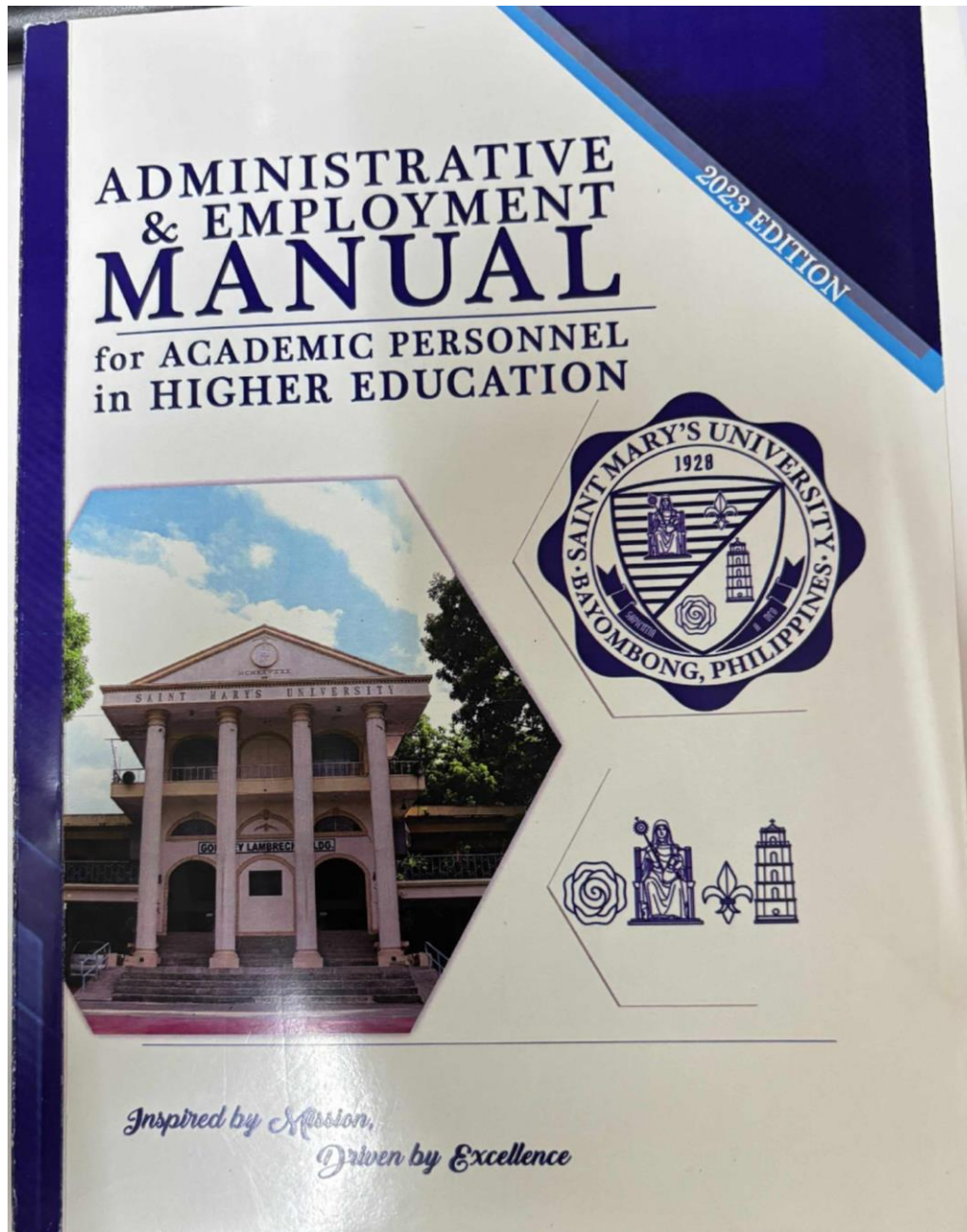


The following information presents the benefits which can be availed by the SMU Employees and staff. These can be seen from the Administrative Employment Manual for Academic Personnel in Higher Education (AEMAP) on pages 213-237 and pages 240-244.



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,

FACULTY DEVELOPMENT PROGRAM

- 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).

- 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 Php100.00.

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 13th 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 13th month pay may be granted computed based on the actual number of months rendered.
4. The 13th 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.

REMUNERATION AND BENEFITS

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 10th 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. ⁰⁰
10 years	A certificate plus Php8,000. ⁰⁰
15 years	<ol style="list-style-type: none"> 1. A certificate plus Php12,000.⁰⁰ 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"> a. The terms of the scholarship are the same as that for regular personnel dependents. 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. c. The benefit stops when the personnel resigns or is terminated for cause. d. This benefit will be continued even after the retirement, death or total and permanent disability of the personnel.
20 years	A certificate plus Php20,000. ⁰⁰

REMUNERATION AND BENEFITS

YEARS OF SERVICE	AWARD/S
25 years	A Plaque and Php10,000.00 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"> The terms of the scholarship are the same as that for regular personnel dependents. The benefit stops when the personnel resigns or is terminated for cause. This benefit is non-transferable and will be continued even after the retirement, death or total and permanent disability of the personnel.
30 years	A plaque plus Php30,000.00
35 years	A plaque plus Php35,000.00
40 years	A plaque plus Php40,000.00

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 13th 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, 9th day and 40th 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

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 Php50,000.00 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 Php50,000.00.



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

CAMPUS MINISTRY

March 20, 2025

WHO : ALL ACADEMIC AND NON-ACADEMIC PERSONNEL
WHAT: EMPLOYEES' LENTEN RECOLLECTION
WHEN: MARCH 18 & 19, 2024
WHERE: DAY 1: SACRED HEART CENTER
DAY 2: FR. CORNELIUS TONUS GYMNASIUM

This year's Lenten recollection is an opportune time to journey together, spend time in communal prayer and enjoy the wonders of God's creation so that we can nourish our soul and recharged for greater service to others. To have better accommodation, the community is divided into two groups: Day 1: All Tertiary Academic and Laboratory Assistants
Day 2: All Non-Academic Tertiary and Basic Education.

The recollection master is from the Diocese of Baguio, Rev. Fr. Benedict Villapa. He facilitates well as seen on the response of the employees. Here is the schedule of the two days activity:

8:00- 8:15 AM	Registration
8:15-8:30 AM	Orientation
8:30- 10:00 AM	Recollection: Session 1
10:00- 10:30 AM	Break
10:30- 12:00 Noon	Recollection: Session 2
12:00 - 1:30 PM	Lunch
1:30- 2:30 PM	Recollection: Session 3
3:00- 3:20 PM	Health Break
3:20-3:30 PM	Preparation for the Culminating Mass
3:30 PM	Eucharistic Celebration

For non-academic employees: Heads of offices were asked to arrange that a staff or a skeletal workforce, if needed, will join March 18 while others join March 19 so that the office can still serve clients.

Special arrangements or requests was entertained until March 14, 2024 at the Campus Ministry Office beside the Mary Seat of Wisdom Chapel.

SR. AILEEN G. ADJARO, SIHM
Staff, Campus Ministry



SMU Campus Ministry added a new photo.

March 18, 2024 · 🌐

...



 2

 Like

 Comment

 Share



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

GUIDANCE AND TESTING OFFICE

29 May 2024

Subject: Narrative Report on the Seminar-Workshop on Gender and Development Seminar at CHED Region 2

Saint Mary's University participated in the seminar-workshopT on Gender and Development (GAD) with the theme, "Exploring Netizenship and Gender-Inclusive Language in the Digital Era" on May 23, 2024, at the Pulsar Hotel Premier Suites, Buntun Highway, Tuguegarao City.

The seminar-workshop aims to:

- Enhance the participants' understanding of netizenship and digital technology to advance gender equality and empower women and gender minorities,
- Share and explore best practices and strategies for promoting gender-inclusive language and creating inclusive language and creating inclusive online communities that prioritize diversity, equity, respect, and
- Inspire participants to take concrete actions to promote gender-inclusive language and advocate for netizenship principles in their respective spheres of influence, whether online or offline.

Two (2) employees from SMU actively participated namely: Mrs. Alona C. Costales, GAD Focal Person and Associate Dean for Women, and Miss Richelle D. Francisco, guidance staff from the Guidance and Testing Office (GTO) who joined other representatives from the different public and private Higher Education Institutions (HEIs) in Region II.

During the morning session, Dr. Pinky T. Jimenez, Director of the Department of Information and Computer Technology (DICT), Region II, discussed "Netizenship and Digital Technology for GE and WE. She shared the plan of Region II for the construction of the BPO industry which will be good employment for jobs and opportunities especially for college students. Additionally, the programs and projects offered by the DICT was also discussed. For the afternoon session, Dr. Emmanuel James P. Pattaguan, the Vice President for Academics of the University of Saint Louis, discussed "Gender-Inclusive Language in the Digital Era". Activities were done to further explain the topics in the appropriate language to make them gender-neutral, proper pronouns for the LGBT community, etc.

Truly, it had been a fun-filled and life-changing experience for the participants.



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

GUIDANCE AND TESTING OFFICE

DOCUMENTATION



Prepared by:

MISS RICHELLE D. FRANCISCO

Guidance Staff

Noted by:

DR. EDWIN EDILBERTO N. MANIA, St.B., RGC

Head, GTO



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

MENTAL HEALTH SEMINAR

The Human Resource Development Office (HRDO) organized the Mental Health Seminar for the Saint Mary's University (SMU) employees last February 02, 2022 from 3:00 pm to 5:00 pm via Zoom. This aims to encourage mental health awareness and serves as one of our health support services to SMU employees.

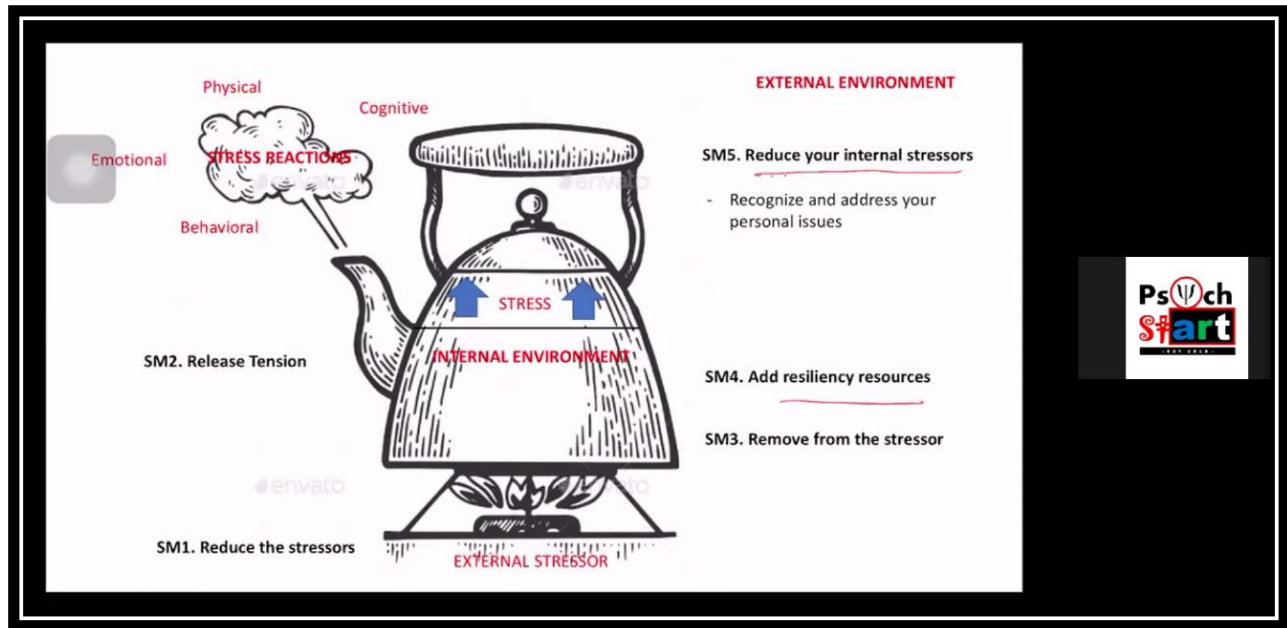
The seminar started with an opening prayer. This was followed by a welcome remark by Dr. John G. Tayaban, VP for Administration.

The invited resource person is Sir Jojet Lamberto R. Mondares, RPsy, RPM, Director/Supervising Psychologist of Psychstart Psychological, Academic and Arts Services in Baguio City. The highlight of his topic is the Stress Management. He used the Kuluan Model for his discussion. According to this model, we can be compared to a kettle. When the heat or flame is too high, steam or hot water overflows in the kettle. Just like us, the more we deal with our stressors we tend to have physical (muscle contractions, fast heartbeat), emotional (irritated, get angry), cognitive (absentminded, preoccupied), and behavioral (can't settle, has a behavior pattern) stress reactions. He further highlighted that while these reactions are normal, we should not let our stressors let us reach a point where it is already too much for us to handle.

He identified some stress management resiliency resources, which include 1) Reduce Stressors (identify and control stressors); 2) Reduce Tension – verbal (prayer, talking to a friend, journaling), physical (going to the gym, jogging), and creative (crafts, painting); 3) Remove from the Stressors (temporary or permanent); 4) Add Resiliency Resources (support system, activities that make us happy); and 5) Reduce Internal Stressors (deal with our personal issues). He finished his discussion by reminding the participants that sometimes we have different ways in dealing with stress but in the end we have to know if it is healthy or it brings us pain.

A certificate of appreciation has been awarded to the resource person before the seminar ended. It has been concluded with a closing prayer led by Mrs. Rachelle A. Liyac, HRDO Staff. The talk has been motivational and inspiring that it received good feedback.

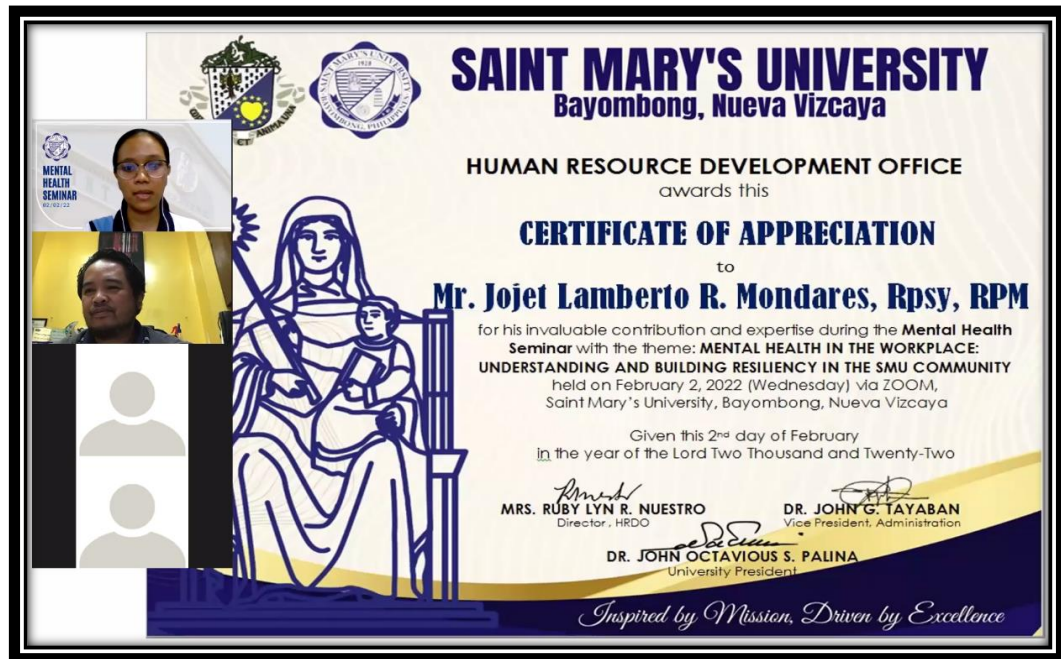
DOCUMENTATION



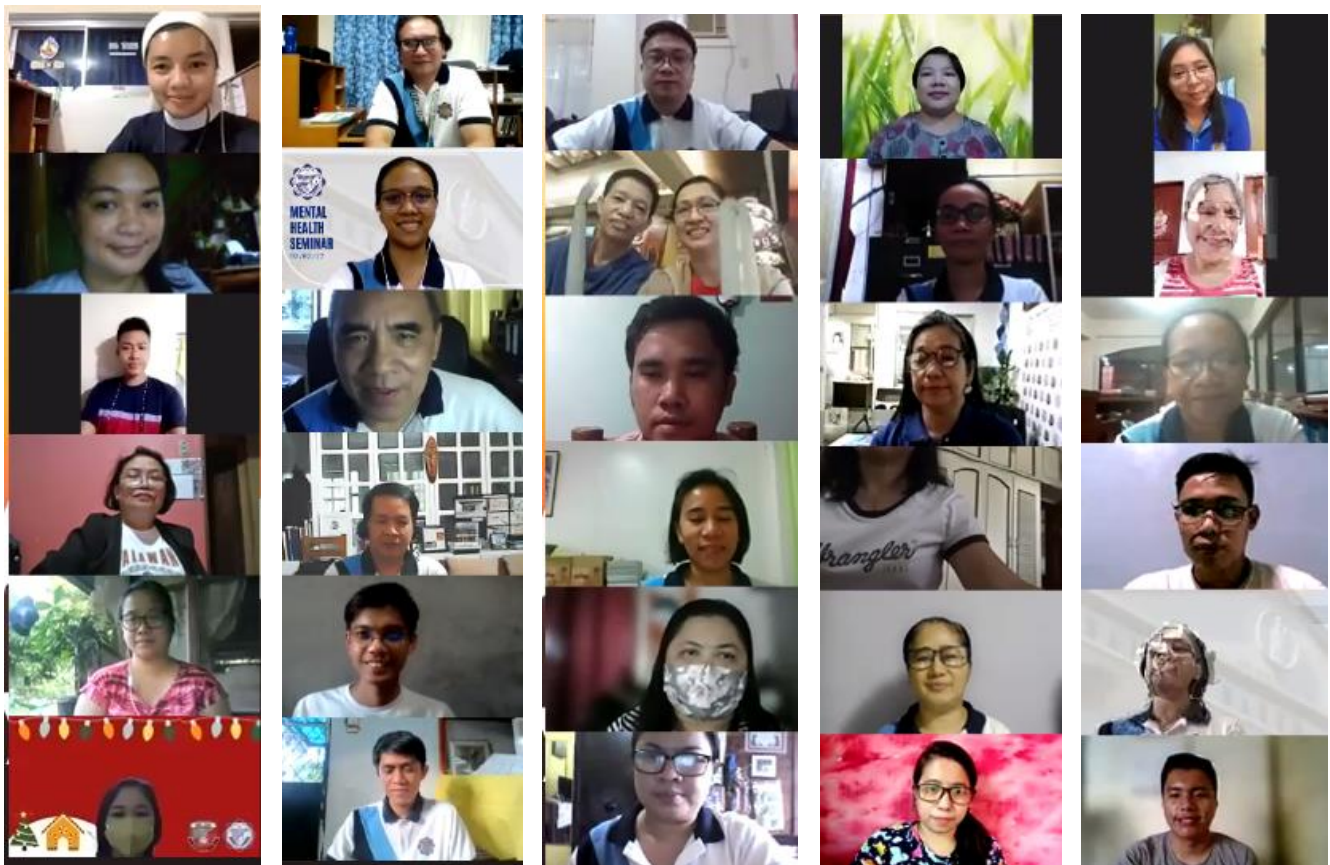
The Kulan Model presented by Sir Jojet Lamberto R. Mondares, RPsy, RPM, the resource person.



Sir Edwin B. Aduca, STEH Faculty Member, asking the resource person during the open forum segment.



The awarding of certificate of appreciation to Sir Jojet Lamberto R. Mondares, the invited resource person.



Some of the participants during the picture taking.



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

FAMILY WELFARE PROGRAM (FWP) REGIONAL CONFERENCE

The Department of Labor and Employment (DOLE) held the Family Welfare Program Regional Conference last September 30, 2022 conducted at the Japi Hotel, Cauayan City, Isabela from 8:00 am – 4:30 pm.

The conference started by the preliminaries – Invocation, National Anthem, and Introduction of Participants. Sir Jesus Elpidio Atal, Jr., DOLE Assistant Regional Director, welcome the participants and gave an opening remarks. Sir Joel M. Gonzales, DOLE Regional Director, gave an inspirational message.

The morning session have a total of four topics covered in the conference, which are: 1) FWP: An Approach in Boosting Workplace Productivity & Improved Worker – Management Relations; 2) Family Planning Program in the Philippines; 3) First 1000 days of Life: For a Healthier Pinoys; 4) Enhanced Partnership Against Hunger and Poverty (EPAHP).

The first topic was discussed by Mr. Onofre James E. Mendoza, LR Unit Head. He presented the Family Welfare Program (FWP), its aims, benefits, and focus. He highlighted that FWP aims to boost workplace & improved worker-management relations through its dimensions – reproductive health and responsible parenthood; education/gender equality; spirituality or value formation; income generation/livelihood/cooperative; medical health care; nutrition; environment protection, hygiene and sanitation; sports and leisure; housing; and transportation. These dimensions will be the guide of labor and management in implementing programs and projects.

The second topic was presented by Ma'am Herita O. Maracubbo, Regional Director of the Philippine Commission on Population (POPCOM). She talked about Family Planning Program in the Philippines. She highlighted the importance of family planning and the existing legal methods to undertake in family planning.

The third topic was presented by Ms. Maria Gisela M. Lonzaga, Regional Nutrition Program Coordinator of the National Nutrition Council. She discussed the first 1000 days of Life: For Healthier Pinoys. She highlighted the importance of the first 1000 days of an infant and some ways the organization can do for the welfare of new-born child, which includes setting-up a workplace lactation station and setting a breastfeeding policy.

The fourth topic was presented by Ma'am Lucia S. Alan, Regional Director of Department of Social Welfare and Development (DSWD). She discussed about the Enhanced Partnership Against Hunger and Poverty (EPAHP). She shared some efforts and interventions of the national government in addressing the hunger and poverty in our country.

The afternoon session was sharing of FWP good practices from selected agencies in the conference including: Oceana Gold Philippines, Callang General Hospital & Medical Center, Isabela I Electric Cooperative, and University of Saint Louis. The sharing was followed by the election of officers and induction of the new set of officers led by Ms. Florie Ann Prasad.

The conference ended with Ms. Laura B. Diciano, DOLE Technical Support Services Division (TSSD) Chief, giving her closing remarks.

DOCUMENTATION

I. PRELIMINARIES



DOLE Regional Director Joel M. Gonzales during his inspirational message.

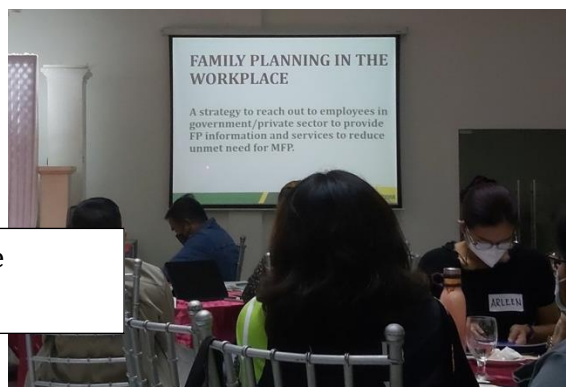


Ms. Cristy Ann Mae Mamba during the introduction of participants.

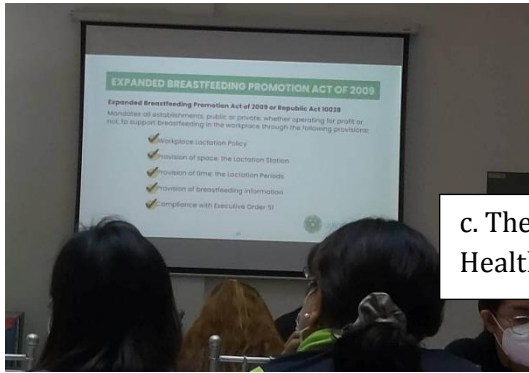
II. TALKS



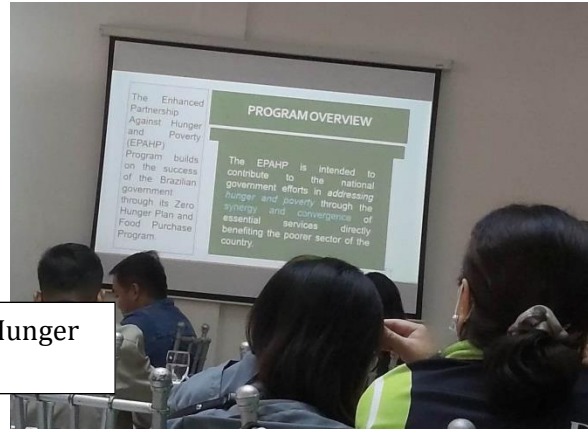
a. FWP: An approach in Boosting Workplace Productivity & Improved Worker – Management Relations



b. Family Planning Program in the Philippines

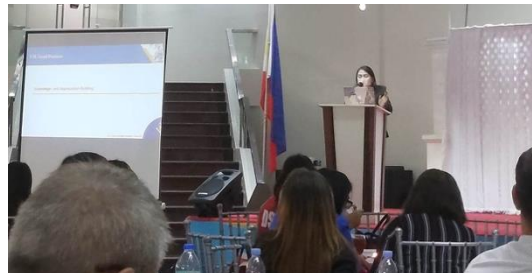


c. The First 1000 days of Life: For Healthier Pinoys



d. Enhanced Partnership Against Hunger and Poverty (EPAHP)

III. SHARING OF FWP BEST PRACTICES



Mrs. Ma. Haydee C. Guillermo, USL HRMD Director, during her sharing of the USL's FWP best practices.

IV. GROUP PICTURE



The participants of the FWP Regional Conference together with the FWP DOLE Organizers and RD Joel M. Gonzales.



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

FAMILY WELFARE PROGRAM (FWP) ORIENTATION

On the 5th day of June 2023, the Department of Labor and Employment (DOLE) held the Family Welfare Program Orientation at the University Boardroom, Saint Mary's University, Bayombong, Nueva Vizcaya started at exactly 2:00 pm in the afternoon.

The conference started by the preliminaries – Invocation (University Prayer) and Introduction of Participants. Welcome and opening remarks were given by Sir John G. Tayaban, SMU VPA. The Introduction of the speaker was given by Ma'am Ruby Lyn R. Nuestro, SMU HRDO Director.

The topic centralizes with the Family Welfare Consciousness of labor and management to help instill productivity, motivation, improvement of worker-management relation, and establish the Family Welfare Component within the workplace as a major issue concern and action of Family Welfare Committee (FWC).

There were a total of ten dimensions to achieve the goals and objective of Family Welfare Program discussed by Ms. Basilisa M. Iringan, Sr. Labor and Employment Officer and Regional Focal Person of FWP. The ten FWP dimensions are the following: 1) Reproductive Health/ Responsible Parenthood; 2) Education/ Gender Equality; 3) Spirituality/ Values Formation; 4) Income Generation/ Livelihood/ Cooperative; 5) Medical Healthcare; 6) Nutrition; 7) Environment Protection, Hygiene & Sanitation; 8) Sports & Leisure; 9) Housing; 10) Transportation.

The first dimension, Reproductive Health and Responsible Parenting discusses having free family planning services and spouse for responsible parenthood. Example of programs and activities were cited.

Second was the Education and Gender Equality that discusses having advocacy on gender issues and equality, recognizing women's month/day, and Education on women-related laws and policies. Examples of programs and activities were also cited.

Third from the list, Spirituality/ Value Formation discusses giving awards and recognitions to workers, value formations of workers, and support the worker's spiritual upliftment and conduct religious activities. A sample of activities were also given.

Fourth, was the Income Generation/ Livelihood/ Insurance. Here, she discussed that in order to have productive workers, management should support livelihood activities such as Seminars regarding livelihood, promotion of entrepreneurship, and self-reliant projects.

Fifth from the list was Medical Healthcare wherein she discussed that management should have health education programs, have free clinics for workers, and have access to free medical services for the workers.

Sixth was Nutrition. She discussed that management should inclusion of nutrition related programs as non-wage benefits in CBAs/company policies or program of company without union e.g.

Conduct of activities for nutrition friendly workplaces. Management should also have monthly regulation of canteen and have access to adequate safe food and water for the workers

Seventh from the list is conduction of Environment protection, hygiene, and sanitation. Activities such as Promoting 5s; tree planting; Climate Change and disaster risk reduction management; firefighting activities; No Smoking policy are inclusion of this section.

Eighth is having sports and leisure for the workers. By this, management should support sport-related activities and recreational activities. She also cited a sample of activities that management can give.

Ninth from the list is the implementation of free Housing for the workers wherein provision of free subsized housing or quarters for workers and relocation assistance/ allowance for the workers.

Lastly, the implementation of having free subsized transportation for the workers; having Auto/Car/ Motorcycle plan allowances; availability of free parking areas for the workers are helpful.

After the seminar, an open forum was conducted for each participants to hear their understanding and reflection about the seminar. The conference ended with Sir John G. Tayaban, SMU VPA, giving his closing remarks.

DOCUMENTATION

I. PRELIMINARIES



Mrs. Ruby Lyn R. Nuestro, RGC – Director, HRDO.
During the Introduction of the speaker and Colleagues.

Dr. John G. Tayaban –Vice President, Administration.
During his welcome/opening remarks.



II. TALKS



Ms. Basilisa M. Iringan, Sr. Labor & Employment Officer & Regional Focal Person of FWP. Talks about the:

1. Description of the Family Welfare Program, with D.O. 56-03 as the enabling issuance.
2. FWP target clientele.
3. Rationale in providing family welfare services to employees.
4. Ten Dimensions of the FWP, with RPRH as a required component by providing access to family planning services to workers.
5. Family Welfare Committee as workplace implementing mechanism which is tripartite in nature.
6. DOLE roles.
7. Employer roles.

III. OPEN DISCUSSION



Participants during the open discussion.



IV. AWARDING OF CERTIFICATE



Awarding of the certificate to the speaker.

V. GROUP PICTURE



The participants of FWP Orientation together with Ms. Basilisa M. Iringan.



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

GUIDANCE AND TESTING OFFICE

NUMBER OF SMU EMPLOYEE AND STAFF COUNSELED BY THE GUIDANCE COUNSELOR

	Referred	Walk-in
Edwin	1	1
Julie	2	1
Leslie	0	1
Reiner	0	2
Total:	3	5

Staff Development

The guidance counselors and staff of the Guidance and Testing Office (GTO) continuously enhanced their skills and knowledge in providing better services to the student clients and the employees of Saint Mary's University.

Aside from providing counseling to the students, the guidance counselors also served as resource speakers during seminars such as mental health, resume writing, teambuilding activities, and the likes. Additionally, they also facilitate activities aimed at enhancing and making the stay of Marian students in the university more bearable.

The following are the activities conducted, facilitated, and joined by the guidance counselors:

Name of Activity	Date	Venue	Involvement	FB Link (If available)
Gabay Alalay: A Webinar to Pave the Way for the School Community Well-Being and Mental Health Care	December 15, 2023	Online via Zoom	Participant	-
Career Pathway Seminar Workshop	February 24, 2024	Saint Mary's University	Organizer/Speakers	https://www.facebook.com/share/1J8256VH8c/
Rotary Youth Leadership Awards	March 2-3, 2024	PLT Wellness Resort, Solano, Nueva Vizcaya	Resource Speaker	
Writing an Effective Resume	March 20, 2024	Saint Mary's University	Organizer/Speakers	https://www.facebook.com/share/1D3Favb3nr/
2024 Search for CHED-PADS Innovative Awards Regional Category (Evaluation Phase)	April 19, 2024	CHED Regional Office 02, Tuguegarao City, Cagayan	Participant	https://www.facebook.com/share/1K9HhK1YAh/
Faculty Research Forum	April 24, 2024	Saint Mary's University	Paper Presenter and Primary Collaborator	

Philippine Guidance and Counseling Association (PGCA), Nueva Vizcaya Chapter 1st Annual Chapter Conference (Theme: Navigating Change: Adapting Counseling Strategies to Evolving Societal Needs)	May 9-10, 2024	Saint Mary's University	Organizer/Participants	https://www.facebook.com/share/1BaE4cK3As/
Exploring Netizenship and Gender-Inclusive Language in the Digital Era	May 23, 2024	CHED Region 2 Office, Tuguegarao	Participant	
Forum: Mental Health in the Workplace	May 31, 2024	PLTC, INC. Luis A. Tiam Medical Center, Bascaran, Solano, Nueva Vizcaya	Resource Speaker	

SMU EMPLOYEES AS ACTIVE OFFICERS AND MEMBERS OF THE PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION, NUEVA VIZCAYA CHAPTER FOR 2023-2024

The Philippine Guidance and Counseling Association, Nueva Vizcaya Chapter is a chapter organization of the Philippine Guidance and Counseling Association, Inc., last May 2023, with the effort of its newly elected President, Ms. Kristine Ann Israel and its treasurer, Mrs. Keith Ivy Aggasid.

The turnover ceremony and oath-taking of its newly elected officers was held on March 7, 2023, at the Pedro Calungsod Hall of Saint Mary's University, Bayombong, Nueva Vizcaya.

As its first activity, the Chapter conducted the RACE Against Suicide: A Gatekeepers Training Toolkit for Suicide Prevention in School on July 11, 2023. This was followed by the General Assembly at the Philippine Science High School-Cagayan Valley Campus. The participants were the Chapter members from Nueva Vizcaya, Ifugao, Isabela and Quirino. There were also non-member participants who were mental health advocates.

At present, the Chapter continues to extend their services to different schools, organizations, agencies and to the community by facilitating various seminars and trainings and spearheading different programs.

In addition, there is an on-going plan of partnership with a certain parish and the provincial jail for some possible activities and programs.

Documentations:



SMU Employees and their position in the PGCA 2023

The GTO guidance counselors who are RGCs are all bona-fide members of the PGCA and the PGCA Nueva Vizcaya Chapter. It is also actively involved in the local chapter, with most of its officers coming from the University. The PGCA-NV also has a registered domicile is the GTO located at the main campus.



Miss Israel is currently the Head of the Department of Psychology, Human Services and Social Work (PHSSW)



Guidance Counselors of Saint Mary's University



Mrs. Costales as member of the board. She is currently the Associate Dean of Women



Mrs. Coballes as member of the board. She is currently the Director of the Institutional Development and Quality Assurance Office (IDQAO)

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.

Source: p. 223 of Administrative and Employment Manual for Academic Personnel (Higher Education)