment may be filed directly with any of the following offices:
  - a. Office of the Vice President for Administration; or
  - b. Human Resource Development Office; or
  - c. Office of the Dean or Associate Deans of Student Affairs and Services; or
  - d. Dean's Office/Head of Office.

The receiving officer shall provide all possible support services to the complainant. All complaints of sexual harassment should be treated with the utmost confidentiality and with paramount consideration of the complainant's interest.

- 6.3. Upon receipt of the complaint, the receiving officer must refer the matter to the Office of the Vice President for Administration, who shall thereafter furnish the respondent a copy of the complaint and direct him to file his answer within 72 hours from receipt of the directive.
- 6.4. With the agreement of both parties, the receiving officer and the Vice President for Administration may attempt to resolve the complaint/report through alternative dispute resolution processes (e.g., mediation or conciliation). If the parties agree to settle the matter amicably, their agreement must be reduced into writing. On the other hand, if the parties do not agree thereto, the complaint shall immediately be referred to the Office of the President for the constitution of the Committee on Investigation.
- 6.5. Within five days from receipt of the directive from the President to conduct a fact-finding investigation, the Investigation Committee shall schedule an initial conference with the complainant/s and the respondent/s to apprise them of the basic procedural rules for the conduct of the investigation.

On the same occasion, the Committee shall inform in writing the complainant and the respondent of the time, date, and venue of the formal investigation. The interval between the initial conference and the formal investigation should not be less than five days to enable the complainant and respondent to prepare.

- 5.6. During the formal investigation, the following procedural rules shall be observed:

- a. The factual issues to be resolved by the Committee shall only be limited to those alleged in the Complaint. For this reason, the complainant cannot present evidence on issues not tackled in the Complaint. Similarly, the respondent can present evidence to support the allegations in the Answer but not on matters not mentioned therein. The Committee may stop presenting evidence that was not tackled in the Complaint and the Answer. For this purpose, either party has the right to demand a copy of the Complaint and/or Answer;
  - b. The complainant has the burden of proving the veracity of his allegations. His failure to establish the respondent's guilt through substantial evidence will result in the case's dismissal. On the other hand, the respondent has the right to rebut the allegations of the complainant by presenting his evidence;
  - c. Since the proceedings being undertaken are administrative, no direct confrontation or cross-examination of witnesses will be allowed. The parties, however, may be allowed to submit suggested written clarificatory questions that the Committee may propound to the party/witnesses;
  - d. The failure or refusal of either or both parties to appear before the Committee to present their respective evidence constitute a waiver unless there is a justifiable cause;
  - e. The parties should refrain from communicating with witnesses before, during, and immediately after they have deposed their testimony before the Committee. The parties and the witnesses are bound to keep the confidentiality of the proceedings;
  - f. The parties have to submit the list of witnesses to the Committee. Thereafter, it becomes the duty of the Committee to notify the witnesses on the date of the reception of their statement. However, because every effort must be made to keep the incident confidential, the Committee shall exercise its sound discretion in determining which witnesses are indeed necessary to the investigation;
  - g. The Committee, on its own, may call on other resource persons for additional information or verify information from files available in different offices of the University;
  - h. The parties bind themselves to respect the decision/s of the Committee pertaining to the conduct of the investigation. Any objection to how the Committee is handling the investigation must be reduced into writing and submitted to the Office of the University President for its consideration;
  - i. The parties understand that members of the Committee are bound by the rules on confidentiality and are expected to be impartial. The parties, therefore, should refrain from communicating with any of its members on matters related to the case during the pendency of the investigation; and
  - j. At any stage of the proceedings, the respondent may seek the assistance or advice of a counsel. His counsel, however, is not allowed to participate in the proceedings directly.
- 5.7. Within 20 days from the termination of the investigation, the Committee shall render its written report to be submitted to the Office of the University President.
  - 5.8. The University President shall then review the findings and recommendations of the Investigation Committee. If the act/s of the respondent/s warrants a



warning/reprimand, he shall direct the Vice President for Administration to immediately issue a written warning to the respondent. The duly received written warning shall be placed in the 201 files of the personnel in the HRDO or the student's file in the ADSAS Office. On the other hand, if the President dismisses the case, the Vice President shall also be directed to prepare the corresponding communication to the parties.

- 5.9. If the act/s of the respondent/s merits dismissal or suspension, the University President shall constitute the Arbitration Committee composed of the three Vice Presidents. The Committee Chairman shall then inform the respondent/s of the findings of the Committee on Investigation and direct him to explain in writing within at least five days from receipt of the directive why he should not be suspended/dismissed. Based on the written explanation of the respondent, the Arbitration Committee will decide whether or not to suspend/dismiss him. If warranted by the circumstances, the Arbitration Committee may conduct further hearings.
- 5.10. The decision of the Committee, whether for or against the respondent, may be appealed by either party to the Office of the University President. The decision of the University President shall be final and executory.

**Section 6. Preventive Suspension.** Suppose the Investigation Committee finds a strong probability that the respondent might exert undue influence or pressure upon the complainant and/or the witnesses or tamper on documents or evidence accessible to him through his office. In that case, it shall recommend to the University President that the respondent be placed under preventive suspension. If the respondent is placed under preventive suspension, it shall be for a period not exceeding 30 days. During the period of preventive suspension, the salary and other benefits of the respondent personnel shall be withheld, and he shall be barred from performing his duties and responsibilities. The period of preventive suspension may be extended beyond 30 days, but in which case, the respondent shall be paid his salary and other benefits. If the respondent is a student, he shall be barred from entering the campus during the period of preventive suspension. If, after investigation, it is established that the respondent personnel is not guilty of the charge/s, he shall be paid his salaries and other benefits withheld during the time he was placed under preventive suspension. He shall also be allowed to perform his duties and responsibilities. In the case of students, if he is absolved of the charge/s, he shall be allowed admittance to the University campus. He shall be given sufficient opportunity to make up for quizzes, tests, and other requirements missed during his preventive suspension.

**Section 7. Criminal/Civil Prosecution.** The meting out of administrative sanction to the respondent does not bar the complainant from filing the corresponding criminal and/or civil action/s in the proper court/s.

**Section 8. Romantic Relationships.** Romantic relationships between personnel and single students, especially when the former directly supervises the education or training of the latter, are strongly discouraged. On the other hand, romantic relationships involving married personnel with another personnel or student, married or not, shall be dealt with following the Code of Proper Conduct for SMU Employees or the SMU Student

Handbook. Public display of intimacy (PDI) within the campus is prohibited. If the PDI is committed outside of the campus by individuals in University uniform, they shall be dealt with in accordance with the Code of Proper Conduct for SMU Employees or the SMU Student Handbook.

**Section 9. Repealing Clause.** This Implementing Rule supersedes all policies, circulars, and memoranda earlier issued, which are inconsistent with the above provisions. If a provision/s of this Implementing Rules is/are amended or revised by subsequent policies, circulars, or memoranda, or repealed by provisions of law, the remaining provisions shall not be affected and remain valid and remain valid and enforceable.

**Section 10. Reservation Clause.** The University, in its sole and exclusive prerogative, reserves the right to amend, revise or set aside this policy. Subsequent amendments or revisions shall not take effect until proper dissemination to all affected and concerned sectors is undertaken.

**Section 11. Effectivity Clause.** These Implementing Rules shall take effect on the first day of the second semester of School Year 2011-2012. To ensure its maximum dissemination to the University community, a copy of these Implementing Rules must be posted on the different bulletin boards in the University and, if practicable, must be published in The Marian and annexed to the Student's Handbook Manuals for Academic and Non-Academic Personnel.


## **ANNEX E: CHSF GUIDELINES FOR MOTOR/VEHICLE OWNERS AND DRIVERS**

Saint Mary's University has a Clean, Healthy, Safe, and Friendly (CHSF) Campus program. It aims to promote environmental concern and safety for all in the community. In line with the safety component of the said program, the CHSF guidelines and reminders to owners and drivers of motor vehicles will serve as a guide while inside the University campus, as follows:

1. No **RFID** Sticker/Tag/Visitors ID; No Entry.
2. Students inside the car must step down the vehicle to tap their IDs on the turnstile or tap at the ID reader at the gate.
3. Give courtesy to crossing pedestrians AT ALL TIMES.
4. The speed limit within the campus is 20 kph.
5. Noisy motorcycle mufflers are not allowed inside the Campus.
6. Respect parking area signage, i.e., parking area for the President, Vice Presidents, Faculty, and Staff.
7. Drive slowly, especially at the oval track, to avoid dust being blown into those seated at the study kiosks and patios.
8. Avoid blowing horns. If a car has a warning device, ensure that it does not disturb the community while the vehicle is parked.
9. Avoid texting or taking calls while driving inside the campus.
10. Help protect the environment. Avoid overstaying in the car and shut off the engine while the car is parked.
11. Please do not leave trashes on the University grounds. Dispose of them properly in the trash bins/boxes or bring them with you.

12. The university will not be responsible for any loss or damage while your car/motor is parked on the University Campus.
- ❖ \*The **RFID** allows your motor/vehicle entry and exit from the University Campus but not as a Parking Pass. You may, however, park your vehicle subject to the availability of designated parking spaces. Failure to comply may lead to a car/motor pass suspension or revocation.

**ANNEX F: ATTESTATION FORM FOR NATURAL-COLORED HAIR (FOR DELETION)**

 <b>Saint Mary's University</b> Bayombong, Nueva Vizcaya <b>OFFICE OF THE ASSOCIATE DEANS OF STUDENT AFFAIRS AND SERVICES FOR MEN AND WOMEN</b>	Unit Code	
	Revision	
	Effectivity Date	
	Page/s	

**STEP 1**

**LETTER OF ATTESTATION FOR NATURAL BROWN HAIR**  
(To be filled out by parent/guardian)

Date Today \_\_\_\_\_

This is to attest that my child/ward \_\_\_\_\_, \_\_\_\_\_ has a natural colored hair.  
(student's name) (Course & Year)  
I am submitting a childhood photo in size 4R or 4x6 inches to attest to this matter. I am aware of SMU's policy against colored hair, and hereby guarantee that I will prohibit my child from violating this policy while he/she is enrolled in the University.

\_\_\_\_\_  
Parent's/Guardian's Signature over printed name

NOTE: Submit this form together with the student's childhood photo to the ADSAS Office. Personal appearance of the student is required.

**STEP 2**

**PROMISORY NOTE AGAINST COLORED HAIR**  
(To be filled out by the student)

Date Today \_\_\_\_\_

I am aware of SMU's policy against colored hair, and hereby promise not to enhance my already colored hair as long as I am enrolled in the University. I understand that I will be given a "certification for natural colored hair" which I must wear while in the university premises and **must renew every term**. I attest to the truthfulness of the above and any violation to this note may result to specific sanctions as stipulated in the Undergraduate Student Handbook.

\_\_\_\_\_  
Student's signature over printed name

\_\_\_\_\_  
Course and Year

**STEP 3**

*This portion to be filled out by the ADSAS for Men or Women*

Requirements	Date Submitted/Accomplished	Document Received by	Remarks
<input type="checkbox"/> childhood photo of the student			
<input type="checkbox"/> personal appearance of the student			

Approved by:

DR. FELIPE V. NANTES, JR.  
Associate Dean  
Student Affairs and Services for Men

DR. HAYDEE D. JAMES  
Associate Dean  
Student Affairs and Services for Women

Noted by:

MR. SAMUEL B. DAMAYON  
Dean, Student Affairs and Services

**STEP 4**

☐ Certification for natural brown hair issued.

Issued by: \_\_\_\_\_ on \_\_\_\_\_  
ADSAS Men/Women Date

**ANNEX G: AFFIDAVIT OF UNDERTAKING FOR VISIBLE TATTOO (FOR DELETION)**

REPUBLIC OF THE PHILIPPINES  
PROVINCE OF NUEVA VIZCAYA  
MUNICIPALITY OF BAYOMBONG

AFFIDAVIT OF UNDERTAKING

I, \_\_\_\_\_, \_\_\_\_\_ years of age, single and a resident of \_\_\_\_\_, after first being sworn to in accordance with law, do hereby depose and say:

1. That I am a \_\_\_\_\_ (course/year) student of Saint Mary's University;
2. That I am aware that Saint Mary's University is not only concerned about the academic development of its students but also has a program on the formation of character of its students starting with the students' discipline;
3. That I have violated one of its standing policies on visible tattoos having a visible tattoo on \_\_\_\_\_;
4. That after such violation/s of the student code of conduct, the school is giving me consideration and one last chance to be enrolled;
5. **That I have an agreement with the ADSAS Offices to fully cover my visible tattoo/s AT ALL TIMES while in the university campus if not to remove them totally;**
6. **That any violation of this agreement would result in my non-readmission for the next summer term or semester;**
7. That I am executing this affidavit to attest the veracity of the foregoing facts and undertakings and for all legal intents and purposes.

IN WITNESS WHEREOF, I hereto set my hand this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at Bayombong, Nueva Vizcaya.

Affiant:

\_\_\_\_\_  
Signature over Printed Name

Assisted by (in case of a minor student):

\_\_\_\_\_  
Signature above Parent/Guardian Name

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ Bayombong, Nueva Vizcaya.

NOTARY PUBLIC

ANNEX H: EXCERPT OF CHED M.O. No. 64, s. 2017: POLICIES, GUIDELINES, AND PROCEDURES FOR HEIs REQUIRING DRUG TESTING OF STUDENTS\*

## ARTICLE VI MANDATORY RANDOM DRUG TESTING PROGRAM IN ALL HEIS

**Section 6.** Pursuant to Section 32 of R.A. 9165, all HEIs are mandated to implement the random drug testing program under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 titled *"General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student,"* and *"General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003,"* respectively.

**Section 7.** The provisions of DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 titled *"General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student,"* and *"General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003,"* is hereby adopted to supplement all HEI rules and regulations and these policies, guidelines and procedures in so far as they are consistent and relevant.

## ARTICLE VII MANDATORY DRUG TESTING OF STUDENTS IN HEIS

**Section 8.** While R.A. 9165 mandates **random drug testing** of secondary and tertiary students, HEIs are not precluded from implementing a **mandatory drug testing of students** in the valid exercise of its academic freedom, subject to the policies, guidelines and procedures set forth in this Memorandum Order and other governing laws.

**Section 9. Institutional Policy.** All HEIs implementing a mandatory drug testing of students must be able to show that it has the approval of its Board of Trustees/Directors/Regents and has gone through the necessary student consultation process.

**Section 10. Consultation Process.** All HEIs intending to implement a mandatory drug testing of students as part of its policy for admission and/or retention of students, shall conduct prior student consultation.

**Section 11.** In the absence of a student council/government in an HEI, representatives of not more than ten (10) shall be selected by the HEI from the recognized student organizations to participate in the consultation.

**Section 12.** The HEIs shall present at the consultation, the draft of the policy requiring mandatory drug testing of students.

Page 7 of 12

\* Starting the school year 2020-2021, the University will implement Random Drug Testing for all enrolled students.

## ANNEX I: SAMPLE WAIVERS ISSUED BY THE DEAN OF STUDENT AFFAIRS AND SERVICES

Waiver - Category A is for two (2) or more days Out-of-Campus Activities



**SAINT MARY'S UNIVERSITY**  
Bayombong, Nueva Vizcaya

**DEAN OF STUDENT AFFAIRS AND SERVICES**

Department/Unit Code	SAS-FO-015
Revision	00
Doc. Control Number	
Effectivity Date	2022/07/01
Page/s	1 of 1

**OFFICIAL WAIVER**  
Category A

**PARENT/GUARDIAN'S CONSENT**

Dear Sir/Madam:

This is to inform you that I permit my son/daughter/ward, \_\_\_\_\_ to participate in the following activity and that his/her participation is voluntary.

Name of Activity: \_\_\_\_\_  
Date of Activity: \_\_\_\_\_  
Venue/ Destination: \_\_\_\_\_

I have considered the benefits that my son/daughter/ward will derive from his/her participation in the said activity.

I shall not hold any of the teachers, personnel or administrators of Saint Mary's University responsible for any untoward incident that may happen beyond their control.

Very truly yours,

\_\_\_\_\_  
(Parent/Guardian's signature over printed name)

Parent/Guardian's Complete Address: \_\_\_\_\_

Parent/Guardian's Contact Numbers:  
Telephone No. \_\_\_\_\_  
Cell phone No. \_\_\_\_\_

**N.B.**

1. Parents/guardians are free to accompany their son/daughter/ward if they so desire, at their expense.
2. If the activity is educational tour/trip, per CHED Memorandum Order (CMO) 17, s. 2012, this parent/guardian's consent must be duly notarized and submitted before the activity.

**REPUBLIC OF THE PHILIPPINES**  
**PROVINCE OF NUEVA VIZCAYA**  
**MUNICIPALITY OF BAYOMBONG** } S.S.

BEFORE ME, this \_\_\_\_\_ appeared \_\_\_\_\_ and executed the foregoing document, and acknowledged to me that the same is his/her free act and deed. Prior thereto, he/she presented the following as proof of his/her identity:

Valid Identification Presented: \_\_\_\_\_  
No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, the day, year and place above written.

Notary Public

Document No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_.

*Inspired by Mission,  
Driven by Excellence*

A219, Second Floor, Fr. Godfrey Lambrecht Building  
SMU Main Campus, Ponce Street  
Bayombong, 3700, Nueva Vizcaya, Philippines  
smu.edu.ph / dsas@smu.edu.ph  
(078)321 2221 loc 128 / 09559980437

Waiver - Category B is for one (1) day Out-of-Campus Activities



**SAINT MARY'S UNIVERSITY**  
Bayombong, Nueva Vizcaya

**DEAN OF STUDENT AFFAIRS AND SERVICES**

Department/Unit Code	SAS-FO-016
Revision	00
Doc. Control Number	
Effectivity Date	2022/07/01
Page/s	1 of 1

**OFFICIAL WAIVER**

Category B  
Page 131 of 146

**PARENT/GUARDIAN'S CONSENT**

Dear Sir/Madam:

This is to inform you that I permit my son/daughter/ward \_\_\_\_\_

## **ANNEX J: DATA PRIVACY CONSENT FORM**

Upon graduating from Saint Mary's University, I am allowing the University to publish my name and the degree I earned, including the honors I have received in the program to be distributed to the Commencement Exercises. I understand that by giving my consent, I am allowing the members of the general public access to this information. I likewise give my consent in favor of my parents/guardians/representative to access, verify, examine and inspect my academic and scholastic records, school fees, or accounts in the University and all matters that pertain to my status as a student of the University. I understand that my personal information cannot be disclosed without my consent. In this regard, I hereby allow Saint Mary's University / SMU to collect, process, use and share my personal data to pursue its legitimate interests as an educational institution.

## **ANNEX K: EXCERPT OF SMU'S SOCIAL MEDIA POLICY**

### **A. Purpose**

Saint Mary's University is a Catholic missionary educational institution aimed at inculcating the values of mission and excellence among its students. The University is



not only concerned about the academic formation but also the character formation of its students. Thus, as it requires the highest behavioral propriety in students' academic life, so does it in their non-academic life.

Social media undeniably cuts across the academic and non-academic lives of students. The University recognizes the numerous benefits and opportunities which social media presence offers. School personnel and students are actively encouraged to find creative ways to use social media. The University recognizes the need to adapt to the changing means of communication. Freedom of speech is enshrined in our constitution, but the same constitution also protects those whose basic rights are violated by one's freedom of speech. Social media is one means by which one could exercise freedom of speech and, at the same time, use it as an educational tool for learning.

There are some risks associated with social media use, especially around the issues of cyberbullying, cyber defamation, and safeguarding personal and institutional reputations, among others. This policy aims to encourage students' healthy, safe and friendly use of social media. The policy also aims to provide guidelines so that cyberbullying and other online-related issues may be reduced and dealt with accordingly.

## **B. Scope**

This policy:

1. Applies to all students and to all online communications which directly or indirectly represent and affect the university;
2. Applies to such online communications posted at any time and from anywhere;
3. Encourages the safe and responsible use of social media; and
4. Defines monitoring students' social media activity pertaining to the school and its students.

The university respects the privacy and understands that students may use social media forums in their private lives. However, personal communications, videos, photos, and other postings are likely to negatively impact professional standards and/or other people's and the school's reputation; hence, it is within the scope of this policy.

## **D. Social Media Use Personal Responsibility**

The University requires that all users using social media adhere to the standard of behavior as set out in this policy and other relevant policies, including the Student Handbook. It must be borne in mind that the lines between private and public, personal and professional, are blurred on the internet. By virtue of being a Marian student and a member of the online community, one should ensure that all online content associated to him/her is consistent with the University student handbook and all expectations befitting a Marian student.

### **1. General Guidelines**

- a. Social media and other electronic devices, when used inside the University campus, are for educational purposes only. Thus, all inappropriate social media and other electronic devices used for illegal and immoral activities are strictly prohibited. This includes but is not limited to accessing and sharing pornographic sites, posting and

sharing immoral videos, selling prohibited drugs, and stalking other students or university personnel.

- b. Bear in mind that there is no such thing as a truly “private” post. Once someone publishes something through social media, a degree of control over one’s message, photo, or video is lost. Even if privacy settings are posted appropriately and shared only with select people, posts can still be captured via screenshot, printed, or copied and pasted into an email and shared beyond one’s intended audience.
- c. As a general rule, all complaints, disagreements, comments, and other social media concerns may be brought to the attention of proper school offices in person or writing. Thus, complaints or comments affecting the reputation of the University and any member of the school community on social media platforms or channels may be dealt with accordingly. No one should use social media to air internal grievances.
- d. Any indirect negative or defamatory allusions (negative statements/bashing/profanities) made against the University, its administrators, its personnel, and students are hereby discouraged and may be dealt with in accordance with the Student Handbook. Be reminded that the University has proper protocols for airing any concerns regarding the university, its administrators, personnel, and students.
- e. Unacceptable conduct (e.g., defamatory, discriminatory, offensive, harassing content or a breach of data protection, confidentiality, and copyright) will be considered extremely serious by the University.
- f. The University will take appropriate action in the event of breaches of the social media policy. Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is considered illegal, the school will report the matter to the police and other relevant external agencies. It may take action according to the student code of conduct.
- g. Make sure that comments, post content, or link to materials will not disrepute the school, any person, or institution.
- h. Take prudence in publishing or posting confidential or commercially sensitive issues or material.
- i. **The Don’ts**
  - 1. Don’t make comments, post content, or link to materials that will bring the school or any other person into disrepute.
  - 2. Don’t publish confidential or commercially sensitive material.
  - 3. Don’t breach copyright, data protection, or other relevant laws.
  - 4. Don’t post derogatory, defamatory, offensive, harassing, or discriminatory content.
  - 5. Don’t use social media to air internal grievances.
  - 6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else’s identity.
  - 7. Don’t post profanity, obscenity, or anything that depicts you in an unfavorable light, including, but certainly not limited to, any images of you drinking, using drugs, in questionable settings, with disreputable companions, in inappropriate attire, or engaging in illegal activities.
- j. **The Do’s**

1. Follow the school's code of conduct when writing or posting online.
2. Be respectful to all parties and use an appropriate tone.
3. Ensure you have permission to 'share' other peoples' materials and acknowledge the author.
4. Express opinions but do so in a balanced and measured manner.
5. Think before responding to comments and, when in doubt, get a second opinion.
6. Consider the appropriateness of content for any audience.
7. Seek advice and report mistakes using the school's reporting process.
8. Follow "THINK" before you click the rule, which specifies that before you post or react to anything online, decide whether it is True, Necessary, Informative, Needed, or Kind.

## **2. Legal Considerations in the Use of Social Media**

- a. Users of social media should consider the copyright of the content they are sharing and, where necessary, should seek permission from the copyright holder before sharing.
- b. Users must ensure that their use of social media does not infringe upon relevant data protection laws or breach confidentiality.
- c. Users must ensure that it does not violate any right of any individual or institution.
- d. Remember that any cases arising from the school are administrative cases that may not hinder filing any other criminal case or legal remedies arising from any violation of laws relating to online behavior.

## **3. Handling Online Abuse or Mistakes**

- a. When acting on behalf of the school or issues about the school, handle offensive comments swiftly and with sensitivity.
- b. If a conversation turns and becomes offensive or unacceptable, school users should block, report, or delete other users or their comments/posts and should inform the audience and the school authority exactly why the action was taken.
- c. If you feel that you or someone else is subject to abuse by university personnel or other students through a social networking site, then this action must be reported using the settled school procedures.
- d. When mistakes are committed online, admit them and correct them quickly. Share the mistakes with the School Guidance Counselor so they can help address the issue effectively. Clearly state if the corrections were already made on the previous post. Even though damage may have been done, it is best to admit and correct the mistake. Apologize if appropriate and report the incident to proper school authorities.

## **4. Tone of Communication in Social Media**

The tone of messages published on social media should be appropriate to the audience and, most especially, befitting the communicators in social media. As Marians, profane and inappropriate language online should be avoided. Take note of SMU's CHSF

program and the values every Marian is formed into. Keywords to consider when composing messages are:

- a. Engaging – the message arouses positive interest in the other to communicate constructively and interestingly.
- b. Conversational – a message appropriate in a natural and normal conversation that permits open, friendly, and healthy communication.
- c. Informative – the message allows learning and appreciation between and among communicators.
- d. Friendly (on certain platforms, e.g., Facebook) – messages must not contain seemingly bullying and other inappropriate language as stated in the Student Handbook.

## **ANNEX L: POLICY AND GUIDELINES ON MANDATORY DRUG TESTING OF SMU**

### **I. RATIONALE**

The drug problem in the Philippines continues to be a serious national concern that permeates both public and private sectors not only as a security issue but also as a health concern that affects the social, emotional, psychological, as well as the economic well-being of the citizenry.

This is why after 30 years, lawmakers passed Republic Act 9165 otherwise known as “The Comprehensive Dangerous Drugs Act of 2002” repealing RA No. 6425 or the “Dangerous Drugs Act of 1972” mandating therein, under Section 36, Article III the drug testing of ( C ) students of secondary and tertiary schools.

The Philippine Government recognizes the primary responsibilities of the family particularly the parents for the education and awareness of its members of the ill-effects of dangerous drugs. Thus, all universities and schools are enjoined to adopt a strong policy on prevention in school campuses and among the youth by employing all necessary and reasonable means to ensure a healthy and drug-free school environment.

The Commission on Higher Education (CHED) is statutorily mandated to implement the random drug testing of students in institutions under their authority as prescribed in sections 42, 43 and 45 of RA 9165. It strongly encourages all Higher Educational Institutions (HEIs), including Saint Mary’s University in the exercise of its academic freedom, to adopt mandatory drug testing as an institutional requirement for admission and retention.

Moreover, it is the desire of Saint Mary’s University in compliance to CMO No. 64 series of 2017 the “Adoption of a Strong Policy on Drug Prevention in Campus and Among the Youth” and CMO 18 series 2018 entitled “The Implementing Guidelines for the Conduct of Drug Testing for Students in all Higher Educational Institutions” to conduct mandatory random drug testing for the welfare of the students which ensures the enforcement of the program not only for the health of the students but also for the welfare of Saint Mary’s University as a community. This policy gives emphasis on restorative justice which embodies the normative values of resolution, protection and respect and the operational values of solidarity and active responsibility. This is in

contrast to punitive justice which is focused on punishing the offender which is a last resort of this policy. Interventions then from this policy are clear, specific, commensurate as well as sufficient to address the needs of all students in the university.

## **II. STATEMENT OF POLICY AND OBJECTIVES**

The drug problem in the Philippines has heavily permeated the vulnerable youth sector. It has become established that even colleges and universities were used as easy access for the use, possession and sale of prohibited drugs. As a Catholic University, Saint Mary's University, guided by its values, takes the initiative to respond in a responsible and holistic manner to this drug concern.

As a CICM and Catholic University, SMU adopts a policy of helping students who are hooked to illegal drugs. It is the policy of the University to employ all means necessary and reasonable to ensure a healthy and drug-free environment by implementing the mandatory random drug testing for its students. It further adopts as a matter of policy Section 2 paragraph 12 of DBB Resolution No. 3 series of 2009 which states that "Random drug testing for students is considered by the government entirely as a "health" issue, and aims to provide appropriate interventions to those who will be tested positive for dangerous drugs use, which will help the student stop further use and/or abuse of the substance." Thus, the University's random drug testing program is not punitive but restorative and transformative in nature.

The sanctity of life, respect for human rights and the best interest of the students underpin the guidelines, processes, measures and interventions enunciated under this policy. Any doubt in the construction or interpretation of its provisions should lean favorably towards these overarching principles.

This program aims to:

- a. ensure that this university is a drug-free campus;
- b. create a wide awareness among students that dangerous drugs not only affect their health and ability to learn but they can also disrupt the teaching and learning environment of other students as well;
- c. help concerned agencies of the government (DDB, DOH, PNP, DILG, PDEA among others) in its collaborative efforts in preventing drug abuse and rehabilitation of dangerous drugs dependents especially among students;
- d. establish a stronger partnership between the government and stakeholders of the university in providing programs and activities intended to facilitate the holistic and well - rounded students' development and enable the practice of a healthy lifestyle; and
- e. ensure that the random drug testing policies of the University are reasonable and not in any manner violate the rights of the students who will undergo the drug test, and that all procedures undertaken shall take into account the ideals of fairness and rehabilitation and not isolation of the drug dependent.

### III. SCOPE AND COVERAGE

These policy guidelines for the conduct of drug testing of students at Saint Mary's University shall follow the parameters laid down by RA 9165 and DDB Regulation No. 6 Series of 2003 as amended by DDB Regulation No. 3 Series of 2009 as well as CHED Memorandum Orders pertinent to drug testing.

Furthermore, these policy guidelines shall apply to currently enrolled tertiary students (existing or currently enrolled) of Saint Mary's University whether new, transferee, readmitted or continuing students. The drug testing shall be conducted:

- a. following the guidelines provided through RA 9165 and CMO No. 18 series of 2018 in all its parameters and implementing rules; and
- b. in every academic year but not later than April of the university's academic year starting Academic year 2020-2021;

### IV. DRUG FREE COMMITTEE

This committee is responsible for the formulation of SMU's drug testing program in accordance with the pertinent provisions of RA 9165. The program shall include among others the drug education, awareness, prevention and control initiatives that will promote a "drug- free" campus. This committee also is responsible for the creation of a **Selection Board** which shall have the authority to determine who shall be subjected to the drug test through random sampling among currently enrolled students and monitor the actual random drug testing.

- a. **Composition** – The University Drug Free Committee (DFC) shall be composed of the following:

Chairman:	University President
Vice Chairman:	Vice President for Administration
Members:	Vice President for Academics
	Vice President for Finance
	Vice President for Mission and Identity
	University Legal Counsel
	Academic Deans of Tertiary Programs
	Dean, Student Affairs and Services

#### **Selection Board Members**

Drug Testing Coordinator (DTC):	Dean, Student Affairs and Services
Faculty Representative:	To be appointed by the Chairman
Parent Representative:	To be appointed by the Chairman
Student Council President:	Incumbent Student Central Council (SCC) President
Guidance Counselor:	Head, Guidance and Testing Office
School Physician:	University Medical Doctor
University Statistician:	To be appointed by the Chairman

- b. **Specific Responsibilities of the Drug Free Committee (DFC)**

1. The Chairman shall approve the conduct of any planned Random Drug Testing or drug related conferences/forums in the University. He approves and signs all plans or reports pertaining to the conduct of the Random Drug Testing and other related activities and calls for meetings relative to the random drug test but not limited to its developments and evaluation. He is responsible also in maintaining the university as a drug free campus through implementation of anti-illegal drug abuse programs and activities.
2. The Vice Chairman disseminates information on the approved conduct of random drug testing and other related activities to all offices and to the students. He shall also coordinate and communicate with the DOH-accredited private or public medical clinic or health provider to participate in the conduct of random drug testing.
3. The Drug Testing Coordinator (DTC) shall implement and monitor the actual drug testing in the university campus. The DTC works closely with the School Physician and the DFC Vice Chairman for the pre-random drug testing, actual random drug testing and post-random drug testing activities including reports of the entire Random Drug Testing activity and ensures that reports are prepared on such activities to be submitted to CHED through CHEDRO or any other office as deemed necessary.
4. The Faculty Representative shall coordinate the activity to the respective Academic Deans and ensures that the different schools participate in the conduct of the random drug testing and other related activities. He/she shall attend meetings/conferences that may be called upon by the DFC Chairman.
5. The parent representative represents all the parents and the Student Central Council (SCC) president also represents the students in the selection of students for drug testing and in meetings that may be called for by the DFC.
6. The Guidance Counselor shall act as the DFC coordinator to confidentially keep all records about the results of the random drug testing of students. He/She is also responsible in counseling students with positive drug test results and developing and recommending programs or activities to the DFC Chairman aimed at ensuring a drug free campus.
7. The University Physician, in coordination with the Drug Testing Coordinator shall assist together with the university nurses in the actual random drug testing by the DOH-accredited health provider.
8. The University Statistician shall assist the Selection Board on the best possible and reasonable way of electronically selecting students from the Student Information System (SIS) for the actual random drug testing.

**V. IMPLEMENTING GUIDELINES OF THE RANDOM DRUG TESTING PROGRAM**

The implementing guidelines of the University's Random Drug Testing (RDT) shall be in accordance with the guidelines set forth by CHED through their issued

memorandum orders but not limited to the provisions of RA 9165 and DDB Regulations on Random Drug Testing. The mandatory random drug testing program of the university is for the purpose of helping students be able to finish the course they have enrolled in providing a conducive learning environment by removing any possible hindrance in their studies like addiction to illegal drugs through activities and programs such as anti-illegal drug forums, symposia, debates, or seminars and workshops.

Through this policy the university adheres more to restorative justice than punitive justice which helps rather than punish those hooked to illegal drugs. Thus, the university will be guided in the conduct of the random drug testing program through the following:

**a. Institutional guidelines on the mandatory random drug testing**

1. There shall be a consultation about mandatory random drug testing with the students through the Student Central Council where the policy on mandatory random drug testing is to be presented. Such consultation shall be done not later than the end of February of the Academic year preceding the year that the intended mandatory drug testing will be implemented (Rule VI Sections 10, 12, 13 of CMO No. 18 Series of 2018).
2. All parents shall be notified in writing on the process and manner by which the mandatory random drug testing shall be conducted with the consent from their children of legal age in compliance with the Data Privacy Act of 2012. This notification could be sent anytime during the school term and failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing (Section D of DDB Regulation No. 6 Series of 2003).
3. The random drug testing shall be made only through a prior approval from the University President.
4. Only DOH-accredited individuals, practitioners, and physicians shall conduct Random Drug Testing in the University and all who participated in the actual random drug testing shall execute a Non-Disclosure Waiver in compliance with the Data Privacy Act of 2012.
5. The fees shall be borne by the student randomly selected for the Drug Testing which must not be more than three hundred pesos (Php 300) which will cover cost of

screening and confirmatory tests when needed (Section 1 of DDB Regulation No. 9 Series of 2007 amending DDB Regulation No. 1 Series of 2004).

6. The total number of students for the random drug testing shall be a percent of the total current students of the school term or semester who shall be selected through stratified random sampling which will produce a ninety five (95%) percent confidence level. The selection shall be done electronically from the official list of enrolled students from the student information system (SIS) of the current term or semester.
7. The Random Drug Testing shall be conducted twice every school year where one random drug testing shall take place in each semester. It shall be taken



at the University Medical Clinic under strict supervision of the DOH-accredited health provider, University Physician and the Drug Testing Coordinator (DTC) of the university. The random selection and the drug testing shall also be done on the same day for the preservation of the integrity of the samples taken. A student who is randomly chosen for the second time during the second semester shall undergo the same procedure.

8. Any student (including transferees) who is found positive of drug use or drug dependency must show documents that he was either cleared or rehabilitated by institutions responsible in dealing with drug users and dependents. He/she will also be under probation for one (1) school year by the Office of the Dean of Student Affairs and Services (ODSAS).
9. The refusal of the student to undergo mandatory random drug testing shall be subject to the relevant sanctions as provided in the Student Handbook of Saint Mary's University, provided that in no case shall such refusal to undergo drug testing give rise to presumption of drug use or dependency.
10. Any act of use and selling or distribution of illegal drugs within the university campus shall be dealt with separately and accordingly under strict disciplinary sanctions provided by the student handbook and other pertinent laws.

**b. Results/Conditions of the Drug Testing**

1. The result of the drug test issued by the partner Drug Testing Center shall be directly forwarded to the office of the Drug Testing Coordinator and shall be treated with utmost confidentiality.
2. If the test result is negative, the Drug Testing Coordinator (DTC) shall inform both the parents and the student concerned about the negative result and the result shall be filed at the Guidance and Testing Office;
3. In case the test result is positive,
  - a. the Drug Testing Coordinator (DTC) shall inform both the parents and the student concerned. They shall be informed that the result will be regarded with utmost secrecy and confidentiality,
  - b. the Drug Testing Coordinator (DTC) calls for a conference with both parents and the student. The DTC informs and discusses the necessity for a confirmatory test and for the determination of drug dependency level of the student to be conducted in a DOH facility. The conference with both parents and student shall be with assistance from the Selection Board's Guidance Counselor. It shall be the duty of the Head of the Guidance and Testing Office, as member of the Selection Board, to look into the immediate intervention or possible rehabilitation of any student found to be positive of drug use; and
  - c. The Drug Testing Coordinator (DTC) sends the result for confirmatory test and to determine the level of drug dependency of the student to a DOH-accredited facility or DOH government Physician;
4. If the confirmatory test yielded positive result,

- a. the same shall not be a basis for expulsion or disciplinary action unless after due process, said student is held liable for some other violations of the student Handbook. The confirmed test shall not also be reflected in the academic performance and records of the student,
  - b. the student must undergo intervention and rehabilitation as recommended by a specialized health practitioner; and
  - c. If the student is found to be a drug dependent, the appropriate sanction, intervention, and/or rehabilitation shall be imposed by the DFC in accordance with the school's Student Handbook and other applicable laws, rules and regulations. A drug dependent is defined as a person who regularly consumes or administers or allows others to administer to him/her dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.
5. Under no circumstances shall the results be used to incriminate any student for further legal action which may result to administrative/civil/criminal liabilities (Section 4 Paragraph f of DDB Regulation No. 3 Series of 2009);
6. Denial of admission or exclusion of the student will only be for the most serious grounds, when there is a real threat to the security and well-being of the SMU community; and
7. For re-entry to the university, the student confirmed to be positive of drug use must show proof that he/she completed the recommended intervention/s or rehabilitation and shall be under probation for one (1) year. Once accepted, he/she becomes again part of the pool of students for random drug testing and once selected and the result of drug test again is positive, corresponding sanctions shall be imposed by the DFC in accordance with the Student Handbook and university policies and other applicable laws, rules and regulations.

**c. Random Drug Testing Process Diagram**



**VI. REPORTING OF THE RANDOM DRUG TESTING AND OTHER RELATED ACTIVITIES**

- a. The University administration shall ensure the full implementation of the mandatory random drug testing activities in accordance to these guidelines.
- b. The Office of the Dean of Student Affairs and Services (ODSAS) shall be responsible in submitting annual reports to CHED through CHEDRO or as needed.

**VII. CONFIDENTIALITY CLAUSE**

- a. All results of the random drug testing of students shall be kept confidential as provided under the provisions of RA 9165 and CMO No. 18 Series of 2018. The

University will not publish nor post drug testing results whether negative or positive.

- b. The protection of the students' interest under certain conditions shall be of utmost concern of the University without prejudice to the Data Privacy Act of 2012.
- c. The Guidance and Testing Office shall be tasked to keep all records of students who had undergone the drug testing.
- d. Anyone who violates this policy shall be subjected to legal remedies and disciplinary action as provided by RA 9165 and CMO No. 18, series of 2018 and the provisions of the Student Handbook or other pertinent laws and University policies.

#### **VIII. EFFECTIVITY CLAUSE**

The effectivity of this policy shall be in the school year 2019-2020 after due consultation with the students and final approval by the University Advisory Board (AB).

Approved:

**DR. JOHN OCTAVIOUS S. PALINA**

*University President*

**DR. JOHN G. TAYABAN**

*Vice President for Administration*

**DR. MOISES ALEXANDER T. ASUNCION**

*Vice President for Academic Affairs*

**MRS. VENICA S. ACOSTA, CPA**

*Vice President for Finance and Treasurer*

**REV. FR. PHILIP A. YU, JR., CICM**

*Vice President for Mission and Identity*

**ATTY. EPIFANIO DELBERT G. GALIMA III**

*Dean, College of Law  
University Legal Counsel*

## UNIVERSITY HYMN

Saint Mary's University  
We raise our paean unto thee  
Our hearts revere thy sacred name  
We sing the glory of thy fame  
While seasons come and seasons go  
Our loyalty we'll ever show  
Ah! Time and place shall ne'er decrease  
Our love for thee, Saint Mary's

We all must leave thee, blessed home  
About the stormy world to roam  
But though the mighty ocean tide  
Should us from thy dear walls divide  
And 'round the tree the ivy twines  
The clinging tendrils of its vine  
So seek thy peace, thy shelt'ring peace  
By ties of love, Saint Mary's

In after life, should troubles rise  
To cloud the blue of sunny skies  
How bright will seem through mem'ries haze  
The happy golden bygone days  
O let us strive that ever we  
May let these words our watch-cry be  
Where e'er we sail upon life's sea  
For God, for country and for thee

## CICM HYMN

One of heart and one of soul  
Through seas and storms we will go  
Through long days and darkened nights  
Still our love will glow  
Sweet is the burden, lighten is the care  
When love in us and our joy we all share.

Life is one with the lord  
By our side He will go  
In our minds and in our hearts  
So the world will know  
Let all our voices cry exaltations  
When love in us and our joy we all share  
When love in us and our joy we all share.

## UNIVERSITY PRAYER

God our Father,  
we come before Your presence  
to worship you as we pray for the good  
of our beloved Saint Mary's University  
and all her children.

Provide us with greater competence  
to accomplish our tasks in the tradition  
of excellence, so that we may continue  
to grow as formed, informed, and  
transformed Christian disciples.

Empower us with the Holy Spirit,  
the spirit of creativity, to innovate our ways  
towards healthy learning environment,  
effective integral human development,  
the care of Mother Earth  
and the promotion of life for all.

Deepen our faith as we follow Your son, Jesus  
while trusting in the goodness of others  
and in our giftedness,  
so that we may spread the Gospel  
with truth in our lips and integrity of our lives.

Sustain us in our CICM charism  
with passion for mission  
to go out to the needy beyond ourselves,  
and build vibrant Christian communities  
and a faith-filled community of nations  
where love, justice, and peace abound.

With Mary, our Mother and Patroness,  
we sing to magnify Your glory  
for we see the wisdom in gaining nothing  
but only Your Favor, and we are filled  
with courage to do everything  
according to Your will. Amen.

Mary Seat of Wisdom, pray for us.



# SAINT MARY'S UNIVERSITY

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# **CLEAN, HEALTHY, SAFE, AND FRIENDLY (CHSF) ENVIRONMENT PROGRAM MANUAL**

2023 Edition



Front cover design: John Lloyd O. Fontanilla, First Placer, 2021 Camouflage Painting Competition  
Back cover design: Nathalie Kaye M. Dasigan, Second Placer, 2021 Camouflage Painting Competition

## TABLE OF CONTENTS

I.	Historical Background	4
II.	Rationale	9
III.	General Objective	10
IV.	Framework	12
V.	The CHSF Logo	15
VI.	Strategic Direction and Actions	16
VII.	Structure	18
VIII.	Sustainability Component	19
IX.	Behavioral Guidelines for the CHSF Program	20



## **I. HISTORICAL BACKGROUND**

### **Conceptualization of the Program**

The University Campus in the 1990s is not like what it is now. The buildings were not painted, and graffiti was on the walls, restrooms, and chairs. Wild grasses surround some buildings while some others with banana trees. There was even no perimeter fence.

Then University President, Rev. Fr. Jessie M. Hechanova, CICM, called for a meeting to address this pressing problem on the University campus. The initial activity was a seminar-workshop on Total Quality Control (TQC) conducted for the faculty and staff with Engr. Joe Perez of Texas Instruments. Inc., Baguio City as the resource speaker on June 6, 1998. The Japanese Five S program inspired the administration to apply this in the work and learning environment at the University. These Seire, Saeiton, Sieso, Seikutsu, and Shitsuke were the basis for the conception of the clean, healthy, safe, and friendly environment program.

Rev. Fr. Jessie M. Hechanova, CICM, formed a core group with 17 members and later added eight to conceptualize the program. The core group has the University President as Director, Mrs. Corazon N. Abriam, Dean of Student Affairs and Services as Chairman, and Mr. John Tayaban, Human Resource Director, as Vice-Chairman.

The CHSF Program was an institutional response to the calls for a clean and green environment in the late 1990s when environmental awareness and protection became a global concern. Many countries realized that proper environmental care is necessary for sustainable development. During these years, there were different clean and green movements from the government and private organizations; thus, the search for the cleanest environment was a continuing activity in the public and even in the private sectors.

## **Institutionalization of the CHSF Program**

Developing a new culture of cleanliness associated with protecting the environment is a long process. It requires efforts from all sectors of society, like the family, church, media, government, and schools. Values for environmental protection with their behavioral manifestations do not arise automatically. Programs must be initiated and sustained so that each person will internalize these values. Thus, the core group underwent various training, seminars, workshops, and benchmarking on good housekeeping. On September 18, 1998, the core group visited the Texas Instrument (TI), Inc. in Baguio City to observe the implementation and effects of good housekeeping.

Following the benchmarking at TI were various seminar workshops conducted on CHSF for the basic and tertiary level students. There were also separate training sets conducted for the student leaders, the basic education and tertiary faculty and staff, the working scholars, and security guards. The first launching of the CHSF program took place on November 20, 1998, with the vision of creating and nurturing a safe and healthy learning environment with a positive psychological climate for students, faculty, and staff. This program also provides a clean, healthy, safe, and friendly learning environment to all students, members of the faculty, staff, and outside the community who are expected to act as stewards of the environment for today and future generation.

Visitors, alumni, and other institutions have noticed the remarkable changes and transformations of the campus since the program was launched. Consequently, on July 7, 1999, barely eight months after its launching, the Nueva Vizcaya Provincial Clean and Green Committee had a benchmarking through an ocular inspection of the CHSF Information Center. The Environmental Management Office (EMO) was also created this year. It was later renamed the Center for Environmental Management, Training, and Research (CENTAR) with the vision/mission of being an excellent resource center dedicated to empowering people to protect their environment

and enhance their communities. The Office/Center was headed by Mrs. Lucena Magno, whose headship spanned three University Presidents' administrations.

### **Implementing and sharing the CHSF Program**

Since its inception, there have been many relaunching programs, outreach activities, classroom lectures, organizing and attending seminars and workshops, including song and poem writing and jingle contests. These activities helped institutionalize the CHSF. 2005-2010, under the administration of Rev. Fr. Manny Valencia, CICM, had significant achievements for the CHSF program. There was the intensification of the monitoring and evaluation of the buildings, offices, ground, canteens, laboratories, faculty rooms, and even restrooms compliant with the CHSF Guidelines. It was in SY 2008-2009 that the landscaping competition was done. In 2021, a Home Edition was conducted that paved the way for the selection of the manual's cover page and official song. Among the continuing activities of the program were environmental outreach activities and projects that were implemented, like purchasing waste bins and putting up different signages, and the CHSF Brigade, in which faculty, staff, and students participate. In 2023, the Green Campus project was launched that emphasized the use of no- single plastic to reduce the volume of plastic.

The best features and practices became known to other institutions like the Saint Louis College of Tuguegarao, now the University of Saint Louis. A core group and some university administrators facilitated a CHSF orientation workshop for the college's administration and staff on October 16-17, 2000. On June 23, 2007, Administrators and CHSF advocates of the University facilitated sharing of the SMU CHSF Program with the Administration, Faculty, and Staff of Saint Louis University, Baguio City. CEMTAR also conducted seminars to intensify solid waste management campaigns (RA 9003), forging partnerships with institutions and organizations like the MASIPAG, OISCA-CFP, Bookkeeping Association of the Philippines Incorporated (BAPI), LGUs, DENR, TROCORDER, CENRO, and others. Moreover, training of Public School Teachers on the Integration of Environmental Concepts in all subjects (PLT-WET) and the development and utilization of SMU land resources,

i.e., tilapia production, rice production, fencing, and protecting the different land properties, were also accomplished.

Being one of the best practices, the CHSF entry of the University to the SEAMEO TROPED Network won First Place in the Innovation in School Health Initiative Award on September 8, 2021. The University also received Regional Awards for Best Anti-Illegal Drug Implementation during the CHED-PADS Innovative Awards and Campaign on Anti-Illegal Drugs on May 5, 2022. Before the COVID-19 Pandemic, the Saint Mary's University Senior High School together with the Junior High School was adjudged in December 2019 as Champion for Best Private School of the Gawad KALASAG (Kalamidad at Sakuna Labanan, Sariling Galing ang Kaligtasan) in Region 02; and in December 6, 2019, SMU High School was declared as the National Champion in the Private High School Category in the 21<sup>st</sup> National Gawad KALASAG. The Gawad KALASAG is to give "recognition to the efforts and commitment in supporting and initiating activities geared towards building a learning environment by focusing on creating awareness and involvement of students as well as other stakeholders in achieving the country's vision of safer, adaptive and disaster resilient Filipino Communities" (Saint Mary's University official website).

### **Firming up the program**

The CHSF program was monitored by the Dean of Student Affairs and Services Office (DSA) under Dr. Corazon N. Abriam from 1998 to 2011. In 2011, the program was re-aligned under the Physical Plant, Property Development, and Maintenance Office (PPDDMO) under the headship of Engr. Pascual Cabatic. It was, in turn, placed as one of the Land Resources and Environmental Management Unit (LREMU) functions. It was supervised by Mrs. Me Galate, the former CEMTAR head, a licensed agriculturist, and an accredited Pollution Control Officer (PCO) appointed by Rev. Father Renillo H. Sta. Ana, CICM. The CHSF program found a new place when the LREMU was changed into the Campus Facilities and Environmental Management Unit (CFEMU), still a sub-unit of the PPDDMO and under the same supervisor. Meanwhile, Engr. Leonido A. Costales Jr. was appointed as

the PPDMO Head. In addition to the CFEMU, Landholdings Development and Management (LDM) was created, taking care of the properties outside its campuses.

The Community Extension Services Center (CESC) was merged with the Indigenous Knowledge and Traditions Center (IKAT) in 2019. The merging led to the creation of the Lingkod Maria Community Development and Advocacy Center, which is in charge of carrying out CICM and SMU advocacy programs: Indigenous Peoples Social Development, Environmental Protection and Sustainability, Disaster Risk Reduction, Health and Well-being, Hunger Alleviation, Poverty Alleviation, Socio-Pastoral, and Evangelization, and Education for All. It is noteworthy, therefore, that LMCDAC is at the forefront in advancing justice, peace, and integrity of creation, so much so that the CHSF Program was then turned over in 2021 during the administration of Dr. John S. Palina to LMCDAC, which Dr. Christopher Allen S. Marquez headed as the Director. But with the creation of the Safety and Pollution Control Office (SPCO), whose functions are similar to the objectives of the CHSF Program, the SPCO officer takes the lead in implementing the said program. Mr. Hanson T. Villanueva was then the OIC-SPCO Head.

### **Sustaining the CHSF Program**

On April 8, 2016, Fr. Renillo H. Sta. Ana, CICM, the University President, sent representatives to the Eco-Friendly and Sustainable Seminar-Workshop held at Saint Louis University, Baguio City. As its partner collaborator, Saint Louis University spearheaded the seminar-workshop with WEnergy Global, a renewable energy systems solutions provider. The University representatives were Mrs. Alicia Jubay, CESC Director, Engr. Leonido Costales Jr., PPPDMO Head, Mrs. Me Galate, LDM Supervisor, Mr. Sherwin Marciano, NSTP Coordinator, Mr. Job Pilaspilas, SCC Officer, and Mr. Samuel Damayon, ADSAS for Men. The Seminar-Workshop emphasized the response and responsibility, especially of the academic institutions, on the emerging challenges of climate change and protecting Mother Earth through sustainable, eco-friendly practices and the use of a renewable source of energy.

Through the proposals of Mrs. Alicia Jubay, the University President, on April 20, 2016, called for a special Extended Advisory Board (EAB) meeting together with student representatives to review and evaluate the University's environmental program, specifically the CHSF Program. The meeting created a Technical Working Group (TWG) to start reviewing, revising, and proposing a manual reflecting emerging environmental concerns, new ideas and concepts, and new direction for the University's environmental program as a CICM higher educational institution. The Technical Working Group is under the supervision of the VP for Administration, Dr. John Palina, with the core group composed of Engr. Leonido Costales, Mrs. Alicia Jubay, Mrs. Me Galate, and Mr. Samuel Damayon. The other members of the TWG are Mr. Edil Suarez, Mr. Sherwin Marciano, Sr. Crispina Ng, SIHM, Mrs. Agnes Madamba, Mrs. Evangeline Basilio, Mrs. Myla Dueñas, Mrs. Jennifer Alaman, Miss Chantal Tayaban, and Mr. Job Pilaspilas.

In 2023, the CHSF Committee was revisited. The chairmanship of the committee was turned over to the newly created office – the Safety and Pollution Control Office. Among those that were also revisited were the designation of areas for each school, and the CHSF Manual. Hence, this Manual.

## **II. RATIONALE**

Institutions across the globe have witnessed the devastating effects brought about by the changes in our environment. Studies have shown that the observable effects of global climate change, like sea ice loss, accelerated sea-level rise, and more prolonged and intense heat waves, are already very evident. Overall, these published studies explain that the net damage costs of climate change will be significant and increase over time.

According to the Third National Climate Assessment Report (2014), some of the long-term effects of global change in the US are: the temperature will continue to rise, frost-free season, the growing season will lengthen; intense droughts in the Southwest; heat waves (or periods of abnormally hot weather lasting days to

weeks); hurricanes will become stronger and more intense; sea level will rise 1-4 feet by 2100; and the Arctic Ocean is expected to become essentially ice-free in summer before mid-century.

Those events and projected long-term effects have triggered global concerns about how the consequences can be abated. In 1992, world leaders gathering in Rio de Janeiro for the first-ever UN Conference on Sustainability and the Environment led to three documents: The Rio Declaration on Environment and Development, the Statement of Principles for the Sustainable Management of Forests, and Agenda 21.

Agenda 21 is a non-binding, voluntarily-implemented action plan of the United Nations regarding sustainable development. It covers statements of shared values that are expressed in public policies. It also encompasses agreements among international communities along with a sustainable environment.

A historic UN Summit/Conference in 2012 led to the formulation of the Agenda 2030 for Sustainable Development. In 2015, the United Nations chose through a vote the 17 Sustainable Development goals that are universally applicable. This document tackles climate change and calls for poor, rich, and middle-income countries to promote prosperity while protecting the planet. While the sustainable development goals embodied in Agenda 2030 are not legally binding, governments are expected to take ownership and establish national frameworks to achieve these goals.

As indicated in the Department of Environment and Natural Resources Report (2016), the Philippine government has responded to calls for combating the effects of global change by including sustainable development as one of its key strategic formulas in achieving the goal of national socio-economic sufficiency and environmental stability for which national resources, both government and private, have been mobilized and marshaled. More recent laws passed and signed for this purpose include the Climate Change Act, the National Framework Strategy on Climate Change, and the Philippine Strategy on Climate Change Adaptation. These laws give importance to reducing greenhouse gas emissions that go into the atmosphere.

Among the Catholic Schools in the Philippines, calls for actions that aim to care for Mother Earth have been manifested in various conferences, workshops, curriculum review and integration, community outreach, and research, among other things. The Catholic Educational Association of the Philippines (CEAP) conducts regular educators' and students' congress for Mother Earth's care across regions and national levels. The Association of Catholic Universities in the Philippines (ACUP), on the other hand, made a strong statement. In one of its national conferences, all its member schools should get more actively involved in the local deliberations and actions about exploiting the environment for human use through its research and outreach functions based on the solid principles of Catholic Social Teaching or CST.

In 2016, an ACUP national conference was held in Tagbilaran City to discuss and deliberate concrete actions that must be taken in response to Pope Francis' encyclical on caring for our common home (Laudato Si). As asserted by Pope Francis in this encyclical:

*Creation is not a property, which we can rule over at will: or even less, is the property of only a few. Creation is a gift; it is a wonderful gift that God has given us, so that we care for it and we use it for the benefit of all, always with great respect and gratitude.*

Given these environmental challenges and the calls for caring for the environment by the global community, the national and local governments, catholic associations, and the Pope, member schools of the *Congregatio Immaculati Cordis Mariae* (CICM) have taken the vital steps that outline concrete actions to address these ecological crises. An excerpt from the CICM RP's Justice, Peace, and Integrity of Creation (JPIC) vision-mission statements indicates that "CICM leads themselves to the mission of having a deep integration with creation to relate, persevere, and nurture God's gift of nature to humankind."



As a Catholic and CICM school, Saint Mary's University is one of the other CICM schools in creating programs and projects that promote its strong commitment to environmental sustainability and integrity of creation. One of these programs is the Clean, Healthy, Safe, and Friendly (CHSF) environment program which aims to develop more environmentally-literate Marians imbued with a sense of responsibility to care for and protect the environment.

### **III. GENERAL OBJECTIVE**

To continuously build, strengthen, and deepen ecological consciousness to bring about positive actions, social well-being, responsible resource utilization, and environmental sustainability in our Marian Community, partner communities, and the larger society.

### **IV. FRAMEWORK**

The emerging climate change issues have become a crucial factor that led to an urgent call for action to arrest this phenomenon and ensure a sustainable environment. Sustainability in schools and universities suggests that its undertakings promote environmental protection, economic viability, and social development.

Saint Mary's University has formulated actions through its CHSF program to respond to the call. Thus, CHSF, in the context of the University, becomes its strategic program to ensure a sustainable future. The CHSF Program of the University encompasses three dimensions that define its goals for a sustainable environment. The environmental dimension seeks to promote a livable environment through programs and activities that protect and enhance campus ecology. A clean, green, healthy, safe campus supports effective learning and experiences that foster social development. The economic dimension strives to further a livable environment through strategic policies and actions for wisely managing the school's resources, including wise use of ecosystem services, and eventually promoting an eco-friendly environment. Promoting the well-being of communities through the

school's environmental education program, health and food services, and non-academic formation programs describe the social dimension of the CHSF, which aims to achieve a socially- inclusive environment.

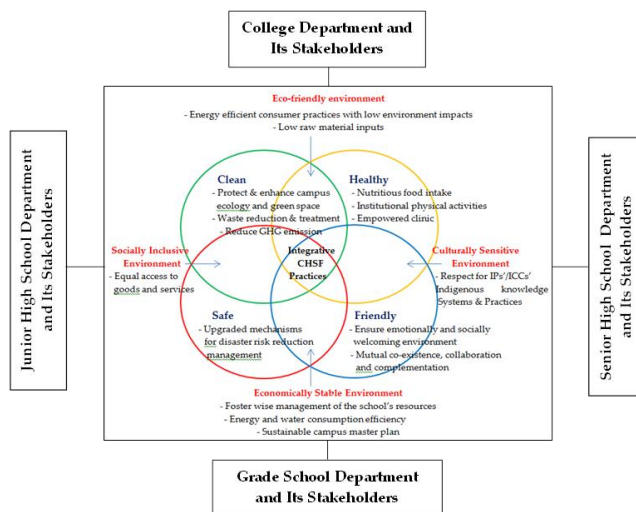


Figure 1. The CHSF Framework

Figure 1 is the new CHSF Framework. It resulted from the study of Dacles, Maslang, and del Rosario (2020) entitled, Securing a Clean, Healthy, Safe and Friendly School Environment, Challenges, and Prospects for Stakeholders: Context of a Private Educational Institution.

CHSF program framework incorporates the four departments of SMU – Grade School, Junior High School, Senior High School, and College. The components of CHSF are also spelled out: Clean, Healthy, Safe, and Friendly. The *Clean* component reflects the protection and enhancement of campus ecology and accommodates green space for the university buildings and other structures. This also includes provisions on waste reduction and treatment and GHG emission reduction. The *Healthy* component shows nutritious foods to be served in the school canteens and other eating establishments. Institutional physical activities and empowered clinics are also included in this aspect. The *Safe* component relates to the critical consideration of standard disaster risk reduction and management. Lastly, the *Friendly* component assures an emotionally and socially welcoming environment and provisions for mutual co-existence, collaboration, and complementation.

At the core of the four components are the integrative CHSF practices the four departments in SMU, including the basic education department, are practicing. The best practices which fall under any of the four components could be part of the CHSF program. The shepherding program, for instance, of the Guidance and Testing Office (GTO) could be counted as part of the program as it falls under the *Friendly* component. Security measures being performed by the school's security guards could also be integrated as this falls under the *Safe* component.

The CHSF program now encompasses four dimensions: eco-friendly, socially inclusive, culturally sensitive, and economically stable environment. The eco-friendly environment dimension seeks to promote a community with energy-efficient consumer practices with low environmental impacts and low raw material inputs. The socially inclusive dimension relates to the condition where there would be equal access to goods and services. The culturally sensitive dimension reiterates one of the CICM priorities: working for and with the IPs/ICCs. Finally, the economic dimension strives to further a livable environment through strategic policies and actions for wise management of the school's resources, including intelligent use of ecosystem services, which eventually seeks to promote an eco-friendly environment.

## V. THE CHSF LOGO



*Figure 2. The CHSF Logo*

The CHSF logo was enhanced in 2023, but it still bears the emblems of the original logo. The year 1998 was still part of the logo to emphasize the beginning and roots of the said program. The arrows signify the four Rs in waste management: reduce, reuse, recycle, and recover, along with the Clean, Healthy, Safe, and Friendly components of the program. The new University logo was placed at the center to signify that SMU is a steward in the care of our common home.

## VI. STRATEGIC DIRECTIONS AND ACTIONS

1. **The environmental/ ecological dimension** of the program refers to the institution's ability to uphold the quality of living and non-living systems that include land, air, water, and ecosystems and how they influence healthy and productive life. In the university context, the environmental dimension covers impacts related to inputs such as energy, water, and air, and outputs such as emissions, effluents, and wastes as indicators of a quality environment, including the adoption of great spaces and beautiful landscapes as stimuli to a healthy and productive life.

### **Programs and Projects**

The programs and projects under the dimension aim to promote a livable environment by protecting and enhancing the ecology of the campus. Proposed programs/ projects include:

- a. **Campus Green Spaces** - design, and use of open spaces, including green landscaping, to ensure ecosystem balance on campus and its utilization as a learning resource for students and as a recreational facility.
  - b. **Waste Reduction and Treatment Project**- waste management reduction program follows the following flow of action: (1) segregation at source, (2) recycling, (3) composting, and (4) reusing of materials. A septic vault was constructed for the disposal of hazardous and special wastes. Residual waste goes to landfills.
  - c. **Reducing Greenhouse Gases (GHGs)**
2. **The economic dimension** refers to the University's operations and their impacts on the economic conditions of its stakeholders and the natural environment. It describes its ability to shift to low-carbon systems and modify patterns of investment, production and consumption, and consumption in ways that

promote a healthy economy and, at the same time, achieve an eco-friendly environment by reducing its carbon footprints. (Respect for indigenous knowledge and technology).

### **Programs and Projects**

The programs and projects under this dimension seek to achieve an eco-friendly environment by reducing carbon footprints through wise management of the ecosystem services and the institution's resources. This can be realized through programs in the following aspects:

- a. **Energy Conservation/ Energy Efficiency Program (Green Energy)** – practices and adopting policies to reduce energy costs and eventually reduce our carbon footprint.
  - b. **Water Conservation and Safety**- practice water-saving tips, regular check-ups of waterlines for leaking water, replacement of damaged faucet and toilet equipment (i.e., urinal, toilet bowl, lavatories, sink), regular water testing for water potability (normal activity), rainwater harvesting program (to be implemented) wastewater discharge to the septic tank in all laboratories.
  - c. **Low Raw Materials Input** - promotes cost-efficient processes through recycling, reusing, reducing policies on the use of consumables, and adopting procedures to benefit environment-friendly materials (organic), low-carbon emissions, etc.)
3. **The Social Dimension** of the program describes the University's ability to promote the community's well-being through the programs and activities that allow them to learn about the environment, in the environment, and for the environment (environmental education). Providing services and activities that promote a healthy lifestyle, prudent consumerism, and respect for indigenous knowledge, practices on this theme (non-academic formation) among its students, employees, and other stakeholders to further a socially inclusive environment.

### **Programs and Projects**

The programs and projects under this dimension include the following:

- a. **Environmental Education**- inclusion (integration) in the curriculum subjects, topics, or themes that allow the Marian community to learn about the environment (knowledge), in the environment (immersion/experiential), and for the environment (desirable actions/behaviors)
- b. **Extension/Outreach Services**- considered as part of the non-academic formation. These consist of activities that allow the Marian community to exhibit one of the University's missionary priorities: rendering services to communities to help them achieve a sustainable environment and promoting justice, peace, and integrity of God's creation. These also encourage the respect of indigenous knowledge, practices, and technology to achieve a livable/sustainable environment.

### **Carrying out the strategic Directions and Actions**

Various departments' units are tapped and mobilized to achieve the four components and dimensions. Actions can be carried out through instruction, research, and extension. All units must prepare their plan based on the framework. Still, certain units may have specialized functions like the *Healthy* component to be done by the University Clinic and the *Friendly* component to be handled by the DSA and GTO. The plan may be cognizant of the institutional development plan of three to five years. Thus, each unit must integrate strategic and tactical activities regarding the components and dimensions of the CHSF program in its annual action plan. With the LMCDAC Director as the Vice Chair, CHSF-related activities will be organized and co-organized by the SPCO, which will then be included or considered an institutional extension/outreach of faculty, staff, and students.

## **4. STRUCTURE**

The implementation of the projects and activities of the CHSF program shall be spearheaded, monitored, and evaluated by a CHSF Committee. The following is the composition of the CHSF Committee:

Chairperson:	Safety and Pollution Control Office Head
Vice Chairperson:	Lingkod Maria Community Development and Advocacy Center Director
Members:	Physical Plant and Properties Development and Management Office Head
	Student Affairs and Services Dean
	Center for Natural Sciences Director
	Community Development and Advocacy Coordinators
	Disaster Risk, Safety, and Sanitation Coordinators
	National Service Training Program Coordinator
	Non-Academic Personnel President
	General Services Office Head
	Student Central Council President

## 5. SUSTAINABILITY COMPONENT

The activities set for each component and dimension shall be monitored monthly to ensure that the planned activities are carried out. On the other hand, reporting shall be done on a semestral basis, that is – at the end of the first semester. This allows the unit or person in charge to adjust if a particular activity was not scheduled.

The annual reporting of the plans that were accomplished or not accomplished for a given school year across the four components and dimensions shall be done during annual performance monitoring and action planning. In this way, issues, concerns, and facilitating factors are identified and addressed or strengthened respectively. These mechanisms allow all units and their members in the University to exert continuous or sustained efforts toward creating sustainable communities.

To solve the problem of lack of knowledge about the program and for wider information and dissemination, the NSTP classes can be utilized to discuss the program. One module or chapter of the NSTP



course can accommodate the information and dissemination campaign of the program. For SMU employees, seminar-workshops will be performed for the program to become familiar to the implementers and all the members of the Marian community. Finally, for the basic education departments, class advisers will be requested to facilitate the information and dissemination of CHSF undertakings.

## **6. APPENDICES**

### **BEHAVIORAL GUIDELINES for the CHSF PROGRAM**

#### **School Responsibilities:**

1. To develop and implement policies and procedures that assist all staff and administrators in creating a clean, safe, healthy, and friendly learning environment that fairly and consistently addresses every student's needs;
2. To create a caring and nurturing learning environment;
3. To maintain a welcoming and friendly school environment; and,
4. To ensure that all students, faculty, staff, and administrators share a caring relationship, positive behavior, and responsible treatment with each other that reflect the virtues of Mother Mary.

#### **Responsibilities of Faculty, Staff, and Students:**

1. To participate in professional activities that address all school community members' health and safety concerns;
2. To develop positive and meaningful relationships with peers, teachers, staff, and students;
3. To ensure that Environment Education is integrated into the instruction;
4. To apply university policies in the classroom rules consistently and fairly;
5. To create a safe and welcoming/caring classroom environment;
6. To follow the laws, rules, policies, and procedures in the classroom, school, and community;

7. To use effective verbal and non-verbal communication skills and talk in a subdued voice to promote a healthy relationship;
8. To take advantage of the teaching and learning opportunities that the University provides;
9. To enter the classroom only after the teacher from the previous class has left;
10. To refrain from staying in the classroom during vacant periods;
11. To refrain from sitting on the table or desk;
12. To turn off lights, electric fans, and air condition unit; and,
13. To arrange chairs and clean the chalkboard and chalk ledges right after the class for the next user.

#### **SPECIFIC GUIDELINES:**

##### **1. Classrooms:**

- a. Smile and be courteous to people around you and respect the property and rights of the individual. Avoid shouting and making unfriendly or insulting remarks.
- b. Practice the "CHSF Minute" before and after every activity. Students and teachers should spend one minute picking up litter inside the classroom, disposing of them properly, arranging chairs and tables, cleaning the board, etc., to ensure a well-kept learning environment.
- c. Do not throw trash out of the window, on the floor, or leave them under the table, desk, and chair. Follow proper waste disposal and segregation at the source. Dump only sorted waste in designated garbage bins at designated areas.
- d. Refrain from staying in classrooms during vacant periods, playing, sitting on chairs and tables, and vandalizing school property.
- e. Switch off lights, electric fans, air condition unit when not in use.
- f. Texting during class is not allowed. Deactivate cellular phones or put them in silent mode.
- g. Eating inside the classroom is not permitted.

- h.** Refrain from using plastics and styrofoam/polystyrene as food containers to ensure a healthy and litter-free campus.
- i.** No smoking (cigarettes, vapes), no chewing of gums and betel nuts in the classroom, and spitting anywhere is not allowed.
- j.** Always follow emergency and evacuation procedures in emergency cases.
- k.** Notices and announcements should be written on the board and not on walls and classroom doors.
- l.** Windows and doors should be closed at the end of the day or after the last class period.
- m.** Teachers and students are allowed to enter the classrooms only after the teacher of the previous class has already left.
- n.** Report to the maintenance office any damaged/destroyed fixture and equipment for immediate repair and replacement.

## **2. Faculty Rooms**

- a.** Refrain from gossiping and speaking in a loud voice.
- b.** Courteously greet the people inside the faculty room.
- c.** Refrain from entertaining vendors inside the faculty room,

## **3. Laboratories**

- a.** Science Laboratories
  - Refrain from eating inside the laboratories.
  - Be safety conscious inside the laboratories. Use personal protective equipment during experiments.
  - Take extra care of equipment/ chemicals/materials/apparatus inside the laboratories.
  - Dispose chemical waste in designated containers for chemicals.
  - Dump organic/biodegradable residue at windows for bio-degradable wastes, while chemical residues are discarded at the septic vault after proper treatment.

- Dispose toxic/hazardous wastewater at a separate septic tank/vault and not in a toilet septic tank.
- Always wash hands with detergents and water.
- Report to the maintenance office damaged facility for immediate repair and/or replacement.
- Please refrain from engaging in any unnecessary activities or playing while inside the laboratory.
- Always clean the laboratory before and after using it.

**b. HRM Laboratories**

- Practice the "CHSF Minute" before and after every activity. Students and teachers should spend one minute picking up litter inside the classroom and adequately dispose of it before and after the class to ensure a litter-free learning environment.
- Follow laboratory safety and emergency procedures in all areas of the HTH laboratory to ensure safety and hazard-free activities.
- Ensure that the students come in with proper attire and protective equipment/gear.
- Dispose plastic bags and different residuals in non-biodegradables. Dispose recyclable wastes such as pet bottles, glass bottles, tin cans, papers, etc., in recyclable bins. All accumulated wastes must be regularly disposed of to ensure a healthy and safe laboratory.
- No smoking (cigarettes, vapes) inside the laboratory.
- Follow housekeeping rules and regulations.
- Report to the maintenance office damaged facilities for immediate repair and replacement.

**c. Computer Laboratories**

- Practice the "CHSF Minute" before and after every activity. Spend one minute to pick up litter inside the laboratory and adequately dispose of it before and after every activity.
- Follow laboratory rules and regulations in the computer laboratory.
- Put off the units (computer and air condition units) when you have to be out of the room for more than two hours.

- Do not turn on the air-conditioning units before 8:00 A.M. unless the weather is hot.
- Keep the room temperature at an average of 20 degrees centigrade.
- Allow 2-3 minutes before changing the timer.
- Close the computer laboratory door gently after each class. Computer laboratory doors should always be closed to maintain the temperature inside the laboratories.
- Always clean doors, window-sills, and awnings.
- Make use of the energy-saving features of your computer. Most new models are designed to be energy efficient (Take note of the Energy star logo)
- Regulate use of computers. Lessen unnecessary use of computers.
- Turn off printers, scanners, modems, and other peripherals when not in use.

#### **Air conditioners**

- Do regular cleaning and maintenance check-ups of air conditioners.
- Minimize heat and air leakages.
- Lower ceiling and lessen dividers that prevent air circulations in rooms.
- Recommended/buy/use CFC-free models.

#### **Appliances and Equipment**

- Choose more energy-efficient appliances.
- Do regular cleaning and maintenance check-ups of appliances and equipment.
- Check if the appliance (refrigerator and freezers) is CFC-free.
- Limit the use of electric coffeepots in offices.

#### **4. Canteens**

- a. Be courteous with people around you; smile, and talk in your most subdued voice.

- b. Put back utensils (trays, plates, spoons, forks, bottles, cups, etc.) after use in the designated area: do not leave them on the table.
- c. Dispose of wrappers and other trash properly in designated garbage cans. Do not leave them on the table or throw them on the floor.
- d. Refrain from making the canteen a study area, lover's rendezvous, and hangouts. The canteen is meant to be an eating area only.
- e. Put back chairs under the table after use.
- f. Do not leave belongings unattended on the table.
- g. Be patient in forming your line and wait for your turn to be served.
- h. Follow entrance and exit signs when ordering and paying and give the exact amount when paying as much as possible.
- i. The use of styrofoam/polystyrene and plastic is strictly prohibited. These materials are highly toxic when exposed to heat and they react on food during storage. Use re-usable plates, spoons, and forks instead of plastic utensils.
- j. Canteens are open promptly and close at an appropriate time.
- k. Vendo machines are cleaned regularly.
- l. Adequate drinking fountains and containers are provided.
- m. Put off electric fans and lights when not in use.
- n. The canteen area and peripherals must be maintained by the canteen owner/manager and their staff.
- o. Notify the maintenance office for repair and/or replacement of any damaged/non-functional facilities.

## **5. Storeroom**

- a. Cleaning materials should be separated from food items.
- b. Empty cases of soft drinks are put in separate storage.
- c. Materials should be in their proper and labeled places.
- d. Garbage cans are placed away from the dining tables and emptied regularly.

- e. Bottles, glasses, plates are gathered after use and are appropriately put in their respective area.

## **6. Kitchen**

- a. Kitchen utensils should be neatly arranged for easy use.
- b. All utensils should be dried and clean.
- c. Enough utensils should be provided to serve the number of clients.
- d. All utensils should be labeled.
- e. Spoons and forks are soaked in hot water.
- f. The water supply is sufficient.
- g. Goods should be stocked in an orderly manner.
- h. Cracked and chipped drinking glasses are not used.
- i. Enough ventilation is provided.
- j. Ingredients and uncooked food should be stored in closed cabinets (except for vegetables that need air).
- k. Perishable and non-perishable goods are separated.
- l. The workplace is always clean and dry.
- m. Hands are washed before handling food.
- n. The kitchen is separated from the dining area.

## **7. Dining Area**

- a. Customers are served one at a time.
- b. Price tags are placed on food items.
- c. The menu list is updated with corresponding prices.
- d. Varied and low-cost nutritious food is prepared for snacks and meals.
- e. Plastic bags and straws for soft drinks are not allowed.
- f. Spoiled, expired foods are not served.

- g. Clean drinking glasses are replenished regularly.
- h. Designated areas for used utensils are cleared promptly.
- i. Food items are placed in fly-free display cabinets.

## **8. School Grounds**

- a. Be gracious and helpful to fellow students, teachers, and visitors you meet on the school grounds.
- b. Always keep right when walking along corridors, pathways, and entrances.
- c. Talk in a subdued voice to avoid disturbing those who are studying or have ongoing classes. Speak in a low voice when passing by classrooms, libraries, and offices.
- d. Give considerations to gardeners and maintenance personnel by not vandalizing properties or destroying plants.
- e. Do not throw your candy wrappers or papers on the school ground.
- f. Refrain from removing and transferring benches.
- g. Do not use the oval as the pathway.
- h. No smoking in all areas of the campus.

## **9. Restrooms**

- a. Be courteous to people around you. Smile and talk in your most subdued voice.
- b. No spitting of "momma" in toilet bowls, urinals, sink, and flooring, or any place inside the comfort rooms.
- c. This is a non-smoking campus; therefore, smoking (cigarettes, vapes) in the toilets or in any campus area is not allowed.
- d. Do not urinate on the floor and sink. Use the urinals and toilet bowls. Always keep the floor clean and dry.
- e. Flush the urinals and toilet bowls properly after use. Flush them using your hands and not using your feet.



- f. Do not flush sanitary napkins, toilet papers, and other trash down the toilet bowl. Wrap and dispose of sanitary napkins in receptacles or waste bins provided.
- g. Do not write on walls, doors, mirrors, etc. Destroying toilet fixtures is not allowed.
- h. Return water containers to their proper place after use.
- i. Leaking faucets, destroyed bowls, and other defects found inside the restroom should be reported immediately to the maintenance office for repair and replacement.
- j. Avoid messing with the toilet bowl. Do not squat or step on the toilet bowl. Please sit properly.
- k. Always knock first if the toilet or bathroom appears occupied, and lock the door when you enter.
- l. Always close faucets after use to conserve water, and do not forget to wash your hands before leaving the toilet.

#### **10. Buildings**

- a. Report to the maintenance office observed cracks or gaps on walls, ceilings, beams, or columns.
- b. Immediately report any leaks on water faucets, toilet bowls, ceilings, and roofing structures to the maintenance office.
- c. Sit appropriately on benches and chairs.
- d. Refrain from writing on desks, tables, walls, and columns.
- e. Do not gather around fire exits. Make sure they are free from obstructions.

#### **11. Building Specific Guidelines:**

##### **a. Ceilings**

- Ceilings are clean, tidy, and free from cobwebs and specks of dust, etc.
- Unnecessary hanging objects like strings, ropes, and posters, etc., are removed from ceilings.

##### **b. Walls, Columns, Beams**

- Walls and columns are free from writings and graffiti.
- Painted walls have no notices, pamphlets posted on them.

- Graffiti and other marks are removed through regular touch-up paintings. Identified culprits are given a necessary reprimand.
- c. **Windows and Doors**
  - Garbage is not thrown out of the windows.
  - Windows are closed during bad weather conditions.
  - Window glasses are cleaned regularly.
- d. **Staircases/Stairwells/Emergency Exits**
  - Staircases and stairwells are free of materials (especially explosive and fire hazards) That may obstruct traffic and cause accidents.
  - Fire exits are open at all times and are freed from loitering persons and unnecessary materials.
  - Sitting on staircases is not allowed. It hinders the exit and entrance of faculty and students, especially during emergencies.
- e. **Flooring, Corridors, Lobbies, and Entrances**
  - Corridors, lobbies, and entrances are always open and free from groups of people that may cause obstruction.
  - All fixtures on corridors, lobbies, etc., like trash cans and benches, are always in their original places and are not disarranged.
  - No spitting of beetle nut on floors, staircases, and other places to assure a stain-free environment.
- f. **Covered Walk, Catwalks, and Sidewalks**
  - On corridors, concrete and wooden benches, bulletin boards, etc., are always in their original place and not disarranged.
  - Benches are appropriately used for seating and are free from any graffiti, vandalism, and waste.
- g. **Sanitary Plumbing/Water Supply**
  - Faucets and water closets are closed when not in use.
  - Annual water testing should be done regularly at the start of every semester.

**h. Electrical/ Mechanical Systems**

- Lights are switched off when not in use.
- Lights are available and functional in all areas (indoor and outdoor).

**12. Offices**

- a. Serve clientele on a "first come, first serve basis", treat them fairly and reasonably.
- b. Give service with a smile.
- c. Observe professional ethics, avoid jealousy, gossip, and maintain a Christian relationship with others.
- d. Always wash your hands after using the restroom.

**13. Library**

- a. Put back chairs under the table after use.
- b. Do not leave belongings /valuables unattended on the table.
- c. In borrowing book/reading materials, be patient in forming your line and wait for your turn to be served.
- d. Follow entrance and exit signs properly.
- e. Be courteous in requesting books.
- f. Silence is a must in all reading areas.
- g. Keep right when passing through passageways.
- h. No eating, smoking and shouting inside the library.
- i. No loitering and littering.
- j. Deactivate cellular phones or put them in silent mode.
- k. Follow/comply with the rules and regulations of the various library sections as stated in the student's handbook in using the library.

#### **14. Motor Pool and Carpentry Shop**

- a. Always observe safety in every area of the shop.
- b. Use/wear safety gadgets in doing every job.
- c. Practice the "CHSF Minute" before and after every activity. Spend one minute to pick up litter.
- d. Put off lights or other electronic gadgets when not in use.
- e. No smoking and drinking alcoholic beverage inside the shop.
- f. Always follow safety rules and regulations at the start of each job.
- g. Motor vehicles should be in good running condition. Regular maintenance, repair, and replacement should be observed.
- h. Report immediately to the maintenance office equipment and types of machinery that are defective for immediate repair and replacement.
- i. For university vehicles, only a licensed driver and approved by the VP Administration can drive/operate the university vehicles for official trips.

#### **15. Transportation and Fuel**

- a. Promote car-pooling
- b. Find ways to solve the traffic problem in schools.
- c. Plan trips.
- d. Walk whenever possible.
- e. Keep speed down. Wind resistance increases as car speed increases and more fuel are required to move the car at a higher rate.
- f. Avoid "Jack Rabbit" starts. Gradual acceleration can save as much as one km./liter compared to rapid acceleration.
- g. Keep speed constant.
- h. Anticipate stops.
- i. Avoid engine idling. As a guide, drivers should not idle engines for more than three minutes.

- j. Warm engine by driving.
- k. Do regular engine cleaning, maintenance, and check-up.
- l. Minimize the use of air conditioners.
- m. Maintain correct tire pressure.
- n. Keep transmission in high gear.
- o. Minimize vehicle loads.
- p. Avoid fuel spillage.
- q. Conduct emission testing.



# SAINT MARY'S UNIVERSITY

Bayombong, 3700 Nueva Vizcaya



**SAINT MARY'S UNIVERSITY**

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INTERNAL AUDIT OFFICE

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Signature: 

Date: 11-15-22

Department/ Unit Code	IAO-WI-003
Revision	02
Effectivity Date	2022/11/17
Page/s	Page 1 of 1

Revision No.	Approval Date	Effectivity Date	Amendment
00	July 1, 2022	July 1, 2022	Initial Issue
01	September 15, 2022	September 15, 2022	Revision 1
02	November 17, 2022	November 17, 2022	Revision 2

### WORK INSTRUCTION

<b>Title</b>	Conduct of Spot-check Visits
<b>Date</b>	Quarterly (Treasury, TTBD0, PDPO & ULRC) Semi-annually (Inventories) Quarterly (PPPDMO Projects)
<b>Person/s Responsible</b>	Internal Auditor

Instruction / Steps:

#### Audit of Cash Collections

1. Visit the offices (Treasury, TTBD0, PDPO & ULRC) for spot-check cash count and review of collection reports, series of receipts, date deposited and amount deposited to SMU depository banks.
2. Sign the Cashier's Collection Report (CAS-FO-005), Cashier's FMIS Generated Collection Report (CAS-FO-007) after conducting the audit.
3. Fill-out the Audit Report for Cash Collections (IAO-FO-003). If there is an audit finding, the report will be included as part of the Internal Audit Report (IAO-QR-017) and if it is not an audit finding but a basis for crafting of recommendation for improvement of cashiering process, then it will be included as part of Policy Recommendations (IAO-QR-018). If the report is not an audit finding nor for policy recommendation, the Audit Report for Cash Collections (IAO-FO-003) will be filed in the folder, Audit Report for Cash Collections.



Department/ Unit Code	IAO-WI-003
Revision	02
Effectivity Date	2022/11/17
Page/s	Page 2 of 2

### **Audit of Inventories**

1. Visit the Inventory Management Office (IMO), Publishing and Digital Printing Office (PDPO), Technology Transfer & Business Development Office (TTBDO), Computer & Electronics Technical Service Office (CETSO), Physical Plant Properties Development & Maintenance Office (PPPDMO) every six months. The conduct of inventory audit is done by taking a physical count of stock and inventory to verify a match to the accounting records.
2. Sign the inventory report of the office after conducting the inventory audit.
3. Fill-out the Audit Report for Inventories (IAO-FO-004). If there is an audit finding, the report will be included as part of the Internal Audit Report (IAO-QR-017) and if it is not an audit finding but a basis for crafting of recommendation for improvement of inventory process, then it will be included as part of Policy Recommendations (IAO-QR-018). If the report is not an audit finding nor for policy recommendation, the Audit Report for Inventories (IAO-FO-004) will be filed in the folder, Audit Report for Inventories.

### **Audit of PPPDMO Projects**

1. Visit the Physical Plant Properties Development & Maintenance Office (PPPDMO) to request for reports of on-going and approved future projects.
2. Prepare a report of actual expenses incurred for the on-going projects and check if materials per approved request were actually put to the intended project. Compare the budget for such project and the actual expenditures then make an analysis for any difference.
3. Fill-out the Audit Report for PPPDMO Projects (IAO-FO-005). If there is an audit finding, the report will be included as part of the Internal Audit Report (IAO-QR-017) and if it is not an audit finding but a basis for crafting of recommendation for





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

## INTERNAL AUDIT OFFICE

Department/ Unit Code	IAO-WI-003
Revision	02
Effectivity Date	2022/11/17
Page/s	Page 3 of 3

improvement of project implementation, then it will be included as part of Policy Recommendations (IAO-QR-018). If the report is not an audit finding nor for policy recommendation, the Audit Report for PPPDMO Projects (IAO-FO-005) be filed in the folder, Audit Report for PPPDMO Projects.

<b>Prepared by:</b>	
<i>QM:</i> MRS. ARIANE P. DARAN	11-17-2022
<b>Name &amp; Signature of Staff/Office Head</b>	<b>Date Signed</b>

<b>Reviewed by:</b>	
<i>pr Coballes</i> MRS. PEARL VIA S. COBALLES	11-18-22
<b>Quality Management Representative/IDQAO</b>	<b>Date Signed</b>

<b>Approved by:</b>	
<i>[Signature]</i> DR. JOHN OCTAVIOUS S. PALINA	6 DEC 2022
<b>Supervising VP/President</b>	<b>Date Signed</b>



**SAINT MARY'S UNIVERSITY**

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INTERNAL AUDIT OFFICE

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Signature: 

Date: 11-18-22

Department/ Unit Code	IAO-WI-002
Revision	02
Effectivity Date	2022/11/17
Page/s	Page 1 of 1

Revision No.	Approval Date	Effectivity Date	Amendment
00	July 1, 2022	July 1, 2022	Initial Issue
01	September 15, 2022	September 15, 2022	Revision 1
02	November 17, 2022	November 17, 2022	Revision 2

### WORK INSTRUCTION

<b>Title</b>	Preparation of Internal Audit Report and Policy Recommendations
<b>Date</b>	Every 6 months
<b>Person/s Responsible</b>	Internal Auditor
<b>Instruction / Steps:</b>  <ol style="list-style-type: none"><li>1. While the review of financial documents (IAO-WI-001) is on-going, audit findings and observations are immediately encoded.</li><li>2. Once the review of financial documents (IAO-WI-001) is done for a particular period, the Internal Auditor summarizes and finalizes all audit findings, observations and recommendations.</li><li>3. The Internal Auditor submits the Internal Audit Report (IAO-QR-017) to the University President.</li><li>4. For policy recommendations, the Internal Auditor prepares the Policy Recommendations (IAO-QR-018) then submits them to the University President for approval.</li></ol>	



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INTERNAL AUDIT OFFICE

Department/ Unit Code	IAO-WI-002
Revision	02
Effectivity Date	2022/11/17
Page/s	Page 2 of 2

<b>Prepared by:</b>	
<i>QM:</i> MRS. ARIANE P. DARAN	11-17-2022
<b>Name &amp; Signature of Staff/Office Head</b>	<b>Date Signed</b>

<b>Reviewed by:</b>	
<i>prebure</i> MRS. PEARL VIA S. COBALLES	11-18-22
<b>Quality Management Representative/IDQAO</b>	<b>Date Signed</b>

<b>Approved by:</b>	
<i>[Signature]</i> DR. JOHN OCTAVIOUS S. PALINA	11 6 DEC 2022
<b>Supervising VP/President</b>	<b>Date Signed</b>


**SAINT MARY'S UNIVERSITY**

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND TREASURER

Document Code	BUD-WI-006
Revision	01
Effectivity Date	2022/11/17
Page/s	Page 1 of 1

Revision No.	Approval Date	Effectivity Date	Amendment
00	July 1, 2022	July 1, 2022	Initial Issue
01	November 17, 2022	November 17, 2022	
02			

**WORK INSTRUCTION**

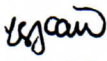
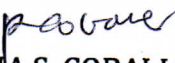
<b>Title</b>	<b>IMPLEMENTATION OF THE BUDGET</b>
<b>Date</b>	<b>DURING THE SCHOOL YEAR - AUGUST TO JULY</b>
<b>Person/s Responsible</b>	<b>VICE PRESIDENT FOR FINANCE and TREASURER, ADVISORY BOARD, ASSISTANT TREASURER, UNIT HEADS</b>
<b>Instruction / Steps:</b> <ol style="list-style-type: none"> <li>1. The Vice President for Finance and Treasurer furnishes the unit heads a copy of the approved budgets per unit, both in soft and hard copies. The Chief Accountant and Assistant Treasurer are also given copies.</li> <li>2. The unit heads fill in the purchase request form with the details of their capital expenditures budgets such as complete specifications, preferred brand and possible supplier, if any, and the date or schedule when these requests will be served or purchased. The purchase request form is noted and endorsed by the supervising vice president before submission to the office of the Vice President for Finance and Treasurer.</li> <li>3. The Vice President for Finance and Treasurer forwards a copy of the approved purchase request forms to the Assistant Treasurer for the preparations such as scouting for suppliers, accreditation of new suppliers, scheduling the canvass and coordinating with the staff in charge of purchasing the preparation of purchase orders and consummation of the purchase.</li> <li>4. Upon receipt of the delivered items, the Inventory Management Office informs the user on the availability of the items requested, after recording the items in the accountability records of the unit.</li> </ol>	


**SAINT MARY'S UNIVERSITY**

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND TREASURER

Document Code	BUD-WI-006
Revision	01
Effectivity Date	2022/11/17
Page/s	Page 2 of 2

<b>Prepared by:</b>	
 <b>VENICA S. ACOSTA</b>	<b>NOV 17 2022</b>
Process Owner	Date Signed
<b>Reviewed by:</b>	
 <b>PEARL VIA S. COBALLES</b>	<b>11-17-22</b>
Quality Management Representative	Date Signed

<b>Approved by:</b>	
	
Supervising VP/President	Date Signed: