

ADMINISTRATIVE & EMPLOYMENT MANUAL

ACADEMIC PERSONNEL IN
HIGHER EDUCATION

2023 EDITION



*Inspired by Mission,
Driven by Excellence*

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">1. unwanted touching of private parts of the body (genitalia, buttocks and breast)2. rape or sexual assault3. malicious touching4. 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 allowance5. public masturbation or flashing of private parts6. 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

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		
A. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee. B. Students/student interns harassing (with sexual undertone) faculty members, administrators, personnel, or employees C. 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
Penalty when a Grave Offense is committed under conditions D, E, F.		
OFFENDER	PENALTY FOR FIRST GRAVE OFFENSE	REMARKS
D. Third-party	Permanent ban in	

service providers such as sanitation and maintenance personnel	SMU; Termination of contract	
E. 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
F. Guest/Visitors	Permanent ban in SMU	

LESS GRAVE OFFENSES
<ol style="list-style-type: none"> 1. unwanted touching or brushing against a victim's body 2. pinching not falling under major offenses 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 4. verbal abuse with sexual overtones 5. unwanted invitations with sexual undertone 6. misogynistic, trans-phobic, homophobic and sexist slurs 7. persistent uninvited comments or gestures on a person's appearance 8. relentless requests for personal details 9. incessant messaging 10. making statements, comments and suggestions with sexual

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		
Penalty for less grave offense committed by: A. persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work		
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
Penalty for less grave offense committed by: B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. Employee C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees		
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

Penalty for less grave offenses committed by: D. Third-party service providers such as concessionaires, sanitation and maintenance personnel, etc. E. Personnel of Partner Institutions where school-related activities are conducted		
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"> 1. surreptitiously looking or staring at a person's private part or worn undergarments 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 3. malicious leering or ogling 4. the display of sexually offensive pictures, materials or graffiti 5. unwelcome inquiries or comments about a person's sex life or sexual orientation connoting one's sex life (ex. LGBTQ's)

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			
Penalty when committed by: A. Persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work			
OFFENDER	1 ST OFFENSE	2 ND OFFENSE	3 RD 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
Penalty when committed by: B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees			
RESPONDENT	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Employee	Written warning	Written reprimand	Suspension

		and community	
Student	Written warning	Written reprimand and community	Suspension
Penalty when committed by: D. Third-party service providers such as concessionaires, sanitation and maintenance personnel E. Personnel of Partner Institutions where school-related activities are conducted			
OFFENDER	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
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
Penalty when committed by: F. Guests/ Visitors			
	1 st Offense	2 nd offense	3 rd offense
Guests/Visitors	Reprimand by SMU	Severe reprimand by SMU	Permanent ban in SMU
Note: 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%:

Regular members	Alternate members
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.



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 29
AY 2022-2023

TO: ALL SMU EMPLOYEES, STUDENTS, CONTRACT OF SERVICE PERSONNEL, PROJECT STAFF, CONCESSIONAIRES, SECURITY /JANITORIAL STAFF, PERSONNEL OF PARTNER INSTITUTIONS AND VISITORS

RE: SMU ANTISEXUAL HARASSMENT POLICY AND GUIDELINES

DATE: 17 JULY 2023

Everyone is hereby notified and directed to strictly abide with the updated SMU Anti-Sexual Harassment Policy and Implementing Guidelines a set forth herein.

**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 more 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:

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- 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. 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:



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

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 ADMINISTRATIVE PENALTIES

The following is the matrix of offenses and the corresponding penalties.

GRAVE OFFENSES		
<div>1. unwanted touching of private parts of the body (genitalia, buttocks and breast)</div> <div>2. rape or sexual assault</div> <div>3. malicious touching</div> <div>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</div> <div>5. public masturbation or flashing of private parts</div> <div>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</div> <div>7. uploading and/or sharing without the consent of the victim, any form of media that contains photos, audio, or video with sexual content</div> <div>8. any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online</div> <div>9. impersonating identities of victims online or posting lies of a sexual nature about the victims to harm their reputation</div> <div>10. filing false abuse reports to online platforms to silence victims of sexual harassment</div> <div>11. stalking</div> <div>12. other analogous cases</div>		
<div>Penalty when a Grave offense is committed by persons in conditions A, B, and C,</div> <div>A. Persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work.</div> <div>B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee.</div> <div>C. Students/student interns harassing (with sexual undertone) faculty members, administrators, personnel, or employees</div>		
OFFENDER	PENALTY FOR FIRST GRAVE OFFENSE	REMARKS
Employee	Dismissal from service	Follow DOLE requirements
Students	Expulsion	Subject to confirmation by CHED



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

Penalty when a Grave Offense is committed under conditions D, E, F.

OFFENDER	PENALTY FOR FIRST GRAVE OFFENSE	REMARKS
D. Third-party service providers such as sanitation and maintenance personnel	Permanent ban in SMU; Termination of contract	
E. 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
F. Guest/ Visitors	Permanent ban in SMU	

LESS GRAVE OFFENSES

1. unwanted touching or brushing against a victim's body
2. pinching not falling under major offenses
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
4. verbal abuse with sexual overtones
5. unwanted invitations with sexual undertone
6. misogynistic, trans-phobic, homophobic and sexist slurs
7. persistent uninvited comments or gestures on a person's appearance
8. relentless requests for personal details
9. incessant messaging
10. making statements, comments and suggestions with sexual 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

Penalty for less grave offense committed by:

- A. persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work**

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

Penalty for less grave offense committed by:

- B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. Employee**
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

OFFENDER	PENALTY FOR FIRST OFFENSE	PENALTY FOR SECOND OFFENSE
Employee	Suspension of onemonthand onedayto three months	Dismissal from service
Students	Probation for the entire semester	For students, exclusion or dismissal
Penalty for less grave offenses committed by: D. Third-party service providers such as concessionaires, sanitation and maintenance personnel, etc. E. Personnel of Partner Institutions where school-related activities are conducted		
OFFENDER	PENALTY FOR FIRST OFFENSE	PENALTY FOR SECOND OFFENSE
Third-party service providers	Serious reprimand by SMU	Permanent ban in SMU
Personnel of Partner Institutions		*For international partners, permanentbanfromentering intoacontractwithanyPHEI

LIGHT OFFENSES			
<ol style="list-style-type: none">1. surreptitiously looking or staring at a person's private part or worn undergarments2. 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 vulgar3. malicious leering or ogling4. the display of sexually offensive pictures, materials or graffiti5. unwelcome inquiries or comments about a person's sex life or sexual orientation connoting one's sex life (ex. LGBTQ's sexual relations).6. unwelcome sexual flirtation, advances, propositions7. making offensive hand or body gestures at the person8. persistent unwanted attention with sexual overtones9. unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver10. catcalling and/or wolf-whistling11. unwanted sexual misogynistic, transphobic and homophobic remarks and comments online, whether publicly or through direct and private messages12. invasion of the victim's privacy through cyberstalking and incessant messaging with sexual overtones13. other analogous cases			
Penalty when committed by: A. Persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work			
OFFENDER	1 ST OFFENSE	2 ND OFFENSE	3 RD 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



Penalty when committed by: B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. Employee C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees			
RESPONDENT	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Employee	Written warning	Written reprimand and community service	Suspension
Student	Written warning	Written reprimand and community service	Suspension
Penalty when committed by: D. Third-party service providers such as concessionaires, sanitation and maintenance personnel E. Personnel of Partner Institutions where school-related activities are conducted			
OFFENDER	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Third Party Service Providers and Personnel of partner institutions	reprimand by the HEI	severe reprimand by SMU	permanent ban in SMU "For international partners, permanent ban from entering into contract with any PHEI"
Penalty when committed by: F. Guests/ Visitors			
	1 st Offense	2 nd offense	3 rd offense
Guests/ Visitors	Reprimand by SMU	Severe reprimand by SMU	Permanent ban in SMU
Note: 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

- 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.
- 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 SMU, 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%:

Regular members	Alternate members
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:

- Receive complaints for offenses covered by these Guidelines;
- Investigate complaints for offenses covered by these Guidelines including preliminary investigation in accordance with the prescribed procedure;
- Observe, at all times, due process in the conduct of investigation;



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

- 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:



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

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.



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

- 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



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

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



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

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



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

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



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

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.



SAINT MARY'S UNIVERSITY


BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION


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.

Consolidated by:


JOHN G. TAYABAN, PhD
Vice President for Administration

Approved:


JOHN OCTAVIOUS S. PALINA, Ph.D.
University President



SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

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



Executive Management Training

DOCUMENTATION



Mr. LEOPOLDO N. VALDES JR., the 1st Speaker for the Executive Management Training



Atty. EPIFANIO DELBERT G. GALIMA III, the 2nd Speaker for the Executive Management Training, during his discussion and awarding of certificates on July 12, 2023.





SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

Group Picture of the Speakers and Participants





SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

GABAY: Executive Management Training

DOCUMENTATION



Ma'am Ma. Criseta M. Aduca, Ph.D --- SMU Grade School Principal, the Speaker for the GABAY:Executive Management Training, during her discussion on October 14, 2023.



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE



Group Picture of the Speakers and Participants



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

HUMAN RESOURCE DEVELOPMENT OFFICE

GABAY: Executive Management Training



Ma'am Ruby Lyn s Nuestro, director of HRDO Speaker for the GABAY:Executive Management Training, during her discussion on November



SAINT MARY'S UNIVERSITY

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HUMAN RESOURCE DEVELOPMENT OFFICE



**Group Picture of the Speakers and
Participants**

Saint Mary's College

Bayombong, Nueva Vizcaya

FACULTY
HANDBOOK

1972

TABLE OF CONTENTS

	Page
Foreword	
Chapter I - Objectives and Brief History	1
1.1. General Objectives	1
1.2. Specific Objectives	2
1.2.1. Elementary, Training, High School	2
1.2.2. College Department	3
1. College of Arts and Sciences	3
2. College of Education	4
3. College of Commerce	4
4. College of Engineering	5
1.2.3. Graduate School	6
1.3. A Historical Sketch	6
Chapter II - The Position Chapter of SMC on rights and responsibilities in the Academic Community	8
Chapter III - Organization of SMC	14
3.1. C.I.C.M. Board	14
3.2. Administrative Board	14
3.3. The President	16
3.4. The Academic Deans	17
3.5. The Treasurer	19
3.6. The Dean of Student Affairs	20
3.7. The Dean of Men/Women	21
3.8. The Registrar	22
3.9. The Chaplain	23
3.10. The Guidance Counselor	23
3.11. The Department Heads	23
3.12. Special Departments	24
3.13. Advisory Boards	25
Chapter IV - Instructional Policies	28
4.1. The Class Period	28
4.2. Classroom Teaching and Management	28
4.3. Assignments	29

	Page
4.4. Policy and Procedure on Examination and Grades	30
Chapter V - Professional Responsibilities	35
5.1. Professional Competence	35
5.2. Professional Leadership	35
5.3. Professional Christianity	36
5.4. Membership in Society	36
5.5. Professional Relations	36
5.7. Contract and Personal File	37
5.8. Attendance of College Functions	37
5.9. Faculty Members, Discipline and School Attendance	38
5.10. The Faculty Member and the Library	40
Chapter VI - Administrative and Supervisory Relations	42
6.1. College Standards	42
6.2. Academic Supervision	42
6.3. Academic Departments	43
6.4. Teaching Load and Class Assignments	44
6.5. Faculty Absences	45
6.6. Student Absences	45
6.7. Textbooks	45
6.8. Schedule of events	46
Chapter VII - Social Relations	46
7.1. Constitutive Elements	46
7.2. The Faculty Member and the Student	46
7.3. The Faculty Member and Student Activities	49
7.4. Organization Advisers	49
7.5. The Faculty and the Administration	50
7.6. Freedom and Authority	51
7.7. Academic Freedom	51
7.8. The College and the FEA	53
7.9. Subsidiarity and Administration	53
7.10. Relations Among Faculty Members	55
7.11. The Faculty Members and the Parents	56
7.12. The Faculty and the Community	56

Chapter VIII - College Personnel

8.1. Definitions

8.2. Faculty Appointments

8.3. Faculty Rank and Promotion

8.4. Salary Scales

8.5. Additional Information

8.6. Maternity Leave

8.7. Retirement Plan

8.8. Miscellaneous Benefits

8.9. Grievances - Complaints

Appendices

Page

53

58

58

63

67

67

68

69

71

71

Chapter I - Objectives and Brief History

1.1. General Objectives of Saint Mary's College

1.1.1. The Saint Mary's College of Bayombong, Nueva Vizcaya is one of a chain of C.I.C.M. schools established on christian democratic principles to provide education and training directed to the service of the individual, the community, the country, and to humanity in a progressing world, and with a commitment to and concern for academic excellence. Since Saint Mary's College is a Catholic College it must be "an institution, a community of learners, in which Christianity is perceptibly present and effectively operative."¹

1.1.2. The individual. Saint Mary's College aims to develop an individual wholly attuned to the tendencies, ideas, conditions, and needs of the individual in time and in place with a profound understanding and appreciation of Christian values.

Saint Mary's College fosters the concept that education consists in the total development of the individual reality. In pursuance to this objective, this institution develops human resources to the optimum for the welfare of the individual and his fellow men. To enable him to cope with the complexities of modern life, SMC inculcates in the individual an evolving attitude in meeting the demands of a fast changing society through the acquisition of a solid foundation of knowledge, habits and skills necessary for professional, civic, and social life which will in turn promote the development of an attitude of dedicated service to others and to the nation in which he lives. Finally, SMC has a great concern for the full human and spiritual development of the individual, hence it develops in the individual a humanistic sense of values in order to bring forth a human measure in all knowledge and endeavor, and gives "a personalistic orientation with special emphasis on the interpersonal relationship within the Community of learners."²

1.1.3. The community and country. Saint Mary's College seeks to be functional to the community by serving as an intellectual center to dispense with sound ideas and ideals; conserve, transmit, and promote our national cultural heritage, and as a catholic college, to be a "public, stable and universal institution of christian ideas within the total, intellectual effort to promote a superior culture"³ in a Christian manner.

¹Land O'Lakes statement: The Nature of the Contemporary Catholic University

²Ibid

³Gaudium et Spes, No. 10

As an institution, SMC does not exist in "isolation"; but serves as an instrumentality to the community by educating and training leaders in order to help supply the necessary manpower needed in the cultural, social, and technical fields of endeavor for the development of the country. To this end, SMC acts as a center of research for the advancement of new knowledge and scientific attitude among intellectual leaders. This objective is manifested in the curriculum which is specifically designed to provide a flexible educational program in order to meet the ever-changing needs of the community and the country. Inasmuch as Saint Mary's College acts as an auxiliary to the community at large, it renders service to all public and private community organizations.

- 1.1.4. The objective of a Catholic College is to assure in an institutional manner a christian presence in the academic world confronting the great problems of contemporary society, Saint Mary's College aims to be a christian inspiration to God's people, to give a reflection in the light of christian faith upon the growing treasure of human knowledge, to transmit the christian message in all fidelity, to commit itself to the service of Christian thought and education.⁴ In that way SMC will be "a community of persons who are diverse in experience and function, equal in dignity, occupied with scientific research and the integral formation of man, drawing inspiration from the light of revealed truth, a true center for development and diffusion of an authentic Christian culture"⁵ in a true nationalistic and patriotic manner.

1.2. Specific objectives of the different departments of Saint Mary's College

- 1.2.1. Elementary, Training and High School. The Saint Mary's elementary, training and high school departments aim:

- a. To help form the human person in the pursuit of his ultimate end and of the good of the societies of which he is a member with responsibilities.
- b. To create for the school community a special atmosphere animated by the Gospel spirit of freedom and charity.
- c. To lead the student to serve and cooperate for a better world and for the spread of the Kingdom of God.
- d. To provide a situation for an all-round development of man as a person and as a member of society; to develop moral character, personal discipline, civic conscience, vocational efficiency, and to teach the duties of citizenship. (Constitution of the Philippines Art. XIV, Sec.5)

⁴Rome Statement: The Catholic University and Aggiornamento

⁵Pope Paul VI

1.2.2. College Department.

1.2.2.1. College of Arts and Sciences. The College of Arts and Sciences offers a program of a liberal education which aims at developing a man who will have a broad background in humanistic and scientific knowledge - a background that can be useful as an instrument in transmitting and improving upon his cultural heritage and in pushing further the frontiers of the scientific basis of knowledge.

In a broad sense, it aims to produce the mature, christian and cultured professional capable of taking his place in human society as a Filipino citizen and as member of the people of God.

A liberal education makes him an educated man, one who lives a good life, a meaningful life, an abundant life. As an educated man he has a deep reverence for the inherent worth and dignity of every human being as a creature of God, a healthy sense of values, a breadth of outlook, and a depth of compassion which a purposeful education generates. He lives a life of relevance to the world in which he lives, sharing the problems of his time and doing what he can with intelligence, fairness and understanding for the service of his country and fellowmen.

The curriculum of the college offers a variety of subject areas in order to make him acquire a strong, well-balanced foundation of knowledge, skills and attitudes necessary for professional, civic and social competence.

The languages are designed to make him proficient in the art of communication. The social sciences would enable him to develop a broad perspective of Philippine and world culture and events which make for meaningful and effective life as a citizen. Through the natural sciences, he develops skills in critical thinking and research for the extension of knowledge and solution of scientific and technological problems of an ever-changing society.

Philosophy and arts initiate him to humanity. He assimilates and understands the cultural heritage bequeathed by the world and by the nation and to use it to develop his unique human qualities as a preparation for service to others. Religious instructions give him a deep understanding and appreciation of spiritual values.

The arts of manipulation and measurement (mathematics) develop his mental honesty since it is said that figures do not lie, and thus one has to be honest.

His participation in extra-curricular activities develops his leadership and his social behavior.

Thus, the liberal education is directed towards service to humanity through a trained, cultured professional steeped in the arts and sciences.

1.2.2.2. College of Education.

The teacher is entrusted with the most important resources of society, human resources, he plays a very dominant role in the lives of children and youth, so the College of Education stresses an intensive formal training in terms of intellectual, moral, social, and religious development. The College of Education aims to produce an individual who is developed to the utmost of his human powers, nourished by the best in human and Christian tradition. This implies on the part of the individual a passion for truth and a guiding philosophy of life which will bring about an integrated Christian personality. The College of Education aims to develop an individual who is fully equipped with the knowledge and tools and attitudes necessary in the efficient practice of his chosen profession. This means mastery of subject matter, as well as pedagogical skills, and most of all a commitment to his teaching mission in the spirit of Christian social commitment. A man's value depends upon what he is, and since the teacher does not transmit only knowledge but rather values or an outlook on life in general and that this transmission takes place by means of a radiation from educator to educand in an atmosphere of mutual respect, genuine freedom, Christian charity, youthful experience and joy, the College of Education aims to develop a personality who by what he is, is a living model of his ideas and ideals which are stimulating and appealing to young lives.

In short, the College of Education aims to produce a teacher who is cultured and refined individual, a competent professional, and a living model of what he/she teaches carried out in the spirit of individual personal fulfillment and Christian social commitment.

1.2.2.3. College of Commerce.

The complexity of the modern business, government, and other organizations, has increased the demand for the business careers on a professional or executive level. It has emphasized the need for extensive commerce education and training. To meet this need, the College of Commerce has set to undertake the following goals:

1. To orient the student to the great potentiality of the national economic resources of a developing industrial society.
2. To equip the student with the needed technical and scientific know-how, that may help him become effective not only in business management but also in hastening the society's development, and thus progress,

Business or commercial education should primarily aim at proper development of competent professional executive for business, public or private. To achieve this goal necessarily means providing the students an understanding of the general nature of business, competence in specialized phases of business activity, and ability to provide leadership and cultural background. A program of development needed should include the acquisition of skills, techniques, and procedures integrating the old and new understanding of business methods by means of a series of realistic assignments including the recent trend and development in the business world.

Business technology is advancing so rapidly that the educational systems everywhere are forced to introduce changing patterns of study to meet the new developments of the day. Our country is proceeding with an awareness that the best hope for its economic future lies in the business skills of the individual citizens. Close relationship between the college and the community should be maintained. The education of the student should be directed to a bold program and method of instructions recognizing the trend of industrialization and professionalization. To realize this end, the members of the teaching staff should consist of highly qualified and competent men with considerable academic and professional orientation in their respective fields.

1.2.2.4. College of Engineering

As a sound educational policy, the education and training in the the College of Engineering should be directed toward the service of humanity. In this ever improving world of science, the Engineer's training will, to a great extent, determine the survival and growth of man's institutions, culture and civilization. The Engineer is the instrumentality through which the natural resources of the country are harnessed to their fullest utilization. He is the creator of homes, towns, cities, utilities and improvements that make life livable in this age of progress. Such functions impose obligations beyond those of the ordinary business of man. They impose grave social and technical responsibilities and a patriotic duty to which the engineering student should be prepared to dedicate himself.

Hence, the College of Engineering stresses the real concept of the true nature of education, the imparting of human values and of good and sound judgment. The faculty of instruction should consist of highly qualified engineers with considerable professional experience, integrity and human wisdom.

The curriculum and course content must be sound and flexible and provide the student with basic scientific and technological principles. However, the end product of the engineering education should not be just a problem solver nor a reservoir of factual information, but a creator of beauty and efficiency.

1.2.3. Graduate School.

The Graduate School is the educational core in which scientific and cultural pursuits are unfolded, tried, and nourished. The purpose of the graduate education is to prepare the teacher to be thoroughly grounded in the realm of scholarship and research for better service. Conversant in the use of research methods and oriented to ever-changing technological and scientific world current, the graduate student can be made an effective and efficient instrument of progress in the field of his choice.

1.3. SAINT MARY'S COLLEGE: A Historical Sketch

Saint Mary's College has metamorphosed into one of the important educational institutions in the Philippines, particularly in the Cagayan Valley. In 1927, the late Msgr. Constance Jurge.s, C.I.C.M., then parish priest of Bayombong, with the assistance of the Franciscan Sisters, paved the way for the opening of the Saint Mary's School.

In June of 1929, the elementary school opened for the first time under the Rev. Fr. Achilles de Gryse, C.I.C.M., who was then the parish priest, and in 1934, Rev. Godfrey Lambrecht, C.I.C.M., opened the first high school department. The need was felt because of the gradual increase in the student population to established the college department - pet project of Father Godfrey Lambrecht - in 1947, with the opening of Education, Commerce, and Liberal Arts courses.

The year 1956 saw the start of Civil Engineering. The need of the teachers for professional growth stimulated the opening of the Graduate School with Master of Arts in Education, major in Guidance and Counseling, in 1962.

In 1967, in order to achieve better administration, the C.I.C.M. Congregation took over the management and ownership of Saint Mary's College. A new campus site comprising some eight hectares near the Magat River was acquired.

The year 1968 marks the beginning of the physical expansion program of Saint Mary's College. To meet the needs of a constantly increasing student population, a new academic building named "Godfrey Lambrecht Hall" in memory of the late Rev. Fr. Godfrey Lambrecht, was constructed. The following year, the College was transferred to the new campus site. Consistent with the expansion program, in the same year, a new course was also offered - Master of Arts in English.

The years that followed saw the construction of two more buildings - 1970, the multi-purpose building, and 1971, the Science building named "Gomburza Hall". Similarly, new courses were also started in 1971: Master of Arts in Education, major in Elementary Education and major in Secondary Education; in the College of Commerce, two major fields were also offered - Marketing and Secretarial Administration. It was also in 1971, when the Journal of Northern Luzon, a semi-annual research journal published by the Graduate School, was launched with its maiden issue containing the work of the late Rev. Fr. Godfrey Lambrecht entitled, "Survivals of the Ancient Gaddang Animistic Religion." In the same year, Saint Mary's College became a sub-center of the Regional Science Training Center of the NSDB for the Cagayan Valley region, and in 1972, Saint Mary's College became one of the Testing Centers of the Guidance and Testing Division of

the Fund for Assistance to Private Education (FAPE). A new course is offered in the College of Engineering; B.S. in Chemistry.

At present, Saint Mary's College is nationally affiliated with the following organizations: the Catholic Education Association of the Philippines (CEAP); the Philippine Association of Graduate Education (PAGE); the Private Schools Athletic Association (PRISAA); the Biological Teacher's Association (BIOTA); the Philippine Association of Collegiate Schools of Business (PACSB); the Philippine Association for Teacher Education (PATTE); and the Philippine Universities Audiovisual Center (PUAVC).

Chapter II

SAINT MARY'S COLLEGE: The Position Chapter of SMC on Rights and Responsibilities in the Academic Community

- 2.1. Unless the three essential components of Saint Mary's College - the Administration, the Faculty and the Student work fully and harmoniously with one another, Saint Mary's College can never achieve its objectives as a College; and, as a Catholic college the common good cannot be established -- not even the individual good of the constituents can be realized.¹
- 2.2. The three essential components of Saint Mary's College -- the Administration, the Faculty and the Students -- form the tripod on which rests the college structure. Each leg of the tripod has its own immediate end to pursue; but each functions in cooperation and in conjunction with the other two units. All three components do not merely co-exists; neither is their presence in the college only a matter of juxtaposition. The students are in the college to learn; the faculty members are needed to guide learning; the Administration seeks to establish and maintain favorable conditions for learning,² within the framework of its human and financial resources.
- 2.3. Within the Saint Mary's College, the students, the faculty members and the administration are legally distinct in operation and function. With regard to the educational process, they are one. Students are not mere objects but, rather, the subjects of the College; not merely subordinates but active participants in academic life; not only at the receiving end but also continuously giving to the educational process; not merely beneficiaries of, but also contributors to education.
- 2.4. Each essential component has its own end to achieve, its respective role to fulfill. Each has its own rights and corresponding responsibilities which connote responsibilities on the part of the other components.³
- 2.5. Because it is a tripod, one part cannot individually or collectively, pursue its own end and good at the expense of or to the detriment of the other two. Each pursuit should contribute to the common good.⁴

¹Conrado Aquino, "International Relations in the Academic Community: The Administration-Student Relations." Paper read during the First Live-in Seminar of Students, Faculty and Administrators under the auspices of CEAP, ACSC, COCOPEA, PACU and the Bureau of Private Schools, February 28-March 2, 1969, Teachers' Camp, Baguio City (Mimeographed).

²Ibid.

³Ibid.

⁴Ibid.

Saint Mary's College does not seek to serve the interests of a particular group inside or outside the College. It does not even serve the good of the College as an end in itself. It serves the common good of the students and the community where it stands, in particular, and the whole world of humanity, in general.

- 2.6. Any weakening of the individual good is a weakening of the common good in the College; and the weakening of the common good in the College brings with it the weakening of the individual good.⁵
- 2.7. When the common good is not realized in the College, the individual good suffers.⁶ There can be no community, not even an academic community unless the different components have something in common.
- 2.8. In cooperation with the students and the faculty, the administration of the Saint Mary's College has the right to determine its philosophy of education and objectives and in the exercise of this right the College enlists the cooperation of students and faculty members who freely join Saint Mary's College.

The objectives of Saint Mary's College embodying academic excellence, professional training and social awareness under Christian inspiration are the fundamental principles on which Saint Mary's College was founded. They are embodied in the Corporation Laws of Saint Mary's College and are published in the catalogue, prospectus, statutes, faculty handbook and student handbook. It is in the light of this ideology according to all authenticity and veracity that Saint Mary's College recruits its faculty members, chooses its textbooks, makes its curriculum, selects its library materials, approves different activities and manages or determines its policies, approves guest speakers from outside Saint Mary's College academic community, approves distribution of printed matters, leaflets, handbills, posters, proposes inter-college cooperation to the board of trustees, otherwise, education in Saint Mary's College would remain fractional, fragmentary and by piecemeal. To adopt other policies in Saint Mary's College not according to its objectives would be intellectual dishonesty to the public who has been rightly informed on the objectives; it would only contribute to the credibility gap and would serve the interests of a particular group as such.

It is the administration's right to determine the College's student admission and retention policies in the pursuit of its philosophy, objectives and academic standards. The administration has the right to determine its regulations governing academic performance and student activities in order to insure order and stability in the academic community.

It is however, the Administration's responsibility to communicate clearly its philosophy, its objectives, its requirements and its regulations to the students before their admission.⁷

⁵ Ibid.

⁶ Ibid.

⁷ Ibid.

- 2.9. It is the student's right to be represented on all policy-determining bodies of the educational institution, through the duly authorized student government representative, whenever policies relating to curriculum, student discipline and the use or collection of student fees, funds and contributions are considered for adoption or amendments. This right shall be exercised by participation in the discussion and by voting subject to the provision of law.⁸
- 2.10. It is the student's responsibility to accept and abide by the philosophy, the requirements and the regulations of the school where he has freely sought enrollment on a contractual basis.⁹
- 2.11. From time to time the College can introduce new rules which will affect old as well as new students. However, the student has the right to be informed, through proper channels, of any changes, and such changes shall not be effective until after such notifications so that there will be no facto restrictions or disciplinary actions.
- 2.12. The right to publish and issue within the bounds of law, good morals and school regulations and objectives, regular student-controlled publications free from censorship, or any pressure aimed at controlling editorial policy or staff appointments is recognized: provided, that the publication expenses shall be paid out from student funds.¹⁰

It is the responsibility of the student to seek, discuss, and promulgate the truth in line with democratic Christian principles and morals and in accordance with the objectives and philosophy of the College.

- 2.13. When regulations are not clear enough to the student or when answers don't seem satisfactorily convincing, it is the student's responsibility to use all recognized, legitimate, and accepted channels of communication. It is his responsibility to establish dialogue in a mature way--decently and reasonably--without resorting to unjustified channels, without employing drastic measures, force and even violence before he has exhausted all peaceful means.
- 2.14. Students, faculty, and administrators are not equal because they play different roles in the educational and academic community; hence, the necessity of delineating the rights and responsibilities of each group. The roles of the students, faculty and administration are distinct but not separate in as much as they all serve the same academic community within the framework of common objectives.¹¹

⁸ Executive Order No. 200, Section 16, p. 1.

⁹ Aquino, loc. cit.

¹⁰ Executive Order No. 200, Section 1c, p. 1.

¹¹ Waldo Perfecto, Speech delivered during the First Live-in Seminar of students, Faculty and Administrators held under the joint auspices of CEAP, ACSC, COCOPEA, PACU and the Bureau of Private Schools Teachers' Camp, Baguio City, on February 28-March 2, 1969

- 2.15. The administration recognizes the right of the students to organize a free student government that can administer, legislate and adjudicate within its approved constitutional jurisdiction.¹²
- 2.16. The administration recognizes the right of the students to participate through their student government, in setting up student activity fees and in the disbursement thereof according to the rules enclosed in the Student Handbook.
- 2.17. However, it is the responsibility of the student to recognize and comply with the policies and regulations concerning his school duties, campus activities and discipline within the school.¹³
- 2.18. It is the responsibility of the student to uphold the academic integrity of Saint Mary's College which is composed of all its students, faculty members and administrators.
- 2.19. It is also the responsibility of the student to fulfill the duties imposed upon him by his legally constituted student government which is the recognized Student Central Council of Saint Mary's College.¹⁴

Hence, it is the responsibility of the administration and all faculty members to recognize the rights of students to organize and maintain an autonomous student government within the framework of the objectives of Saint Mary's College and according to the Student Handbook.

- 2.20. The Student Central Council is the only legitimate student organization recognized by the College as the student law-making body, for student organizations and discipline with the provisions of its constitution. The resolutions and rules or regulations passed by it shall be enforced by the College, provided none of these resolutions run contrary to the established policies of the Saint Mary's College, the Department of Education or the Constitution and Laws of the Republic of the Philippines.

The Student Central Council is the duly recognized central student advisory board to the College Council of Saint Mary's College and, as such the president automatically becomes a member of the Administrative Board with the right to vote in matters of curriculum, discipline, and the collection and use of student fees.¹⁵

The Constitution and the by-laws of the Student Central Council will be published separately. Inasmuch as the officers of the Student Central Council are elected according to democratic processes with every student entitled to one vote, the Student Central Council is the only body which can rightfully and legitimately claim recognition to represent all students of all colleges. No other group of students in the College can claim this right.

¹²Executive Order No. 200, Section 1a, p. 1.

¹³Ibid, Section 2b, p. 2.

¹⁴Ibid, Section 2a, p. 2.

¹⁵Ibid, Section 1b, p. 1.

2.21. All general grievances of students which are addressed to the faculty or the administration should be coured through the Student Central Council inasmuch as the faculty and the administration recognizes the Student Central Council as the proper medium of student grievances.¹⁶ In the same way, the administration recognizes the Faculty and Employees Association as the only legitimate representative body of the Faculty and employees of which its president automatically becomes a member of the Administrative Board of Saint Mary's College.

2.22. In student-to-student relationships, students have the responsibility to recognize that groups, other than the Student Central Council, cannot be the legitimate representative body of the students. The undue recognition of such other groups as representing the whole studentry would discriminate the interests of the whole student body, and ultimately, those of the entire College community. It is the responsibility of the administration and faculty members to recognize the rights of the Student Central Council and not to entertain, through their presence or other means, splinter groups which might eventually claim to represent the different colleges of Saint Mary's College.

Because the roles of students, the faculty and the administration are distinct, it is the responsibility of each component to follow the ethical channels assigned to each of them. It is the responsibility of the administrators of Saint Mary's College and the faculty members to preserve the dignity and integrity of each and every one and not to destroy the reputation of anybody in the presence of students in order to get the support and sympathy of the students.

2.23. A faculty member should not entertain complaints of students against the administration or against other faculty members but should advise students to follow the legitimate channels of communication. The failure to use legitimate channels of communication might promote the individual welfare of some students at the expense of the common good of S.M.C.

2.24. It is also the responsibility of the students not to interfere in matters which belong exclusively to the Faculty and Employees Association or to the administration so that each element may fulfill its own role in the College. If students take over the role of the administration, if the administration takes over the role of the faculty, or if the faculty interferes in student politics, peace and order cannot be maintained in the academic community.

2.25. If the administration, faculty, and the students of Saint Mary's College work harmoniously and fully, not under each other, but, with each other, then it cannot be said that to be pro-student means to be anti-administration or anti-faculty for the truth stands that administration and faculty stand in function for and in service to the students.

¹⁶ Vicente de Vera, Recommendation read during the first Live-in Seminar of Students, Faculty and Administrators held under the joint auspices of CEAP, ACSC, COCOPEA, PACU and the Bureau of Private Schools, Teachers' Camp, Baguio City on February 28 to March 2, 1969.

- 2.26. The Saint Mary's College is a Catholic College founded as a public trust by the C.I.C.M. Missionaries, Inc., but should not be identified with the establishment of the government, the Church, or the business world.
- 2.27. As a public trust under educational, non-profit ownership, the Saint Mary's College believes that ownership is stewardship and wise management of capital so that it may render more services to the public not only for the present but also for the future. It is in this spirit, therefore, that the Saint Mary's College unceasingly endeavors to improve its resources and facilities in order to assure greater human development and community progress.

Chapter III - Organization of SMC

3.1. C.I.C.M. Board

- 3.1.1. Saint Mary's College, owned by the C.I.C.M., is subject to the supervision of the C.I.C.M. provincial superior and his board. Their powers are as follows:
- 3.1.2. To act as a major policy-determining body that reviews and approves major administrative and organizational changes within the college, such as the opening of new colleges, the adding of new courses, whenever permit from the Bureau of Private Schools to operate such courses is required; the appointment of the President, Treasurer and Chaplain(s); to consider long range plans for the improvement of the academic program, teaching and research activities, faculty development plans, plans for expansion, the development of the physical plant and facilities of the College.
- 3.1.3. To approve the annual budget of the College, and to incur indebtedness.
- 3.1.4. To invest for the College through the C.I.C.M. procurement office.
- 3.1.5. To purchase, hold, mortgage, or sell real estate and personal properties worth fifty thousands pesos (P50,000.00) or more, for educational purposes.
- 3.1.6. To provide, through the C.I.C.M. Procurement Office, an external audit and review of the total operation of the College.
- 3.1.7. To relate the College to the community by seeing to it that the College does serve the public with its basic objectives.
- 3.1.8. To approve affiliations, sister-corporations, and consortia.

3.2. Administrative Board

3.2.1. Composition

The Administrative Board is composed of the President as Chairman, the Academic Deans, the Dean of Men, the Dean of Women, the Dean of Student Affairs, the Treasurer, the Registrar, the Principals of SMC - High School, Elementary and Training, the Legal Counsel, the President of the Faculty Club, and the President of the Student Council (only on matters relating to curriculum, student discipline, the use or collection of student fees, fund and contributions).

3.2.2. Procedure

The Administrative Board follows the parliamentary procedure. Secret voting can be requested by any member. The resolutions are decisive. The Administrative Board acts as a body, consequently no member thereof can make any statement in its behalf.

3.2.3. Duties and Functions

- a. The Administrative Board assists the President in the general administration and operation of the whole College.
- b. It confirms the appointment of academic and administrative deans, department heads, administrative officers and principals.
- c. It confirms the appointment of new faculty members.
- d. It confirms the appointment of all college personnel.
- e. It shapes policies regarding salaries of administrative personnel, faculty and non-academic personnel, within the approved budget.
- f. It acts on suggestions or resolutions submitted by the Faculty & Employees Association, the Supreme Student Council, or different committees.
- g. It confirms the promotion, non-renewal of contract, and termination of contract before its expiration, of faculty members, and non-academic personnel.
- h. It formulates policies regarding grading, scholarships, honors, tuition fees, library services, laboratories, and admission requirements.
- i. It creates new academic departments, administrative offices and student services.
- j. It approves the SMC Faculty Handbook, Student Handbook (College), Manual of rules and regulations (High School) and reviews these yearly.
- k. It assumes responsibility for substantial revisions and changes of College statutes and organization, which it shall undertake at the end of every school year, and recommends these to the Board of Trustees.
- l. It appoints members to compose the special committees.

- m. It deliberates on the courses of study, the calendar, examination periods, commencement exercises, guest speaker, holidays. It determines standards of academic performance, educational and administrative relations of the different colleges, policies for awarding of scholarship, leadership, special awards, distribution of grant money.
- It approves library policies as proposed by the library staff and other similar matters.

3.3 The President

- 3.3.1 The President of the College is the executive administrator of the Saint Mary's College of Bayombong, Incorporated.
- 3.3.2 He shall be appointed by the C.I.C.M. Provincial Superior, for a definite term.
- 3.3.3 He has the power to delegate some or any of his functions to other officers of the College as he deems fit and necessary.
- 3.3.4 His primary role is to provide effective and stimulating educational leadership to the administrative staff, faculty and students; to see that the educational standard of the Bureau of Private Schools are met, that everything possible is done to attain the stated objectives of the College and to promote the best interests of students and faculty.
- 3.3.5 He develops and supervises plans for academic improvement, new courses and curricula attuned to the evolving demands of society, campus improvements, maintenance of grounds and buildings. He works out with the Administrative Council long-range development plans which are submitted to the I.H.M. Provincial Superior for approval.
- 3.3.6 He exercises general supervisory powers over the financial operations of the College. He sees that the annual budget is prepared for the approval of the I.H.M. Council and that it is administered properly by the Treasurer.
- 3.3.7 He works with the faculty in creating an atmosphere that encourages learning for both faculty and students.
- 3.3.8 He pays special attention to maintain and recruit a high quality of faculty. The faculty development program must get preferential attention.
- 3.3.9 He maintains and promotes good and satisfactory public relations.

- 3.3.10 The President has to devote some time to student affairs. The activities of the Dean of Student Affairs, Dean of Men, and Dean of Women, are the responsibility of the President. He has to be personally involved in student non-academic affairs, discipline, student leadership.
- 3.3.11 He appoints all officers of the College, subject to the confirmation of the Administrative Board.
- 3.3.12 He approves the initial rank of faculty members and nominates officers and faculty members to the Administrative Board for promotion, non-renewal of contract, or dismissal.
- 3.3.13 He presides over general faculty meetings at least once a semester, meetings of the Academic Council, meetings of the Administrative Board.
- 3.3.14 He creates committees and boards of studies as he may deem necessary in order to promote the goals of administration in addition to the standing committees with which he also deals, to appoint the members of such committees, and to define the duties and functions of the same.

3.4 The Academic Dean

- 3.4.1 The academic dean is nominated by the President, and confirmed by the Administrative Board.
- 3.4.2 His term of office is two (2) years, summers included and this may be renewed.
- 3.4.3 He assists the President in all matters affecting general policies of the entire institution, and of his college in particular.
- 3.4.4 He exercises educational leadership among his faculty. This he obtains by conducting academic meetings of his college faculty (at least twice a semester), of his Department Heads (monthly) in which he discusses professional academic matters. He helps formulate educational policies in his college and issues necessary rules and regulations for their effective implementation. He institutes programs of in-service training in cooperation with the department heads.
- 3.4.5 He formulates and institutes a definite program of supervision to raise the efficiency of instruction. Supervision is ordinarily exercised through the department heads, except when a particular subject is detached from the regular department. The Dean may personally observe the classes of new faculty members and even of old faculty members, if necessary, after duly notifying them.

- 3.4.6 He studies and recommends to the President, the curricula and courses of study to be adopted for approval by the Bureau of Private Schools. He studies, with his Department Heads, all syllabi, keeps them on file and has them regularly improved and revised. He supervises examinations and grading practices as adopted by the College.
- 3.4.7 He recommends, after consultation with the Department Heads concerned, the appointment, initial rank, promotion, non-renewal or termination before expiration of the contract of faculty members and personnel in his college.
- 3.4.8 He furnishes the Registrar's Office with the necessary information on the time schedule of classes. He recommends subject assignment of faculty members in his college to the President.
- 3.4.9 In coordination with the admission officer, he directs and advises students in their program of studies and approves their study-loads, changes of subject, dropping or changing of course during the enrolment period. He evaluates the credentials of transfer students.
- 3.4.10 He receives applications for graduation, and recommends candidates for graduation at the beginning of each semester after checking the academic records of the candidates. He forwards recommendations to the Registrar, who gives a final check on all records and prepares Form 9 to be signed and verified by the Dean. He presents the candidates for graduation to the President during the commencement exercises and signs the diplomas of the graduates.
- 3.4.11 He collaborates with the guidance counsellors in the program of student counseling and guidance, especially in its academic and vocational aspect.
- 3.4.12 He is a member of the Academic Council, the Administrative Board, the Committee on Scholarships.
- 3.4.13 He recommends candidates for graduation who qualify to graduate with honors according to the policy of the College.
- 3.4.14 He assigns a college faculty adviser to assist the Dean of Student Affairs in extra-curricular affairs.
- 3.4.15 He proposes (three months before the end of the school-year) the purchase of textbooks, library books, outlines, and laboratory equipment for budgetary purposes. He supervises personally or through the Department Heads, the operation and maintenance of the laboratories of his college.

3.4.16 He receives the grades of the students after the mid-term and final examinations. He forwards approved grades to the Registrar's Office for posting.

3.4.17 He prepares an annual academic report together with his Department Heads and submits it to the President. The report covers: (a) general administration of his college (b) students' attendance and discipline, drop-outs (c) library, laboratory and other facilities (d) class instruction (e) academic events and activities (f) recommendations.

3.4.18 He represents his college in the meetings of professional organizations to which Saint Mary's College is invited or of which it is a member.

3.4.19 He signs the clearance forms.

3.4.20 He is in charge of the placement bureau of his college.

3.4.21 He performs such other functions as maybe assigned to him by the President or the Administrative Board.

3.5 The Treasurer

3.5.1 The Treasurer shall be appointed by the C.I.C.M. Provincial Superior. He is the chief financial officer of the College and a member of the Administrative Board.

3.5.2. He is authorized by the C.I.C.M. board to sign with the President all contracts, leases, mortgages and other documents of major importance.

3.5.3 He has custody and charge of the funds of the College.

3.5.4 He has the right to sign checks for payments of obligations and to endorse for the College its checks, notes and other obligations.

3.5.5 All financial transactions are coursed through his Office. He is the head of the accounting office, through which office the following matters are referred - (a) payroll advances and deductions; (b) mimeographing jobs; (c) sale of outlines and textbooks; (d) social security matters; (e) Workmen's Compensation; (f) requests for purchase of equipment, books, supplies; (g) students' accounts and examination permits; (h) maintenance of building, furniture and equipment; (i) retirement benefit pay; (j) requests for salary loans; (k) requisitions of materials/supplies for office or classroom use.

3.5.6 He keeps an accurate account of all incomes, expenditures and all other transactions.

3.5.7 He sees to it that the accounts are audited annually by a certified public accountant, and that adequate financial statements and reports are provided for the C.I.C.M. Board, standardizing agencies, governmental bodies, and others that are entitled to receive them.

3.5.8 Under the general supervision of the President of the College, he acts as Comptroller of budget expenditures.

3.5.9 He prepares the annual budget and submits it, through the President of the College, to the C.I.C.M. Board.

3.6 Dean of Student Affairs

3.6.1 The Dean of Student Affairs is the administrative officer directly responsible for the coordination and development of the non-academic areas of student life. He is nominated by the President and confirmed by the Administrative Board.

3.6.2 His term of office is two (2) years, summer included, and this may be renewed.

3.6.3 He coordinates and fosters interest in all extra-curricular activities in the College; every college has a faculty adviser assigned by the Academic Dean to assist the Dean of Student Affairs.

3.6.4 He approves and audits all collections made by students for extra-curricular activities.

3.6.5 He works closely with the Student Central Council and is the liaison officer between the President and the Student Central Council.

3.6.6 He is responsible to update the Student Handbook as chairman of the Committee on Student Guide, and submits its recommendations to the Administrative Board.

3.6.7 He communicates with the faculty, student body, and general public on matters concerned with student life.

3.6.8 He assigns faculty moderators and advisers for the different extra-curricular organizations.

3.6.9 He approves all posters and notices about extra-curricular activities to be posted on the College bulletin boards.

3.6.10 He is the chairman of the Committee on extra-curricular activities.

3.6.11 He submits at the end of the schoolyear to the President an annual report, with recommendations for the next school-year.

3.6.12 He coordinates cultural presentations, social functions and participation in contests, programs, parades.

3.6.13 He recommends activities which college organizations may desire to undertake outside its campus, unless they are field trips or educational tours which are part of the regular curricula, in which case the academic deans shall approve or disapprove them.

3.6.14 He is in charge of the recreational facilities in cooperation with the Physical Education instructors.

3.7 Dean of Men/Women

3.7.1 The Dean of Men and the Dean of Women are nominated by the President and confirmed by the Administrative Board.

3.7.2 Their term of office is two (2) years, and this may be renewed.

3.7.3 It is their task to maintain high standards in implementing the provisions of the Student Handbook which are the guidelines in the College.

3.7.4 They see to it that proper security is given to all students within the campus.

3.7.5 They have to file in their office attendance records of students in order that the College can inform the parents about the attendance of their children.

3.7.6 They mediate immediately in conflicts which may arise among students in the College or between students and outsiders.

3.7.7 They handle violations of regulations and refer matters to the Arbitration Board according to provisions of the Student Handbook.

3.7.8 They issue readmittance slips to students.

3.7.9 They confer with the guidance office, chaplain, deans and faculty members regarding problems of students.

3.7.10 They submit at the end of the schoolyear an annual report and make recommendations for the future to the President.

3.7.11 The Dean of Men is the officer-in-charge of the admission of students (all transfer students, academically deficient students, and all students with other deficiencies must be referred to him).

- 3.7.12 The Dean of Women supervises the boarding houses of students and suggests good boarding places to students.

3.8 Registrar

- 3.8.1 The Registrar shall be appointed by the President of Saint Mary's College. The appointment shall be confirmed by the Administrative Board.
- 3.8.2 The term of office of the Registrar is five (5) years, and this may be renewed.
- 3.8.3 He keeps all students' records up-to-date.
- 3.8.4 He issues transfer credentials, transcript of records, and students' permanent records.
- 3.8.5 He examines credentials for purposes of registration, and enforces entrance requirements.
- 3.8.6 He takes up with the Bureau of Private Schools matters regarding recommendations of deans and principals on students' overload, cross registration, admission of students from foreign schools, transfer of students after the enrolment period, etc.
- 3.8.7 He prepares and submits all reports (on the prescribed form) on enrolment, attendance, students' load, promotion and all other data which may be requested from time to time.
- 3.8.8 He prepares and submits in consultation with the different deans, the records of candidates for graduation on the prescribed form.
- 3.8.9 He assists the deans during the registration in determination of the amount of subject-load and subject sequence.
- 3.8.10 He consolidates schedules of classes for each term.
- 3.8.11 He enforces regulations regarding enrolment, students' load, transfer, promotion, subject sequence, suspension, dismissal of students, and other disciplinary measures in cooperation with the colleges concerned.
- 3.8.12 He is responsible for all correspondence regarding school records.
- 3.8.13 He prepares materials for statistical use.
- 3.8.14 He keeps the deans and principals informed on memoranda, circulars, bulletins, department orders which concern their colleges.

- 3.8.15 He supervises the registrar's office staff, equipment, use of forms and stationery.
- 3.8.16 He prepares school calendar, schedule of examinations, and programs of the commencement exercises.
- 3.8.17 He makes recommendations to the Administrative Board regarding the promotion, retention or termination of services of the members of his staff.

3.9 Chaplain

- 3.9.1 The Chaplain is appointed by the C.I.C.M. Provincial Superior.
- 3.9.2 The Chaplain guides the motivation and fulfillment of the spiritual needs, gives christian orientation and coordinates the religious activities of the college community.
- 3.9.3 The Office of the Chaplain is distinct from and independent of any administrative office or academic structure in the College.

3.10 Guidance Counselor

- 3.10.1 The Guidance Counselor is appointed by the President of Saint Mary's College. The appointment shall be confirmed by the Administrative Board.
- 3.10.2 The term of office is two (2) years, summer included, and this may be renewed.
- 3.10.3 He is in charge of the guidance and counseling services, vocational, personal and educational.
- 3.10.4 He coordinates the health services of the students.
- 3.10.5 He prepares the outline for the weekly group guidance which is offered to all freshmen in their English 1 classes. This includes orientation in College, study habits, student handbook, etc.

3.11 Department Heads

- 3.11.1 The President appoints the different Department Heads upon the recommendation of the Academic Dean, subject to the confirmation by the Administrative Board.
- 3.11.2 The term of office of a Department Head is two (2) years, summer included, and this may be renewed.

3.11.3 He prepares the agenda for and presides at all departmental meetings once each month. He forwards the minutes of all departmental meetings to the President and to the Academic Deans.

3.11.4 The Department Head under only one college is responsible to the Dean of that college and often confers with him for the benefit of the department. Where a Department Head is in charge of a department with status in more than one college, he confers with each Dean concerned to ascertain the college's special requirements as to the emphasis, scope and content of the courses, and other related business pertaining to the College.

3.11.5 The Department Head insures effective instruction within the department by: -analyzing course outlines - reviewing possible textbooks and required readings - requesting for adequate library resources - providing effective teaching aids - updating and reviewing syllabi, course outlines, etc.

3.11.6 He studies, with the department faculty, the development of new courses, evaluation of present courses in terms of objectives, functionality, content, prerequisites, methods and credit.

3.11.7 He prepares an annual report, at the end of the school year, containing an evaluation of the academic work of the department as a whole and of the faculty members in particular, the recommendations for next school year. He submits a copy of this report to the Dean and the President.

3.11.8 He observes the work of the departmental faculty. He supervises assistant instructors twice a semester, instructors once a semester, after duly notifying them. The classes of other faculty members with a higher rank (assistant and associate professor) he supervises only upon being invited by the faculty member concerned or upon the request of the Academic Dean or President. After due conference with the faculty member observed, he submits a report of his academic supervision to the Dean and the President.

3.11.9 He supervises with the aid of the faculty, the program of students majoring in the department.

3.11.10 He encourages and initiates studies and research within the department, and studies for a higher degree.

3.11.11 He receives and checks syllabi of the courses under his department.

3.12 Special Departments

3.12.1 Library

The library is governed by the Director of Libraries and/or Chief Librarian. Academic Deans can present

resolutions to the Administrative Board to improve library policies.

3.12.2 Research Department

The research department is in charge of any research requested or proposed, and of the publishing of the Journal of Northern Luzon.

3.12.3 Planning Office

The planning office is in charge of the planning for the physical development of the College, the furniture and maintenance.

3.12.4 Testing Center

This office is in charge of the testing programs conducted in the College, High School, and Grade School.

3.13 Advisory Boards

3.13.1 The Academic Council is composed of all Academic Deans and Department Heads to advise the President on all academic matters.

3.13.2 The Faculty and Employees Association is an advisory body to the President to promote high standards of instruction and research.

3.13.3 The Student Central Council is an advisory body to the President. It is the channel of communication of the Administration with the students. Through this communication, the SCC participates in policy-making decisions, particularly in matters directly affecting student welfare.

3.14 Committees

3.14.1 Committee on Scholarship

a. This committee is composed of the President, the Academic Deans, the Treasurer, the Dean of Student Affairs, the Dean of Men, the Dean of Women.

b. The committee meets two weeks after the opening of classes.

c. The committee receives the applications submitted to the Treasurer upon registration, approves the meritorious cases, publishes the approved list of scholars and provides the Treasurer with this list.

- d. The committee promulgates the rules and regulations taking into consideration academic factors, personality, leadership, general conduct and social acceptability.
- e. The committee acts on the service grants as provided in the Student Handbook (II.G.6.).
- f. The committee organizes the academic session for the recognition of the scholars and selects the guest speaker.

3.14.2. Arbitration Board

- a. The Arbitration Board is an administrative body with quasi-judicial powers to take charge of all disciplinary cases as stated in the Student Handbook.
- b. The Board is composed of five members, four members of the faculty and/or administration, appointed by the President and confirmed by the Administrative Board, and one representative of the SCC.

Their powers, jurisdiction and procedure are duly described in the Student Handbook.

3.14.3. Committee on Student Guide

- a. This committee should review yearly the student guide and submit its recommendations to the Administrative Board.
- b. It is composed of the Dean of Student Affairs as chairman, and as members the Dean of Men, Dean of Women, the Guidance Counselor and two representatives of the SCC.

3.14.4. Committee on Admission

- a. This committee is composed of the Academic Deans, the Admission Officer as chairman and the President or his representative.
- b. The Admission Officer may accept transfer students either on permanent or probationary basis as stipulated in the Student Handbook.
- c. The committee can be convoked to hear appeals or discuss doubtful cases.

3.14.5. Committee on Extra-curricular Activities

- a. This committee assists the Dean of Student Affairs in his work to organize and coordinate extra-curricular activities.
- b. It is composed of the Dean of Student Affairs as chairman, as members one faculty member from every college, the P.E. instructors, the Dean of Men, the Dean of Women, and three representatives of the SCC.

Addendum to the Faculty Handbook

3.15. High School Principal

- 3.15.1. As executive administrator of the Saint Mary's College High School, the principal carries out the objectives of the school and the policies of the Administrative Board and High School Council. He is assisted by the Supervising Instructor, who is in charge of the academic and teaching aspect of the school.
- 3.15.2. He exercises educational leadership and inspiration among the faculty members and cooperates in activities for the uplift of the community and the attainment of national goals.
- 3.15.3. He proposes to the High School Council and carries out a definite program of progressive development in all significant aspects of school operations.
- 3.15.4. He presents to the High School Council all matters concerning appointments, promotions and dismissal of teachers, to be submitted to the Administrative Board.
- 3.15.5. He has to maintain wholesome public relations with other schools and the community; he has to receive all official visitors.
- 3.15.6. He is in charge of the general administrative supervision, including guidance and personnel services.
- 3.15.7. He supervises all extra- and co-curricular activities and organizations; he proposes moderators to the High School Council.
- 3.15.8. He maintains reasonable order and discipline, calls for parents whose children got into trouble and refers the necessary cases to the High School Arbitration Board.
- 3.15.9. He is responsible for all official correspondence.
- 3.16.10. He proposes the budget for discussion in the High School Council.
- 3.15.11. He is responsible for the enrolment and has to determine the genuineness of the admission credentials of students seeking enrolment or transfer.
- 3.15.12. He is responsible for the current and past student records.
- 3.15.13. He proposes plans for special events as the graduation, recollection, retreats.
- 3.15.14. He is responsible for the spiritual welfare of students and requests for penitential celebrations, class masses, school masses on special occasions and First Fridays.
- 3.15.15. He presides over general faculty meetings and distributes the agenda three days ahead of time.
- 3.15.16. He is responsible for the physical plant and refers in writing matters for repair to the Treasurer and Planning Office.
- 3.15.17. He is responsible for credentials for graduation, attendance records. He admits students to class after absences and tardiness.

- 3.15.18. He prepares the school and class programs for discussion by the High School Council.
- 3.15.19. He submits, in cooperation with the Supervising Instructor, an annual report to the President on the different aspects of the High School.

3.16. SUPERVISING INSTRUCTOR

- 3.16.1. The Supervising Instructor is in charge of the student teaching program. As such, she coordinates all pertinent matters with the Principal.
- 3.16.2. The Supervising Instructor is in charge of the general academic supervision; she will institute a definite program of classroom supervision of all teachers; she will have to check weekly all lesson plans and sees that the necessary experiments, themes and book reports are properly performed and checked by the teachers. She will inform herself about the teacher's daily preparation, his classroom instruction, management, and teaching technique. It is her duty to request for their common syllabi and courses of study and to examine them for possible improvement and up-dating. This function is entrusted to the Supervising Instructor since SMC High School is a laboratory school.
- 3.16.3. She presents to the High School Council plans for in-service training, seminars and convocations and executes them as approved by the Council.
- 3.16.4. She presides over the academic meetings of the faculty.
- 3.16.5. She keeps in touch with recent educational literature and new approaches in secondary education.
- 3.16.6. She suggests textbooks, library books, audio-visual materials, laboratory equipment within the limits of the budget to the High School Council for approval.
- 3.16.7. She keeps a file on all supervisory activities and submits a copy to the President through the Principal.

3.17. HIGH SCHOOL COUNCIL

- 3.17.1. The High School Council comprises the President (or his representative), the Principal, the Supervising Instructor, and one or two teachers appointed by the President, one of whom shall act as secretary. The President of the P.T.A. can be invited to attend personally pertinent meetings.
- 3.17.2. The High School Council shall meet usually once a week. The agenda for the meeting shall be agreed upon in the previous meeting unless urgent matters have to be discussed.
- 3.17.3. The High School Council shall be consulted on the appointment, promotion and dismissal of teachers and on determining the policies for wages and salaries.
- 3.17.4. The High School Council shall discuss and decide on:
 - 4.1. the school and class programs, the class assignment of teachers, and class advisership.

- 4.2. the assignment of moderators for all extra-curricular or co-curricular activities and organizations.
- 4.3. the planning of special events.
- 4.4. the planning of in-service education, seminars, convocations in cooperation with the College of Education and the student teaching program.
- 4.5. the agenda of general faculty meetings and academic faculty meetings.
- 4.6. the criteria of efficiency rating and submit a joint efficiency rating report at the end of the schoolyear with the necessary remarks.
- 4.7. the testing programs to be requested of and instituted by the testing Center of Saint Mary's College.
- 4.8. the textbooks to be used, library books, audio-visual materials and laboratory equipment to be purchased.

3.17.5. The High School Council shall present the High School budget to the President for referral to the Administrative Board.

Chapter IV - Instructional Policies

4.1. The Class Period.

- 4.1.1. A class period consists of one lecture hour, or two or more laboratory hours, unless otherwise prescribed by the Bureau of Private Schools. Should a period last more than one hour, the students are given a recess between the first and second bell. After the performance of an experiment, class instruction is resumed for the rest of the period.
- 4.1.2. The Class period begins and ends with a prayer led by the faculty member himself.
- 4.1.3. The faculty member is expected to be in his classroom when the second bell rings. Having all educational and instructional aids at hand, he begins his class work promptly, and teaches for the full duration of the class hour. Proper and full use of the class period for academic instruction is a proof of effective teaching. Visits to canteens and College offices and drawing of salaries are to be made only after class hours.
- 4.1.4. In fairness to classes that will follow, a faculty member dismisses his class punctually. On the other hand, except for reasons of emergency, he may not dismiss his studies before the first bell, for this would be prejudicial to their welfare.
- 4.1.5. The entertainment of visitors and conferences with co-instructors inside or outside of the classroom is not done during a class period, for this is an interruption of the class.

4.2. Classroom Teaching and Management.

- 4.2.1. No uniform teaching method can be prescribed. Faculty members should use methods which obtain lasting educational results and values by creating the best interaction, participation and class atmosphere.
- 4.2.2. Mastery of subject matter is an absolute necessity.
- 4.2.3. Personal and professional growth is a lifelong growth. Faculty members should expose themselves to recent professional books, journals and periodicals.
- 4.2.4. Adaptation to the level of the majority of students is a sound educational policy. All students should master the essentials of the course in order to pass. More advanced assignments can be given to the fast learners.
- 4.2.5. Motivation helps students to develop their potentialities. Private encouragement may bring about better learning achievement.

- 4.2.6. Average or below average classes can be helped by remedial work, daily quizzes, regular assignments, compulsory use of textbooks and checking of notebooks.
- 4.2.7. Field trips and seminars prescribed in a course are conducted during vacation time or free days to prevent students from absenting themselves from their other academic classes.
- 4.2.8. Faculty members should refer to their Academic Dean any oversized classes. They should check at the beginning of the semester whether their students have taken the prerequisite subjects to the course. Problems in connection with prerequisite subjects are referred to the Academic Dean of the College concerned.
- 4.2.9. At the beginning of the semester, faculty members give the necessary information to apprise students of their class policies, the requirements of the course.
- 4.2.10. A general orientation and guidance program on the provisions of the Student Handbook, grading policy, causes of failures, correct study habits, remedial measures, the use of the library, rules of discipline etc. are a part of the course of the basic English during the first year.

The guidance counselor is in charge of this weekly program and will furnish all faculty members concerned a general and more detailed outline of this group guidance.

Every faculty member should brief his students on the course requirements but remind the students of the higher years on the provisions listed in this items.
- 4.2.11. Only students who present duly accomplished and authenticated class card with the right code number may be admitted to a class.
- 4.2.12. A permanent seat plan is advisable for effective classroom discipline.
- 4.2.13. Faculty members should abstain from smoking, eating and other distracting activities inside the classroom. They should refrain from asking any student to do errands for them during the class period especially if this would mean missing even a part of the lesson by the student.
- 4.2.14. Please erase blackboard after each class.
- 4.2.15. Refer to the Secretary of the President all needed repairs and furnishing of a classroom.

4.3. Assignments

- 4.3.1. The requirements should include some take home assignments. Faculty members should make students work hard but temper

assignments with moderation aware that the usual load of a student is 6-7 subjects.

- 4.3.2. Faculty members should know the available books and periodicals and references in the library in order not to give impossible assignments to students. 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.
- 4.3.3. Term paper assignment in the undergraduate courses should stress quality rather than quantity especially.
- 4.3.4. Junior and Senior students should be given opportunities for independent work and research. They should be motivated to master their chosen major field.

4.4. Policy and Procedure on Examination and Grades

4.4.1. Exemption

- a. No student may be granted any exemption from any examination.
- b. Oral examinations are not allowed as a general rule, unless approved by the Academic Dean of the College concerned.

4.4.2. Examination Permit

- a. An examination permit duly authenticated by the Accounting Office should be presented by each student before he is allowed to take any examination.
- b. Permits are numbered, dated and initialed with pen or rubber stamps by the Treasurer.
- c. In no case may a student without an examination permit be allowed to take an examination. Allowing a student to take an examination, even on the strength of a condition that his examination paper will be corrected only when he presents his test permit counteracts all efforts of the Accounting Office on this matter.
- d. Faculty members should sign the test permit and check if the permit number is written on the examination booklet.

4.4.3. Schedule of Examinations

- a. Adherence to the schedule of examinations as prepared by the Registrar's Office, will prevent inconveniences on the part of the students and faculty members. It will also spur the settlement of the students' financial obligations on time.
- b. Any change in the general time schedule for examinations should get the prior approval of the President.

4.4.4. Special Examinations

- a. A special examination will be given only with the written permission of the President/Dean.
- b. Special examinations are granted for circumstances beyond the control of the student. In case of flimsy reasons the highest possible grade for a special examination will be 75.

4.4.5. Submission of Grades

- a. Examination questions and corrected booklets are submitted to the respective Academic Deans. He turns the booklets over to the Registrar for keeping.
- b. Grades are submitted in triplicate through the respective Academic Deans to the Registrar; one week after the Mid-Term and three days after the Final examinations.
- c. Faculty members should keep the records of the students' ratings for future legitimate needs.
- d. Faculty members who resign, are separated from the college, or on study leave should surrender to their Dean all class records of the last two semesters for reference purposes.

4.4.6. Correction of Test Papers

- a. Every faculty member must personally check or correct the test papers.
- b. Assigning your own students to correct examination papers may lead to favoritism, suspicion and jealousy. It is frowned upon by the students.

4.4.7. Supervision During Tests

- a. To teach students the virtues of honesty and integrity, even during examinations and quizzes, is a part of the educational character training. Faculty members may avoid temptations of dishonesty and unfairness by personally administering and supervising the examinations. Consequently, faculty members may not request others to substitute for them to administer examinations unless approved by the President. College employees, students or outsiders may not be asked to administer examinations.
- b. A student who cheats gets a mark of 65 during the Mid-Term and a mark of 60 during the Final examination. Instructors should indicate "CHEATED" on the grading sheets.

4.4.8. Grades

- a. Some faculty members grade too liberally; others too strictly. Avoid extremes and abide by the golden rule of objective fairness, justice and common sense.

Consult with the Academic Dean should you intend to fail more than 31% of the class. Do the same when you intend to pass all students.

- b. It would be good for instructors to announce to their students not to request them to give passing marks when they deserve in order to save a scholarship. To entertain such demands is against professional ethics and teaches graft and corruption.

- c. The following manner of computing grades is suggested.

$$\text{Mid-Term Grade} = \frac{\text{Class Standing before Mid-Term} + \text{Examination Grade}}{2}$$

$$\text{Final Grade} = \frac{\text{Mid-Term Grade} + (2 \times \text{Preliminary Final Grade})}{3}$$

Where:

$$\text{Preliminary Final Grade} = \frac{\text{Class Standing after Mid-Term} + \text{Final Exam. Rating}}{2}$$

Class standing is the sum total of recitations, quizzes, assignments, seatwork, themes, experiments, term papers, laboratory work and the like.

Modifications of the plan of computing are allowed whenever necessary to suit certain subjects, after discussion with the respective Academic Deans.

- d. Mid-Term examination should cover lessons from the beginning to the Mid-Term, while Final examinations should be comprehensive, i.e. covering the subject matter for the entire term.
- e. Inform your students about the grading system before the Mid-Term.
- f. Faculty members can issue Mid-Term grades either publicly or privately.
- g. Consult with other faculty members on the academic status of your common students. Deliberations on the grades of the students among faculty members are highly commendable.
- h. Never give a grade of 74% for the finals. It should either be 73% below or 75%.

- i. A student who was absent during short quizzes or recitations may be given a special make-up assignment or test, if his absence was reasonable and excused; otherwise he gets a zero for these quizzes.

4.4.9. Grading Sheet

- a. Grading sheets are to be filled up in triplicate - Registrar-Dean-President. (Better keep one for your file.)
- b. List the students alphabetically - men first, then the ladies. Leave one space free in-between.
- c. Date of submission (DEADLINE)
 One week after test: Mid-Term
 Three days after test: Final
- d. Indicate the names of all students who attended your class. Indicate "Dropped" with date - (under remarks) if applicable. Students with incomplete grades - indicate - INC - the reason to be stated under remarks.
- e. For removal of "INC" - fill out new grading sheets in triplicate and have it approved by the Dean.
- f. Any alteration or erasure in the grading sheet should be properly initialed by the faculty member. Grades must bear the mark of finality since scholarship or graduation is attached to them. The final grades, once submitted are beyond alteration, except in cases when typographical errors occur.
- g. A student who officially drops a subject for valid reasons is marked "Dropped with permission" on the grading sheet. A student who drops a subject without valid reasons is marked "Dropped" before the Mid-Term and "Dropped-Failed" after the Mid-Term.

4.4.10. Incomplete Grade

- a. Students who fail to take the final examination or meet the requirements of the course shall be marked "Incomplete". Reasons for the incomplete marks are considered part of the records of the students.
- b. The office of the Academic Dean should notify the students with incomplete grades to complete the requirements within one year from the date of the final examination.
- c. A student who fails to remove his "Incomplete" mark is given a failing mark, in accordance with the rules of the Bureau of Private Schools.
- d. In order to remove the "Incomplete" mark, refer to the policy stated under no. 4 on special examinations.

4.4.11. Complaints

- a. Students' complaints about academic grades are referred to the Academic Dean of the College concerned.

Chapter V - Professional Responsibilities

5.1. Professional Competence

- 5.1.1. Professional competence which includes mastery in his line of specialization, experience in imparting and methodology is the aim and aspiration of the instructional staff of Saint Mary's College. He keeps himself informed on the latest developments in his field of specialization and in the field of general education.
- 5.1.2. In order to help faculty members achieve academic excellence and professional growth, SMC offers a 50% discount on tuitional fees to faculty members in its Graduate School. The faculty development program is another help to deserving or promising faculty members to obtain masteral or doctoral degree.
- 5.1.3. Every faculty member of SMC strives to possess the ideal qualities of an instructor:
 - a. A good teacher knows his subject matter thoroughly, is interested in his profession, never stops studying and learning, is not afraid to handle new subjects when called upon, and shows mental growth from year to year.
 - b. He is a true scholar and is efficient. He works at his job; he always considers the nature of the youthful mind; he is resourceful; he is objective; he is human; he is a gentleman. He accepts and adjust his assignment to the convenience of the students whose interest he serves.
 - c. A good teacher is kind, human, friendly, sociable, and is willing to see students outside of class hours. He is polite, tolerant, and mature. He is intellectually honest, willing to admit his own shortcomings and errors; he is enthusiastic and vital. He possesses a right sense of humor. He is neat in appearance and orderly in habits.
 - d. The good teacher handles his class systematically and carefully. He organizes his courses, uses syllabi, summarizes and outlines his subjects. He is always prepared for class work. He uses various methods of teaching; adapts them to the subject matter; has definite standards of work and holds students responsible for meeting them. He gives clear and varied assignments which are reasonable in length and in difficulty. He uses many illustrations, shows the relationship of class work to daily life, gives fair tests, and grades papers accurately. He keeps students well-informed of their academic standing, returns papers promptly, discusses them with the class, and gives adequate time for review. He permits the students to participate in class work and to express their opinions freely, and gives them a chance to think.

- e. He knows the students individually. He keeps the course work adjusted to learning capacities and comprehension of his students. He constantly analyzes errors, does remedial teaching, and individualizes his instruction. He speaks clearly and has no annoying mannerisms.

5.2. Professional Leadership

Upon entering the teaching profession in Saint Mary's College, a faculty member acquires institutional leadership, which is contained in the social pattern of every educational institution. However, this professional leadership must transcend institutional leadership, which is carried not merely by a social pattern, but as an exemplification of the faculty member's whole personality.

5.3. Professional Christianity

- 5.3.1. The Christian teacher, as befits his membership in the Church, leads an exemplary professional Christian life worthy of emulation by his students and neighbors. He always bears in mind that his personality and external behavior largely determine the students' attitude for or against religion, and that his example exerts a tremendous influence on their private, social and religious life. He is aware that unconsciously, but unavoidably, students mold their life according to the life of the teacher whom they admire and in whom they confide, for they accept in their own life, the ideals and values which the teacher holds high and believes in.
- 5.3.2. So that the knowledge of his faith increases in proportion to his professional growth, the Christian teacher uses all possible means to obtain a deeper intellectual grounding in his faith and therefore, studies more conscientiously the Church's teachings, works and problems.
- 5.3.3. Christian life grows only in a deepening contact with Christ. The Christian professional, therefore, lives a Christianity which is fed by a profound sacramental life, personal prayer, and active apostolate.

5.4. Membership in Societies

The College encourages each of its members to become a member of at least one professional, civic, and religious society or organization. Such membership enhances professional growth and provides an opportunity for greater dialogue with the community.

5.5. Professional Relations

- 5.5.1. The social relations of the faculty member with the administration, the Faculty, the students, the alumni, the parents and guardians, the community in general, become professional insofar as these are made functional and alive in the practice of his profession.

5.5.2. The faculty member, therefore, tries his best to put into living practice the provisions for interaction and dialogue in his relation to each of the various entities of the College and the community in which he finds himself.

5.5.3. Teamwork and cooperation among the constitutive elements of the College are indispensable to the success of the College's collective educational undertaking regarding the improvement of instruction and administration. In the prosecution of the entire educational program of the College, no faculty member can remain an island; each must become a vital part of the whole College community.

5.5.4. Upon the objectives and policies of Saint Mary's College, the faculty member looks with a professional, rather than a personal attitude.

5.6. Research

Every faculty member, especially one with the rank of associate professor or professor, is expected to undertake scholarly researches for publication in the Journal of Northern Luzon and other scholarly journals.

5.7. Contract and Personal File

On the first year of his teaching term, a faculty member signs a teaching contract with the school for one year. This contract is terminated by either party. He further submits to the President's Office the record of his personal data, together with his picture, the official transcript of his academic records and Special Order, as required by the Bureau of Private Schools.

5.8. Attendance of College Functions

5.8.1. All faculty members (full-time and part-time) are expected to attend general faculty meetings, departmental meetings, educational meetings, convocations, seminars and other functions sponsored by the College. These are opportunities for professional growth and are warmly encouraged to be organized by Deans and Department Heads.

5.8.2. The Dean of Student Affairs with the moderators and/or advisers of student organizations should see to it that no other student activities are scheduled on the days on which these functions occur.

5.8.3. The entire College faculty is expected to attend all College functions, namely:

- a. Faculty Recollection Day - at the beginning of each semester. Agenda: Meditation, Eucharistic Celebration and a general faculty meeting in which plans and recommendations for the semester are presented.

- b. Intramural Series - to promote sportsmanship and leadership, the College holds competitive games among the students of the different colleges. The opening of the series is a College function.
- c. College Day - a celebration of the whole College during the First Semester.
- d. Foundation Day - to commemorate the founding of the school and to pledge dedication for sustained educational service. It is celebrated during the Second Semester.
- e. Faculty and Employees Association Meetings - to promote the common good and mutual interest of faculty members and employees.
- f. Commencement Exercises - The Graduation Exercises with the Baccalaureate Mass are the culminating academic activity.
- g. Scholars Convocation - Official recognition of the College scholars in a simple academic session.

5.9. The Faculty Members, Discipline and School Attendance

- 5.9.1. Every school has to maintain good school discipline (Manual, par. 145). Discipline has to help students grow and develop into mature, responsible, effective and worthy citizens of the community. The positive educational value of discipline should be stressed namely, to help out and guide erring students rather than condemn them. Faculty members will then choose sanctions that would not make students resentful but grateful for the help extended.

The Manual par. 145 Section IX provides for the limitation on the nature of punishment and the manner of imposing it:

. . . no cruel or physically harmful punishment shall be imposed nor shall corporal punishment be countenanced . . .

. . . no penalty shall be imposed on any student, except for cause as defined in this Manual and/or in the school's rules and regulations duly promulgated . . .

- 5.9.2. The maintenance of discipline in the classroom is the faculty members' sole responsibility; an act of misbehavior in the classroom is dealt with by the faculty member himself, according to the dictates of prudence and as warranted by time, place and circumstance. If necessary, the faculty member may call upon the security guard to bring out of the classroom unwilling, or intoxicated students.

5.9.3. It is also the duty of every faculty member to report promptly any major breach of school discipline as defined in the Students Handbook (VI. F. 7 and 8) or in school policies to the Dean of Men/Women. Failure on the part of a faculty member to report immediately the commission of any of these serious breaches of discipline constitutes an act of negligence and irresponsibility prejudicial to the interest of students, faculty and the College.

5.9.4. School attendance on the part of students should be handled as a matter of discipline and not as a matter directly affecting scholarship ratings.

If, however, a student, because of irregular attendance, is unable to do the required work, tests, quizzes and classroom recitations, this absence will produce its effect upon his grades.

5.9.5. Faculty members check accurately students' attendance. They submit to the security guard a duly accomplished absences report form, in which they list all students not present (excused or unexcused).

Students need duly approved re-admission slips issued by the Dean of Men/Women. These offices will keep attendance records of all students, as required by the Manual of Regulations for Private Schools 7th Ed., par. 150.

5.9.6. A student who has incurred absences of more than 20% of the required total number of class and laboratory periods in a given time should not be given credit.

5.9.7. At the end of the semester, faculty members may recommend to the Dean of Men/Women students not to be readmitted to the College for violation of the rules and regulations prescribed by the College in the Student Handbook.

5.9.8. The faculty members can mete out disciplinary measures to erring students since they exercise in relation to students authority loco parentis. (Manual, par. 148)

a. They may demand apologies, written promises, or issue reprimands and warnings but used with sound judgment.

b. They may send out students from class for serious reasons, but have to inform the Dean of Men/Women immediately.

c. Suspension from classes or expulsion from classes need to be referred to the Dean of Men/Women in order to give due process of law, if needed.

5.9.9. Faculty members should request the guidance counselor orally or in writing to observe, study and offer guidance to problem students. The student's problems and difficulties in school, at home or in the community may be solved when he is helped by expert assistance.

5.10. The Faculty Member and the Library

5.10.1. Faculty Use of the Libraries

1. Faculty members are given the privilege to enter the Stack Room of the College Library. The use of the Stack Room requires the observance of rules governing the open shelf system.
 - (a) Upon entering the room, register and deposit personal belongings, except writing materials, at the charging desk.
 - (b) Replace books and periodicals properly after consulting them.
2. When books are borrowed from the Stack Room or from the Circulation Counter, the book card is filled in legibly and properly, and is then submitted to the Chief or Assistant Chief Librarian.
3. A reasonable number of books from the main and branch libraries (High School library, Elementary Central library, Training Department library) may be borrowed for an indefinite period. Should any book be urgently needed, it may be recalled with due notification of faculty member concerned. At the end of each semester, all books are returned before a library clearance can be obtained. This loan privilege does not apply to reference books and periodicals.
4. Faculty members who are not teaching in the Graduate School may borrow books from the Graduate School Library if such books are not needed by Faculty and Students of the Graduate School.
5. Books duly borrowed by a faculty member are entirely under his responsibility.
6. So that financially handicapped students may not be deprived of the use of the library books used as textbooks, faculty members borrow textbooks from the Property Custodian and not from the Library Stack Room.
7. Maps and globes for classroom use may be borrowed from the Main Library and returned there after the class period.

5.10.2. Acquisition of New Books

1. Should there arise a need for new books or additional copies of a book in the library, the faculty member concerned submits for approval of the Department Head the list of books recommended for purchase. Book orders approved by the Department Head and the Dean are forwarded to the Director of Libraries for proper action.
2. Every month a list of newly accessioned books is issued to all faculty members.

5.10.3. The Faculty Member and the Students' Use of the Library

1. Students are encouraged by faculty members to make frequent and proper use of the library. At the beginning of each semester, a part of the teaching time can be wisely spent in apprising the students on (a) the proper registration of Library ID Cards, (b) the proper use of the different libraries, the card catalogs, and periodical indexes, (c) the rules to be observed in the different libraries, especially those on silence, on the responsibility of students in keeping books and reference materials in the best physical condition possible, by not mutilating them, underlining words, or cutting pages.

A faculty member may make arrangements with the Library Staff for his students' guided library tour, at the beginning of each semester. Such a tour can prove an invaluable help in making students fully informed on the use and worth of the Library.

2. At the beginning of every regular semester or summer term, every faculty member will designate some books which are directly related or extremely important in the understanding of the course one is going to teach during the term. Such books are placed in the Reserve Section.

5.10.4. General Information on the Library

1. At the beginning of each school year, a library orientation is given to all new faculty members by the Director of Libraries.
2. Suggestions by faculty members for the improvement of the library service are always welcomed by the Director of Libraries and the Chief Librarian.
3. Exceptions to the library rules for faculty members and students are given only by the Director of Libraries. Requests for such exceptions are obtained from him.
4. The personnel in the library are not allowed to accept from any faculty member research work to be conducted in the library.
5. So that they are properly informed about the library and its regulations, faculty members read library policies issued at the beginning of each semester.

Chapter VI - Administrative and Supervisory Relations

6.1. College Standards

6.1.1. The College observes the standards of instruction prescribed by the Bureau of Private Schools and adopts the generally accepted standards of Catholic higher education as advocated by the Philippine School Associations of higher education of which SMC is a member, namely:

- the Philippine Association of Graduate Education (PAGE)
- the Catholic Educational Association of the Philippines (CEAP)
- the Philippine Association of Collegiate Schools of Business (PACSB)
- the Private Schools Athletic Association (PRISAA)
- the Philippine Association For Teacher Education (PAFTE)
- the Biology Teachers' Association (BIOTA)
- the Northern Luzon Educational Association (NORLEA)
- the Philippine Universities Audiovisual Center (PUAVC)

SMC keeps these high standards while living up to the objectives it has set for itself as an institution of higher learning in the Republic of the Philippines.

6.1.2. Faculty members should acquaint themselves thoroughly with the objectives of SMC so as to contribute effectively to the fulfillment of these aims which give them proper perspective of work in the College and provide them with high incentives for service.

6.2. Academic Supervision

6.2.1. Democratic supervision is a service extended to faculty members in their work as teacher. 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 faults but at giving necessary help and guidance to teachers 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.

6.2.2. 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 faculty member alone, but on the collective sources 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 on a personal relation among the Department Head, the Dean, and the supervised faculty member. This way, supervision becomes a cooperative study of teaching techniques rather than the study of one individual by another person.

6.2.3. A faculty member with the rank of assistant instructor or of instructor, after due notice, is supervised twice a semester by the Department Head. A faculty member with a rank higher than the Department Head is supervised on an invitation basis.

6.2.4. The Department Head's evaluation report takes proper recognition of good points observed and, in a tone of understanding and friendly help, notes down points that need improvement. In it, there is no place for better remarks and negative criticisms. This report is submitted to the Dean only after a conference between the supervising Department Head and the faculty member observed.

This after-visit conference in dialogue form leads to desirable and tangible results, not only for the teacher observed, but for the whole department as well. It provides an opportunity for the exchange of ideas between the supervising Head of Department and the faculty member. This democratic practice of "professional conversation" enhances the teaching-learning situation, for the faculty member observed is made to actively cooperate in supervision and not merely required to accept the authoritative imposition of desirable change in classroom activities.

6.2.5. A helpful aid in supervision, which can prove very fruitful in upgrading techniques and methods of teaching, is the practice of class visitation and/or observation where a faculty member with many years of experience is observed by younger faculty of the Department.

6.2.6. With an attitude of reception and openness for all comments, the Department Head welcomes relevant and pertinent questions, problems and suggestions of faculty members. This attitude creates a sense of togetherness in the department which ultimately contributes to the improvement of instruction and the promotion of the students' welfare.

6.2.7. In a spirit of goodwill and brotherhood, the Department Head inspires cooperative effort, profits from the experiences of others, encourages honest expression of thought and opinion. He achieves these goals by helping and directing all faculty members to work together in a relationship not of superiors and inferiors, but of co-workers with a common interest in the pursuit of the goals of education.

6.2.8. The Department Head, under whose department a subject falls according to the College's plan of Supervision, supervises the subject and submits supervisory reports to the Dean concerned. Should a subject not fall under any specific department, then the supervision devolves on the Dean under whose college the subject falls. The Dean may, however, call upon a Department Head in another College for help or assistance.

6.3. Academic Departments in SMC

- | | |
|----------------------------|---------------|
| - Department of Accounting | - Commerce |
| - Department of Chemistry | - Engineering |

- | | |
|--|---------------------------|
| - Department of Elementary Education | - Education |
| - Department of English | - Arts and Sciences |
| - Department of Home Economics | - Education |
| - Department of Marketing, Management,
Finance, Economics | - Commerce |
| - Department of Mathematics | - Engineering & Education |
| - Department of Military Science | |
| - Department of Natural Sciences | - Arts and Sciences |
| - Department of Religion | - Arts and Sciences |
| - Department of Secondary Education | - Education |
| (Pilipino, Library Science, PE) | |
| - Department of Social Sciences | - Arts and Sciences |

6.4. Teaching load and class assignment

- 6.4.1. The Manual of Regulations of Private Schools (par. 78, as superseded by Memo. 28, s. '71) still allows a maximum load of 24 hours a week. A full-time instructor in SMC will be given at least 18-21 hours and if possible, 24 hours. The teaching load of part-time instructors who are full-time employees outside teaching shall not exceed 12 hours a week (ibid. par. 78). Any teaching assignment in excess of the foregoing must be taken up with the Bureau, which case shall be considered only on the basis of educational qualifications, experience, efficiency rating, and subject preparations of the teachers concerned (ibid. par. 79). The teaching load is given according to seniority, efficiency and needs of the students.
- 6.4.2. Two weeks after the opening of the semester, the faculty member submits the syllabus of his course to the Department Head, who after evaluating submits it to the Academic Dean for filing.
- 6.4.3. The faculty member is given his assignment with corresponding time-room schedule by the President. The schedule of classes is prepared with the welfare of students getting priority over the convenience of faculty members. The time schedule of teachers, if possible, should be continuous or reasonably staggered. His load assignment should be concentrated on his major subject or fields of specialization. Requests for changes in schedule should be made through the Dean's office.
- 6.4.4. When otherwise stated in the contract, a faculty member is available for his assignment Monday through Saturday of the week.
- 6.4.5. Cross teaching is not encouraged. It needs a special permission from the office of the President, since it is a general policy of the College to give full load assignment to its faculty members.

6.5. Faculty Absences

- 6.5.1. The College asks of each faculty member a professional attitude of responsibility with regard to absences from class, for an attitude of quid pro quo, an hour of salary for less than an hour of class, does not serve the best interest of the students. If a conflict arises between his professional responsibility outside the school and his teaching obligation in the College, the faculty member should think in terms of the students' welfare and of the disadvantage to the students in such a conflict. The faculty member should bear in mind that a make-up class often causes inconvenience on the part of the students who are sometimes required to attend classes on Sunday or on inconvenient hours during a regular day.
- 6.5.2. When a faculty member gets sick, he notifies the President's office as soon as possible. The Dean will assign substitutes for prolonged sickness. For maternity leave (see 9.6). Leave due to the death of an immediate member of the faculty such as father, mother, legitimate spouse or child is reasonable. Inform the office. For other absences, the faculty member should see the President's Office first, who will instruct the Academic Dean to decide on the substitution of classes so that the right of the student to a definite number of hours of instruction is not impaired.
- 6.5.3. The attendance of a faculty member at a professional conference, authorized by the Academic Dean is not considered an absence. The Dean ought to take care that a substitute is appointed.

6.6. Students Absences

The faculty members check accurately students' attendance. The security-clerks will collect every hour the absence report. If all are present, indicate it on the report. In case of absences, a student may not be admitted to class unless he presents a duly approved re-admission slip issued by the office of the Dean of Men/Women.

6.7. Textbooks

- 6.7.1. The Department of Education requires to use textbooks of fairly recent vintage, modern in methods and presentation in content and not contrary to the Textbook Law. (MRPS, par. 46).
- 6.7.2. Students should have the necessary textbooks. Some textbooks are available for rent, some for a mere handling fee; outlines and other teaching materials can be prepared by competent faculty members. The library should have a sufficient number of textbooks for the use of the students.

- 6.7.3. Only approved outlines made be printed or used in any course. A faculty member who wishes to prepare an outline submits an application to the President. A corresponding honorarium will be given, if the outline is approved.

6.8. Schedule of events

- 6.8.1. College events, such as basketball games, dramatics, field-trips and the like should not interfere with class periods, except in extreme and justifiable cases approved by the President.
- 6.8.2. ~~Supervision~~ ^{Supervision} of classes is made at the discretion of the President.

CHAPTER VII - SOCIAL RELATIONS

7.1. Constitutive elements

The constitutive elements of the College are: the Administration, the Faculty, the Student Body, and in a certain way, the parents of the students, the alumni and the community in general. The intensity and direction of the mutual interaction among these elements determine the progress and regress of the College. The intimate cooperation and consideration among these elements should result in a Christian democratic spirit, and should help constitute the College into a living, dynamic and evolutionistic unity.

7.2. The Faculty Member and the Student

- 7.2.1. A faculty member directs his immediate attention to the students whose interest and needs he is directly charged with by virtue of his profession, and indirectly, by virtue of his teaching contract.

Saint Mary's College is not exclusive and unnecessarily rigid in its selection of students, for which reason, a wide range of individual differences will exist among its student body. Faculty members should consider the differences in the socio-cultural background, abilities, aptitudes and interests of the students in order to help develop the students to the maximum of their capacities.

He gives this consideration in line with the aim of helping each individual student develop his God-given uniqueness, for prefabricated teaching that does not take the actual set-up of the previous learning experiences of students has no place in modern processes of education.

- 7.2.2. To facilitate the learning activity, the faculty member creates a conducive educational environment, where inspiration, rather than instruction, and motivation through effort and interest, rather than through authority, direct the educational process.

In such an environment of trust and confidence a fruitful dialogue between the faculty member and the student is effected, and the establishment of this cordial relationship nurtures in the students respect for, interest, and confidence in the faculty member.

- 7.2.3. To use the stimulating teacher-student dialogue to fuller advantage, the faculty member integrates in his relations with his students the following consideration:
 - 7.2.3.1. Students respond better to good humor than to aggressive opposition, and appreciate a tolerant, patient, and sympathetic understanding by the teacher of their problems, difficulties, and errors.
 - 7.2.3.2. The support of naturally-gifted student leaders can prove of valuable help in getting the students' active cooperation, when seasoned with consideration and courtesy, fairness and firmness in a permissive atmosphere of discipline.
 - 7.2.3.3. The faculty member should obtain permission from the Academic Dean and the President before accepting advisership of non-SMC organizations.
 - 7.2.3.4. Sporadic modiness should never be displayed by the teacher, for this creates unwholesome class reaction.
 - 7.2.3.5. Consistency in class requirements within the capacity of the students and dedication to the students' welfare generate a harmonious faculty and student relationship.
 - 7.2.3.6. In the interest of the students, the teacher offers constructive criticism when necessary, and gears the students' physical, cultural, and spiritual formation to daily life. His interest extends even to the students' non-scholastic activities, such as sports, hobbies, or after school jobs, and to interviews, informal conferences, and conversations which help the students construct more meaningful lives.
 - 7.2.3.7. Faculty members are prepared to accept the failures, betrayals, resentments, ingratitude, and other unhappy experiences that accompany the teaching profession.
 - 7.2.3.8. To better the operational efficiency of the College, faculty members should know the contents of the Student Handbook and cooperate in implementing the rules and regulations contained therein.
 - 7.2.3.9. Ideal discipline is based on the personality of the faculty member. It is a structure tempered with a gentle way of dealing with students, a trait of character with a fine sense of humor that can stand the pranks of youth; it is based on authority that is not challenged because the faculty member masters his

subject matter and genuinely pursues the welfare and progress of the students.

- 7.2.3.10. Each faculty member is responsible for the ordinary classroom discipline. The faculty members exercise in relation to students authority in loco parentis. They shall have the right, in cases of minor offenses committed in their presence, to impose appropriate disciplinary measures in the interest of good order and discipline (MRPS, par. 148). It is their duty to report major disciplinary cases to the Dean of Men/Women and to follow the rules set in the Student Handbook. They should take the initiative to settle minor misunderstandings and conflicts among students and refer major ones to the Guidance Counselor, Chaplain or Dean of Men/Women.
- 7.2.3.11. Because the first two years in college are periods of adjustment, the freshmen and sophomores deserve special attention, kind consideration, and sustained interest of all faculty members, even outside the classroom.
- 7.2.3.12. Guidance, either formal or informal is the concern of all faculty members. Their cooperation is specially requested by the Testing Center of SMC.
- 7.2.3.13. Knowledge of the capacities of the students is as important as the knowledge of the subject matter, for teaching is not achieved in an educational vacuum. The true teacher tries to achieve a balance between overestimation and underestimation of the student's capacities.
- 7.2.3.14. Every student is a mystery, because he shares in the mystery of the Divine Being who created him. No student can ever be fully known, though he may be tested and analyzed. The knowledge which the most perceptive teacher can have about him is but a fractional part of the fullness of the student's being. Therefore, the teacher may never absolutize and formalize the little that he knows about the student. A faculty member shows his reverence for God by his respect for the individual student's personality and his expectant attitude toward the student's hitherto unrevealed possibilities and capacities.
- 7.2.3.15. Faculty member should avoid sending a student to run errands for him or for others during or out of classes because of the liability of the faculty member in case the student suffers injuries or damages by reason thereof. The faculty member should abstain from engaging the services of his student in any work totally foreign to his status as a student and to the teacher-student relationship.

7.3. Faculty Member and Student Activities

- 7.3.1. School organizations and their activities provide a vast opportunity for continuing the formation of the student's personality outside the classroom. Through them, the student is afforded invaluable situations which sharpen his sense of responsibility and leadership. The religious organizations, especially, provide opportunities for active manifestation of religious belief, his apostolic concern for functional living of religion.
- 7.3.2. Through his encouragement and active participation in the organization's activities, the faculty member of the College contributes in making the extra-curricular and co-curricular organizations as effective means of education.
- 7.3.3. In the organizations' activities, the teacher gets the unique occasion of attaining the Constitutional mandate of inspiring the duties of citizenship and of a peace-loving citizen of the Republic. By meeting the student on a person to person basis, the teacher gets to know the student as he really is, and not as he "officially" is in the classroom. Such a meeting vivifies the student-teacher relation. The faculty member raises his unique position and influence by giving proper advice, direction, and guidance to the students based on the observance of the Constitution and laws of the State and the Commandments of God and Laws of the Church.

7.4. Organization Advisers

- 7.4.1. The Adviser of a co-curricular organization is appointed by the Dean, while the Adviser of an extra-curricular organization is appointed by the Dean of Student Affairs. Acceptance of advis- orship is a healthy sign of understanding that education is not achieved only within the confines of the classroom.
- 7.4.2. The activities of co-curricular and extra-curricular organiza- tions, reflect at all times on SMC. Faculty Advisers and all other faculty members should therefore give due attention to the following regulations:
 - 7.4.2.1. The prescribed rules and regulations governing student activities, as provided in the SMC student Handbook, should be observed.
 - 7.4.2.2. Activities of co-curricular or extra-curricular orga- nizations should be held preferably during free hours of the day or on free days so that class hours can be kept in tact. Exceptions may be given in cases duly approved by the President.
 - 7.4.2.3. Faculty members are strictly enjoined from collecting money or the like from the students unless authorized to do so by the College. For all concerned, the pro- vision of RA 4206, as amended by RA 5546, Sec. 1, the sale of tickets and/or the collection of contribution

in any form whatsoever by any person for any project or purpose, whether voluntary or otherwise, from school children, students, and teachers of public and private schools, colleges and universities is hereby prohibited. (Circular No. 23-S-1969, December 15, 1969).

The College does not recognize any fraternity inside or outside of Saint Mary's College, for the past years have proven that hazing and initiation rites do not reflect well on a Catholic School.

7.5. Faculty and Administration

- 7.5.1. The Administration of the College, as an executive function, is a corporate and solid function vested in such offices as President, Academic Deans, Treasurer, Administrative Deans, Registrar, and Department Heads.
- 7.5.2. Saint Mary's College believes that faculty members are its greatest assets. The faculty members are treated with the dignity of a human being, encouraged in their progress, helped in their professional improvement, justly rewarded, fully informed, and properly assigned so that their lives are given meaning and dignity.

The Administration takes upon itself as a moral obligation the improvement of the Faculty for which reason it offers to them the opportunities for graduate studies and scholarship grants, here and abroad, with all privileges attached hereto.

Pope John XXIII has aptly said in his encyclical, Peace on Earth, that one of the basic rights of man is to be informed truthfully and be given an active part in public affairs. This principle of right information and active participation in policy shaping holds true for the relation of the administration and the Faculty in the College, for the Administration believes that efficiency and success depend upon teamwork and mutuality of interest in achieving the objective of the College -- the welfare of the students.

The relation between the Administration and the Faculty, therefore, is not one of competition, but of corporate interest and corresponsibility. The Faculty works with rather than under the Administration, for the Administration holds in high respect the faculty member's right to freedom. The faculty should consider itself as an extension of the administration in its educational task.

7.6. Freedom and Authority

- 7.6.1. Respect for individual liberty and personality, however, does not lead to arbitrariness. Freedom is always limited by responsibility. Freedom consists in doing not what one wishes to do but what one must do, knowing why this is so. Freedom that is arbitrary or licentious is an impossible and empty

freedom, because absolute freedom is utopian. Man's freedom is a situated freedom, a freedom in determinism. Man as man is limited by various determinism: determinism of physical and biological heredity, of culture and civilization, the determinism created by the inner situation of one's emotional temperament, the determinism of the external and social situation in which man lives. All these are not necessarily obstacle to man's freedom but are rather means to develop and increase freedom. Human freedom advances by using to advantage the many determinisms by which it is bound.

To be free then, means to live up to the fundamental "ought" which is embodied in man's very existence. Therefore, it is evident that human freedom cannot do without laws, and society can not exist without authority. Without laws and authority coupled with the respect and submission due them, human freedom cannot exist.

In a college, therefore, freedom is impossible without obedience to and cooperation with authority. And the duty to conform to laws and authority cannot be bypassed by an appeal to the personal conscience of each individual.

- 7.6.2. In the achievement of his real freedom, man possesses two means to help him. First, there is prudence, which relies on the intellect's work. But since man is not proficient in all domains, he needs to be helped by the second means -- obedience, which implies placing oneself under the guidance of an authority.

In the College, authority is exercised by the Administration, which carefully and prudently decides on the policies to be followed in the education of the students. The Administration's policies and decisions must be followed, and it would be unwise and imprudent to reason these away by calling one's "own personal conscience". Therefore, whereas on one hand, the Administration should recognize the individual worth of each faculty member in participating in college affairs, on the other hand, all faculty members should cooperate in achievement of College objectives.

7.7. Academic Freedom

- 7.7.1. Definition. It is the freedom of the teacher or research worker in higher institutions of learning to investigate and discuss the problems of his specialty and to express his conclusions, whether through publications or in the instruction of students, without interference from political or ecclesiastical authority, or from the Administrative officials of the institution in which he is employed, unless his methods are found by qualified bodies of his own profession to be clearly incompetent or contrary to professional ethics. (A.O. Lovejoy - Encyclopedia of Social Sciences, pp. 384-385).

- 7.7.2. Academic freedom cannot be used as a cloak to promote the popularization in the minds of the students of acts forbidden by the Laws of the nation. Academic freedom does not mean academic license. It is freedom to teach what is good and not

to teach evil. Academic freedom cannot authorize a teacher to teach that murder or treason is good or any of the crimes penalized by the Penal Code. (Matter of Kay vs. Board of Higher Education of New York City, 173 Misc. 943, Mar. 30, 1940).

- 7.7.3. On the matters of academic freedom of a faculty member, the provisions of Sec. 5, Art. XIV, of the Philippine Constitution are clear, to wit: "Universities established and supported by the state shall enjoy academic freedom". A faculty member is free to expound his own ideas and opinion or special knowledge on matters of his competence within the four walls of the classroom limited only by restraints embodied in the Constitution, and laws or statutes and objectives of SMC and of the Bureau of Private Schools. It is incumbent upon the faculty to expound and defend objectives, goals and policies of Saint Mary's College, which the faculty member freely subscribed to upon entering the Saint Mary's College.

In the Philippines, both public and private schools are under government supervision. The government through its administrative agencies prescribes rules and regulations to achieve better standards of training and education.

- 7.7.4. There are four basic problems in academic freedom. Two relate to what is said, and two relate to the place where it is said. What is said may be (1) in the area of the author's actual or presumed special knowledge or competence, or (2) it may be in the area of the rest of knowledge. Different problems may arise as his statements are made (3) in his classroom (or scientific meetings), or (4) in a public forum.

These then are the problems: statements in fields of the professor's competence:

1. In his classroom, and
2. In a public forum.

Statements in any other area of human knowledge or opinion:

3. In his classroom, and
4. In a public forum.

1. In the first area, in his own classroom, the professor is academically free to present his special knowledge. There can hardly arise here any problem if he is competent, normal, and decent.
2. As a citizen the professor is free to say what he knows or believes as an individual speaking for himself personally in the public forum. It is desirable that he speak in the public forum, about the things of which he is especially competent.
3. In the third area, in his classroom, he has no special prerogative and what he says will be judged not as to his right to say it, but as to the quality of his service to

the student. He must not use his "chair" for material unrelated to his teaching, taking advantage of the captive students and their relative immaturity, and the importance of the grades he gives them.

4. In the fourth area, he is as free and as responsible as any other citizen. (Fitzpatrick, Philosophy of Education, 1953, p. 432-433.

The faculty member is free to disagree with policies of the College and/or with the Bureau of Private Schools, but such disagreement should not be discussed in the classroom since it is not the proper forum to do so and since the affected party or parties are not therein present. Hence, such action is against the elementary rules of justice and fairness. The faculty member, while he has the right to talk in his classroom, has the corresponding duty not to injure and prejudice other members of the faculty.

- 7.7.5. If a faculty member finds no more joy and satisfaction in his employment in Saint Mary's College, or his work in SMC is in conflict with the personal interest of a faculty member, or he does not subscribe to the objectives of SMC anymore, then justice and fairness demand that the faculty member makes a decision whether to continue or not in the employment in SMC. This decision is imperative, for efficiency of service, willingness and cooperation do not emanate from a faculty member who has lost or has no more interest in his teaching job, the stipulations embodied in a three (3) year contract notwithstanding.

Or if, in the course of human events in a world of changes, the beliefs, creeds, principles and convictions on religious, political, cultural, academic and non-academic matters, of the faculty member, as manifested inside or outside of the College, become opposed to the rules, regulations, and policies of the College, Bureau or Departments of Education, then although the faculty is on permanent status, fairness and justice requires either that the faculty member resign or the College exercises its rights on the matter.

7.8. The College and the Faculty Employees Association

The College recognizes the FEA - as now constituted, existing and operating under its duly approved Constitution and by-laws- as the sole representative of the Faculty and Employees with respect to salaries, hours of work, other terms and conditions of employment and all other matters affecting the FEA.

7.9. Subsidiarity and Administration- Faculty Dialogue

- 7.9.1. The administration strongly supports as open-door policy whereby faculty members freely communicate and participate with the administration in the formulation and implementation of sound educational practices and programs designed to enhance the College's position as a higher institution of learning. This practice of faculty participation is in keeping with the principles of subsi-

diarity which has been strongly advocated by the encyclical MATER ET MAGISTRA. The College wants this principle to be carried into practice, so that every faculty member, can contribute his share in the attainment of the College's common objectives. This it does while being guided by the principles of Christian and democratic processes, for the resolution of the problem must be made considering all aspects of College life -- the academic, the administrative, the human, the social and the financial.

- 7.9.2. In the spirit of cooperation, faculty members speak well of the Administration, and support and defend its expressed policies. The Administration acts in the same way towards faculty members. In this spirit, a loyalty which is two-sided is developed: from Administration to faculty, and from Faculty to Administration.

A habit of seeing the other party's situation, his problems, his limitation, his inherent good faith, will go a long way to further enhance the quality of Christian charity which should be animating spirit of the College.

To attain success, the faculty member has to share in the total school program from the simple matter of recording class attendance to the complex problem of curriculum development and policy-making.

- 7.9.3. Faculty participation in the Administration's policies manifests itself in the following ways:

- 7.9.3.1. Conscientious implementation of the policies and regulations duly promulgated for the purpose of operational efficiency;
- 7.9.3.2. Coordination, whenever needed, with the different offices in the College, as stipulated in the Faculty Handbook;
- 7.9.3.3. Representing Saint Mary's College in different learned societies and organizations;
- 7.9.3.4. Wholehearted participation in meetings set up to analyze existing policies or formulate new ones, to discuss rules and regulations or problems;
- 7.9.3.5. Serving in different committees and participating in faculty meetings by sharing one's opinions on College educational methods, policies, or procedures;
- 7.9.3.6. Taking an enthusiastic interest in and giving unselfish support to all officially sanctioned activities;
- 7.9.3.7. Personal handling routine disciplinary problems met within the classroom, unless otherwise stated;
- 7.9.3.8. Rendering voluntary service when needed;

7.9.3.9. Cooperating with the Administration in the selection of textbooks, supplies, and equipment that best fit the interest of the students;

7.9.3.10 Maintaining a cordial, friendly, and wholesome relations with those who exercise authority.

7.10. Relations Among Faculty Members

7.10.1. The Faculty, in order to become a truly effective and dynamic educational force, must establish a friendly but dignified relation among its members. The high professional respect and congenial spirit should be displayed at all occasions. Through amiable and fraternal attitude, which is manifested in all dealings among faculty members, a feeling of unity and teamwork is generated. This way, cooperation, and not competition, become the norm of faculty relationship.

7.10.2. If faculty members are to create the setting in which Christian and democratic principles are nourished, they must themselves be free, cooperative, and capable of working together. In actual practice, this means that the faculty member observes the Code of Ethics for Teachers:

7.10.2.1. Speaks well of his fellow teachers at all times; and in all places; protects teachers' interests in or out of presence of students, parents, and others;

7.10.2.2. Assists his fellow teachers in their work whenever necessary;

7.10.2.3. Works harmoniously with other members and reinforces coordination through channels;

7.10.2.4. Gives his personal and class support to activities in which his fellow teachers are duly engaged;

7.10.2.5. Contributes in creating an esprit de corps which makes no distinction among the colleges to which other faculty members belong;

7.10.2.6. Holds inviolate all the confidential information given to him in the exercise of his professional functions;

7.10.2.7. If he is one with seniority in service, extends a helping hand to new faculty members so that they may get more easily adjusted to their work and to the College environment.

7.10.2.8. If he is new faculty member, first inquires about why things are run as they are before disregarding them or adversely commenting on them.

- 7.10.2.9. Does not discuss in his classroom his personal troubles with other faculty members nor criticizes his fellow faculty members in the class for this is against fair play and fairness.

7.11. The Faculty Member and the Parents

- 7.11.1. Because faculty members, as educators, have to transmit a cultural and industrial heritage to the student, it will be helpful to them to have some basic knowledge of the student's cultural and socio-economic background, the personal relationship he has with his parents, and the religious atmosphere and attitudes in his home. Knowing the student's home environment can aid greatly in understanding the student -- an understanding which is indispensable in education.
- 7.11.2. Faculty members stand in loco parentis. As such, they are given the privilege of cooperating with the parents in molding the youth. Outside of formal teaching, they can cooperate with parents by:
1. Guiding the cultural and recreational activities of students and helping the parents in directing the students in the wise use of leisure hours;
 2. Personal conferences and correspondence with parents concerning the problems of students; and
 3. Home visitations, which, in exceptional cases, might effect a better understanding between the College and the home.

7.12. The Faculty and the Community

- 7.12.1. Every faculty member constitutes a link with the community.
- 7.12.2. In civic, cultural, social and religious gatherings a faculty member uses effective means to inform the public about the college - its objectives, functions, programs, plans, and policies.
- 7.12.3. Faculty members should be genuinely interested in the conditions of the community. Membership in civic, cultural and religious associations and participation in community projects are encouraged.
- 7.12.4. Prudence dictates that a faculty member should not use his classroom and teaching hour as a forum and time to exercise his freedom of speech and campaign for or against particular candidates or parties.
- 7.12.5. A faculty member cannot attend diligently and effectively at the same time to two matters of vital but different interests to him (nl. teaching services and political campaigns) without impairing or neglecting either of them.

In order that political activities of a faculty member may not prejudice his teaching services it is the policy of the College that a faculty member who plans to run for a public office should present his plans to the Administrative Board before the beginning of the first semester. The Administrative Board may request him to be on leave for the first semester or to reduce his load substantially to let him devote his time to his political campaign; this is an act of justice and fairness to himself and to his students.

Chapter VIII - College Personnel

8.1. Definitions

8.1.1. Instructional Staff Members

Instructional staff members are the faculty members, Academic and Administrative Deans, Department Heads, persons engaged in research work. It includes too, the Registrar, the Chief Librarian, the Chaplain, the Guidance Counselor and others who may be appointed to the Instructional Staff.

8.1.2. Special Services Personnel

Special Services personnel are the Medical and Dental Officers and staff, the Registrar's staff, the Treasurer's staff, the library staff, the testing center and guidance clinic, and the secretaries of different offices and the like.

8.1.3. Contract

A contract is always bilateral, voluntarily entered into by a member of the Instructional Staff or Special Services Personnel and the Saint Mary's College.

8.2. Faculty Appointments

8.2.1. Every appointment of a faculty member shall be made by a formal agreement signed by him and by the President: It shall state the rank, salary, length of agreement, and other conditions of agreement.

8.2.2. Procedure in accepting new faculty members

8.2.2.1. The Academic Dean submits his written recommendation to the President attaching therewith the letter of application, official transcript of records, special order, and other pertinent bio-data of the recommendee.

8.2.2.2. If the President proposes the recommendee, he appoints the recommendee and submits the appointment to the Administrative Board for confirmation.

9.2.2.3. If the appointee is confirmed by the Administrative Board, the Dean receives the written notice of such confirmation.

- 8.2.2.4. The appointee enters into a teaching contract with Saint Mary's College, duly represented, for a period of ten (10) months or two (2) academic semesters. The contract can be terminated by either party as stipulated in the same. The appointee submits to the Secretary's Office his pictures (2"x2" - 2 copies) and such other information as may be prescribed for instructors.

8.2.3. Conditions of employment

- 8.2.3.1. It is presumed that a teacher enters into the service in SMC with clean hands and good faith primarily motivated with the good intention to serve the best interest of the students and the College in pursuance of its teaching objectives, purpose and policies provided in its Articles of Incorporation, By-Laws, Charter, and Statutes.
- 8.2.3.2. A teaching contract is bilateral, voluntarily entered into by the instructor and SMC Inc. Instructors shall serve for the duration stipulated in their contracts. The College will always give due written notice at the end of the second semester and/or summer term to faculty members whose contract will not be renewed for the ensuing year. The College will always request in writing at the end of the school semester for the intention of the faculty member to renew his teaching contract in SMC unless the College elects by virtue of the terms in the teaching contract not to renew the same. No instructor may leave the service without the consent of the school head (par. 73 (a) MRPS). No instructor may be suspended or separated from the service during the pendency of his contract or appointment except for cause and after due process. An appeal may be taken by the aggrieved party to the Bureau of Private Schools within fifteen (15) days after receipt of the decision of the Administrative Board (par. 73, MRPS).
- 8.2.3.3. The Department requires a written contract of at least one (1) school year's duration for elementary and secondary teachers and one semester for college teachers, duly signed by the teacher and by the Chairman of the Board of Directors of the School or his authorized representative. Such contract should state the full terms of the agreement. A copy of the contract should be kept on file by the school and another furnished the teacher concerned (par. 74, MRPS).

8.2.4. Faculty Tenure

- 8.2.4.1. The status of the faculty shall be of two kinds - temporary status or tenure (term appointment) or permanent status or tenure (continuous appointment).
- 8.2.4.2. Temporary status. All full time teachers who have rendered less than three (3) consecutive years of satisfactory service in SMC are considered on temporary status. Non-permanent teachers shall serve

for the duration stipulated in their contracts (par. 73 (a), p. 19 MRPS). Unless immediately contracted for at least three years, a new member of the Instructional Staff has a temporary status for the first three years of his employment. During each year of said period, his contract is good for a period of two semesters and the contract terminates at the end of the term stipulated therein. During temporary status it is incumbent upon the teacher to prove satisfactory service to merit permanent status.

- 8.2.4.3. Permanent status. All full time teachers who have rendered three (3) consecutive years of satisfactory service are considered on permanent status. (Par. 75, MRPS). A full time teacher should be one whose total working day is devoted to the school, has no other regular remunerative employment and is paid on a regular monthly basis. A faculty member with permanent status may enter at his option, into a contract of three years with SMC. No contracts of three years are provided for members of the Instructional Staff in one-year courses and to faculty members on part time teaching. During permanent status it is incumbent upon the College to prove that the faculty member does not merit continued status on the permanent basis.

8.2.5. Termination of appointments

- 8.2.5.1. Instructional Staff and Special Services Personnel appointments terminate normally by the expiration of the term and by retirement age in the case of permanent status.

- 8.2.5.1. Appointments, both temporary and permanent, may be terminated before their expiration for just causes as stated in the contract, and as follows:

1. by the College - employer

- a) The closing or cessation of the school or course; considerable decrease in enrolment;
- b) Serious misconduct or willful disobedience by the employee of the orders of his employer or representative in connection with his work;
- c) Gross habitual neglect of duty or gross inefficiency and incompetence of the employee;
- d) Fraud or willfull breach by the employee of trust reposed on him by his employer or representative;

e) Gross violation of rules and regulations of the school or commission of a crime involving moral turpitude and such offenses committed by the employee such as immorality, dishonesty, drunkenness, assaulting a fellow teacher or any other school authority or his agent; or instigating, leading or participating in school strikes declared without due observance of the provision of the law, rules, regulations appertaining thereto; forcing or tampering with the official school records and forms;

f) Grave emotional disturbance on the part of the employee which in the judgement of the employer or his representative could bring damage to the students and the school in general.

2. by the instructor - employee

a) Serious insult by the employer or his representative on the honor or person of the employee;

b) Oppressive treatment accorded by the employer or his representative against the person of the employee or any immediate members of his family;

c) Other causes analogous to any of the foregoing;

d) Failure to pay salaries on time.

3. by mutual agreement in cases not covered in (1) and (2).

8.2.5.3. Dismissal for very serious reasons, requiring immediate action, shall take effect immediately, otherwise dismissal will take effect at the end of the semester or summer in which notice is served.

8.2.5.4. Termination of appointment for causes given in 8.2.5. (a) shall be considered by the Administrative Board. If requested by the member, the case can be brought before a specially appointed faculty appeal board, before final action is taken by the President. The final decision in all cases shall rest with the Board of Control.

8.2.5.5. The tenure of an Instructional Staff member shall terminate at the close of the schoolyear during which he reaches his sixtieth birthday. Thereafter his service to the College may be extended at the option of the Administrative Board, on an annual or semi-annual

basis, for full or part-time work, as may suit the convenience of the College and on such terms as may be mutually agreed upon.

- 8.2.5.6. Instructional staff member or special services personnel may be required by competent school authority to explain within seventy two (72) hours why no disciplinary action is to be taken against him for acts, commissions and/or omissions, constituting grounds for disciplinary action as provided in the contract and pertinent rules, regulations and policies of the school, Bureau or Department of Education.

8.2.6. Full-time or Part-time

8.2.6.1. Full-time

A full-time member of the instructional staff teaches either full-time in the elementary or at least six (6) periods in the high school or in college at least 18 to 21 paid hours a week, if possible the maximum load of 24 paid hours, as is presently allowed by the B. Pr. S. The Manual of Regulation for Private School par. 78 states that 18 hours a week constitutes the normal teaching load of a full-time college instructor. Full-time instructors with permanent status are given preference over full-time instructors with temporary status or part-time instructors in summer load assignments. The load assignments of full-time instructors during summer depends on the enrolment and on the subjects to be handled.

The non-teaching assignment for instructional staff members is two (2) hours administrative and supervisory work as equivalent to one (1) hour teaching. The special services personnel work eight (8) hours a day.

8.2.6.2. Part-time

Part-time instructors are those who teach a maximum of 12 hours or less a week. Faculty members who are full-time employees outside teaching shall not exceed 12 hours a week (MRPS - par. 78). They are considered non-permanent or on temporary status

Schools and colleges desiring to employ official and other employees of the government to teach must secure the necessary permission from the Head of the Department concerned and must submit to the Bureau such permission or copies thereof together with the Teacher's Record form duly accomplished, the subjects to be taught and the number of hours per week he is to teach. The head of the school or college concerned must further certify that no other qualified teacher who is not in the government service is available. For sample of Certification, please see Appendix No. 3 (MRPS par. 80).

8.3. Faculty Rank and Promotion

8.3.1. Faculty Ranking

The instructional staff of Saint Mary's College is assigned academic ranks in accordance with their academic qualification, their educational and active professional experience, practice and efficiency, their efforts in departmental and committee work, their creative research and scholarship, their ability to uphold the ideals of the College, to promote its objectives and to cooperate with others to that end.

8.3.2. Academic Ranks

8.3.2.1. Assistant Instructor.

He is a junior member of the faculty. His rank remains the same from one to three years. If he is not promoted to a higher rank after a term of three years, he is automatically separated from the College.

8.3.2.2. Instructor.

The academic qualification preferred is a Master's Degree. Professional growth should be manifest for Bachelor's degree holders by pursuing graduate studies and for all by personal research, use of the library, attendance of faculty meetings, in-service training and general scholarship.

8.3.2.2.1. Instructor I.

Experience to be gained as Instructor I will generally be 2 years which can be prolonged for lack of proven efficiency and scholarship.

8.3.2.2.2. Instructor II.

Experience to be gained as Instructor II will generally be 3 years.

8.3.2.2.3. Senior Instructor.

Promotion to Senior Instructor will come generally after at least 6 to 8 years of experience. A Senior Instructor will generally have 3 years of efficient experience before promotion.

This is the highest rank a faculty member can presently obtain having only a Bachelor's degree without board or bar.

9.3.2.3. Assistant Professor.

This rank of Assistant Professor requires a Master's degree or its equivalent with proven teaching ability for at least nine to eleven years, proven scholarship.

8.3.2.3.1. Assistant Professor I.

Experience to be gained as Assistant Professor I will generally be 3 years.

8.3.2.3.2. Assistant Professor II.

Experience to be gained as Assistant Professor II will generally be 3 years.

8.3.2.3.3. Assistant Professor III.

They will have to gain experience for 3 years before being promoted to Associate Professor.

8.3.2.4. Associate Professor.

For this rank is required a Master's degree or its equivalent, although a doctorate is preferred. Two scholarly writings are required of one with this rank.

8.3.2.4.1. Associate Professor I.

3 years experience

8.3.2.4.2. Associate Professor II.

3 years experience

8.3.2.4.3. Associate Professor III.

This is the highest rank a faculty member with Bar/Board presently attain without a Master's degree or its equivalent, unless he has outstanding academic and professional work.

8.3.2.5. Professor.

A doctorate or equivalent academic or professional work is required for this rank.

8.3.3. Determination of Rank

8.3.3.1. The initial rank of a new faculty member is determined by the President. The President consults with the Department Head and the Dean of the College concerned who informs the President about the academic preparation of the candidate, about his teaching and professional experience, his teaching efficiency (if possible), his creative research and scholarship, and his leadership in national civic, educational, cultural, professional or business organizations.

8.3.3.2. Teaching experience outside College is taken in consideration as follows:

1. Instructors with College Experience:

The previous rank held by members of the Instructional Staff in other schools is taken in consideration, on condition that a similar ranking was used.

2. Instructors with High School Experience:

a) Experience in St. Mary's or sister schools

-Five years experience is counted equivalent to Assistant Instructor.

-The remaining experience is divided by two.

f.i. 8 years experience - 5 years =
3 years: $2 = 1$ year = Inst. I, 2nd Year.

b) Experience outside St. Mary's:

-Instructors with less than 6 years experience start as Assistant Instructor.

-Instructors with at least 6 years experience start as Instructor I, 1st year.

3. Instructors with experience in the Elementary:

- Instructors with less than 6 years experience start as Assistant Instructor

- Instructors with more than 6 years experience start as Instructor I, 1st year.

8.3.4. Promotion

8.3.4.1. Promotion in rank is not automatic, but depends on the efficiency reports and recommendations from Department Heads to the Deans and from the Dean to the Administrative Board for confirmation.

8.3.4.2. Recommendations for promotion may be initiated by the Department Head 3 months before the end of the current schoolyear. Each recommendation shall include a written evaluation of the faculty member's work together with reasons favoring promotion, shall be presented to the Dean. The Dean adds his comments and presents his information to the Administrative Board.

8.3.4.3. Promotion in rank takes at the beginning of the next schoolyear.

8.3.5. Criteria for promotion and ranking.

8.3.5.1. The ranking and the corresponding salary do not merely depend on seniority, but also on a merit system which takes the following criteria into consideration.

8.3.5.2. Performance. The Academic Dean will report on the performance of a candidate for promotion. Performance include punctuality, teaching efficiency, class discipline, academic discipline, interest, commitment, dedication and availability to the work called for.

8.3.5.3. Education and Training: namely educational background, academic studies, special fields, scholarship and training grants, completion of courses, publications, and membership in professional societies.

8.3.5.4. Experience and outstanding accomplishments: occupational history, work experience here and elsewhere which are relevant to the position held, accomplishment for which the faculty member has been given an official commendation.

8.3.5.5. Physical characteristics and personality traits: physical fitness and capacities, mental fitness, outlook on life, attitudes, values, and personality traits which bear on the nature of the position held.

8.3.5.6. Potentiality: a forecast of faculty member's capacity and ability to perform in time the highest responsibility in the College. Potentiality for administration, academic, research or other work.

8.3.6. Part-time instructors.

8.3.6.1. Part-time instructors are those who teach 12 or less hours a week.

8.3.6.2. Their years of experience will be prorated as follows:

12 - 10 units a year will give $\frac{1}{2}$ year experience

9 - 7 units: $\frac{1}{3}$ year

6 - 4 units: $\frac{1}{4}$ year

- 8.3.6.3. Preference for Summer assignments will be given to full-time instructors.

4. Salary Scales

- 8.4.1. Instructional Staff Members 1972 - 73 - (see Appendix)
- 8.4.2. Special Services Personnel (see Appendix)
- 8.4.3. Janitor - Security Services - (see Appendix)

8.5. Additional Information

- 8.5.1. If the teaching load is less (or in some exceptional cases higher) than 24 lecture hours or the equivalent, the salary is prorated.
- 8.5.2. For teaching in the Graduate School, an additional amount of \$1.00 per hour is added.
- 8.5.3. An Academic Dean in the undergraduate course is given a load of 18 lecture hours a week. The six remaining units are given for his administrative, supervisory, and academic work. For a Department Head, a load of 21 lecture hours or its equivalent a week is equivalent to 24 units, as 3 units are given for his administrative, supervisory, and academic work.
- 8.5.4. In case of exceptional and special qualifications, the College has the right to deviate from the published salary scale and ranking.
- 8.5.5. The salary for one semester is divided in five equal monthly payrolls and of one summer in two equal monthly payrolls. It is computed at the rate per hour multiplied by 50 for every three unit lecture subject. (For one (1), two (2), four (4), five (5) unit subjects it is prorated.) This rate per hour is also used for computation of substitution per hour.
- 8.5.6. A laboratory hour is equivalent to $\frac{2}{3}$ of a lecture hour.
- 8.5.7. In case a faculty member with a Bachelor's degree finishes an M.A., M.S., or Ph.D. degree or passes the Board, Bar or CPA examination, adjustment of the salary scale will be made only at the beginning of the new semester or term upon presentation of the S. O. or certification.
- 8.5.8. Contracts for one year are terminated at the end of the school-year in order to give priority of load during Summer to members of the Instructional Staff who renew their contract.
- 8.5.9. A full-time instructor receives a load of at least 18 to 21 paid hours a week. If possible he will be given the maximum load. An overload does never constitute a right or a precedent and is only transitory.

- 8.5.10. The experience of part-time instructors is not by actual number of years. (Years will be prorated).
- 8.5.11. A semester's salary, $\left[\frac{\text{rate per hour}}{\text{no. of lecture hours or equivalent per week}} \right]$ multiplied by $(50/3)$ shall be distributed in ten equal payrolls on the 16th and 1st of each month regardless of the length of the semester. There will be four, (three) payrolls of equal amount during summer, twice on the 16th and 1st of each month pertaining to summer.

8.6. Maternity Leave

- 8.6.1. Two maternity leave plans are offered by the College. Members of the Instructional Staff and the Special Services personnel should choose from one of the two plans. The College bears the expense of paying the substitute.

8.6.2. Plans

Plan 1. Under this plan the member concerned enjoys a maternity leave of six weeks before the expected date of delivery and eight weeks after delivery, and shall be paid 60% of the salary corresponding to the period of leave.

Plan 2. The member enjoys a maternity leave of 10 days before and 14 days after the expected date of delivery, and her salary shall be paid in full.

- 8.6.3.1. Members of the Instructional Staff may avail themselves of Plan 1 during any semester. To minimize the interruption of classes, which is detrimental to the students affected, any member who goes on maternity leave during any semester or summer session, resumes session following the end of her maternity leave. In such case, the person concerned will not receive any additional compensation after the expiration of her maternity leave with pay as provided.
- 8.6.3.2. A member of the Instructional Staff who chooses Plan 2 continues to receive her salary in full, except as provided under 8.6.3.3.
- 8.6.3.3. In both plans of maternity leave, if the expected date of delivery falls during summer session, the staff member concerned is not given a load, and is not entitled to a maternity leave pay for that summer.

- 8.6.3. All members of the Instructional Staff and Special Services personnel concerned submit to the Treasurer their application for maternity leave eight weeks before the expected date of delivery and indicate in their application the plan they choose. Their application should be supported by a medical certificate stating the expected date of delivery.
- 8.6.4. Miscarriages. The provisions of the Department of Labor Order no. 9, s. 1963 will be applied. According to the law, eight weeks after the miscarriage, 60% of the salary shall be paid. (Plan 1.), while 100% of the salary shall be paid during the 14 days after miscarriage (Plan 2.).

8.7. Retirement Plan

- 8.7.1. Saint Mary's College is a member of the C.I.C.M. Teacher's Retirement Plan, which provides benefits upon retirement, death, disability or certain other forms of termination of service prior to retirement.
- 8.7.2. The school (not the employees) contributes semi-annually to the Fund for the benefits of its employees, an amount equal to 3% of the monthly salaries. The contribution is computed solely on the employees salary, excluding bonuses, overtime pay, allowances, vacation salary.
- 8.7.3. After at least twenty (20) years of service in the member schools and upon reaching the age of sixty (60), members of the Retirement Plan may retire. Upon reaching the age of sixty five (65), they must retire as far as the Retirement Plan is concerned.
- 8.7.4. Upon retiring, the members of the Retirement Fund will receive 7% of all the total salaries earned during the period of their membership.
- 8.7.5. Old employees who are members of the Retirement Plan during the school year 1970-71 and are to retire, will be entitled to receive \$100 for every year of service rendered in our member schools, and whatever the school has paid for the teacher in the retirement plan.
- 8.7.6. Starting school year 1971-72, no new member will be accepted who has reached the age of fifty (50) years.
- 8.7.7. An employee who has been at least ten (10) years a member of the Retirement Plan and who is separated from employment prior to his retirement for any reason other than for dismissal for cause shall be entitled 3% of the total salaries earned during the membership. In the transition period, a member who is separated from the member schools after having rendered at least ten (10) years of continuous service, but who is not yet ten (10) years a member of the Retirement Plan will receive whatever he has on his retirement account.

- 8.7.8. Members with less than ten (10) years of service in the member schools will not be entitled to any separation benefit under the Retirement Plan.
- 8.7.9. Short periods of absences not exceeding one year, caused by sickness, maternity or study leave are not considered as disruptions of the continuity of years of service. Schools who are members of the retirement may extend this period upon agreement.
- 8.7.10. Dismissal from employment for cause will not entitle the member to any part of the Fund.
- 8.7.11. In case of death or separation from employment by reason of total incapacity or disability, the member or his beneficiaries, as the case may be shall be entitled to 7% of the total salaries earned during his membership of the Retirement Plan, provided that he or his beneficiaries, as the case may be will not receive less than P2000 in case of rendering continuous service for more than ten (10) years in the member schools. Members with less than ten (10) years of continuous service will be entitled to receive whatever they have on their retirement account plus P1000.
- 8.7.12. A member may designate in the form prescribed by the Retirement Board the person or persons who will be entitled to receive the benefits due him in case of his death from among the following enumeration in the order specified:

- (a) Legitimate spouse and children
- (b) Parents
- (c) Brothers and sisters
- (d) Estate

The member may revoke the designation of the beneficiaries at any time by submitting another nomination in the form prescribed in accordance with the above preferences.

- 8.7.13. No member shall be allowed to withdraw his share from the Fund prior to his entitlement thereto and neither can he sell, transfer, assign or pledge the same.
- 8.7.14. In case of conflict as to the interpretation of the provisions of this plan, the matter shall be decided by the Retirement Board. Their decisions shall be final.

N.B. These policies are only temporary and are subject to revision.

8.8. Miscellaneous Benefits.

- 8.8.1. Members of the Instructional Staff enrolled in the Graduate School enjoy 50% discount on tuition fees.
- 8.8.2. Members of the Faculty and Employees Association whose children are enrolled in Saint Mary's College are granted 25% discount on the tuition for every child, during the schoolyear and summer course.
- 8.8.3. The facilities of the Medical and Dental Clinics are open to members of the Instructional Staff and Special Services personnel.
- 8.8.4. In cases of emergency sickness, death of immediate dependents, the Treasurer may give advances for accounts not exceeding the amount equal to one month's salary.
- 8.8.5. No late enrolment fee will be charged to faculty members because they have to know their instructor's program.

8.9. Grievances/Complaints

- 8.9.1. Any faculty member who has a complaint follows the following procedure:

8.9.1.1. against a fellow - faculty member

- a. He submits to his Academic Dean a written complaint, duly signed, stating therein the cause of action against the other faculty member.
- b. The Academic Dean takes cognizance of the case and investigates the same, giving the parties opportunity to be heard, reducing in writing the proceedings thereon. If the case involves faculty members of different colleges, the respective Deans take cognizance of the case with the end in view of mutually effecting a satisfactory settlement. If the case cannot thus be settled, the same is remanded to the Faculty Arbitration Board.

8.9.1.2. Against a Superior, Dean, Administrator or vice versa except the President

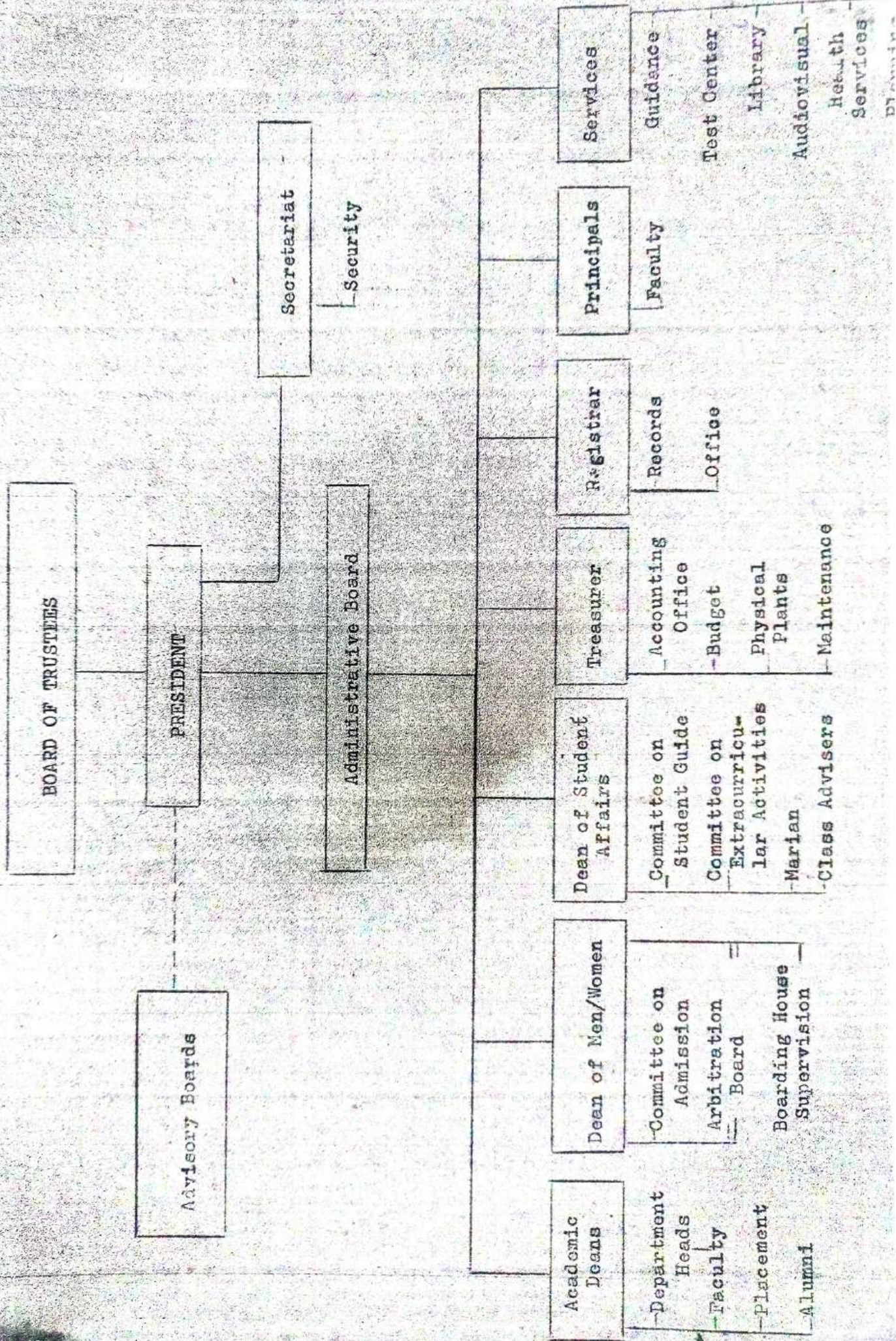
- a. The complainant files a written complaint, duly signed with the President
- b. The same procedure is followed as in 8.9.1.1. (b)

8.9.1.3. Against the President: the complainant files the same with the Board of Trustees of SMC.

8.9.2. Faculty Arbitration Board

- 8.9.2.1. Function: to hear and decide faculty complaints and grievances.
- 8.9.2.2. Composition: The Board is composed of five (5) faculty members appointed by the College President for a term of one schoolyear. They take an oath of office before occupying the same and discharge the functions thereof.
- 8.9.2.3. Quorum - a majority of the Board constitutes a quorum to hear a case and a concurrence of two members of such a quorum shall constitute the decision of the Board, which decision is final.
- 8.9.2.4. Appeal - an appeal may be made within 10 days of the receipt of the decision to the Administrative Board.

ORGANIZATIONAL SET-UP IN THE SAINT MARY'S COLLEGE



SAINT MARY'S COLLEGE
Bayombong, Nueva Vizcaya

SALARY SCALE OF FULL-TIME EMPLOYEES
1972-1973

1. The Registrar and Chief Librarian are placed for salary purposes as instructional staff members.
2. The employees of the offices (except cashier and accountant):
 - a. With Bachelor's degree: the same salary scale as the High School Faculty.
 - b. Without Bachelor's degree:

Step 1	3 years	P250.00
Step 2	4-6 years	P260.00
Step 3	7-8 years	P270.00
Step 4	9-10 years	P280.00

3. Security Personnel

Step 1	3 years	P250.00
Step 2	4-6 years	P260.00
Step 3	7-8 years	P270.00
Step 4	9-10 years	P280.00

4. Other employees are considered as casuals.
5. The first year is strictly on probation. Promotion to the next step is not automatic but depends on efficiency, punctuality and cooperation.

SAINT MARY'S COLLEGE
Bayombong, Nueva Vizcaya

SALARY SCALE FOR ELEMENTARY AND HIGH SCHOOL TEACHERS
1972-1973

Step	Rate per period	7 periods/Full load in H.S. / Elem.
1	P45.00	P315.00
2	P45.00	P315.00
3	P45.00	P315.00
4	P45.50	P318.50
5	P46.00	P322.00
6	P46.50	P325.50
7	P47.00	P329.00
8	P47.50	P332.50
9	P48.00	P336.00
10	P48.50	P339.50
11	P49.00	P343.00
12	P49.50	P346.50
13	P50.00	P350.00
14	P50.50	P353.50
15	P51.00	P357.00
16	P51.50	P360.50
17	P52.00	P364.00
18	P52.50	P367.50
19	P53.00	P371.00
20	P53.50	P374.50
21	P54.00	P378.00
22	P54.50	P381.50
23	P55.00	P385.00
24	P55.50	P388.50
25	P56.00	P392.00

Note: 1. Every step corresponds to a year of efficient teaching with B.S.E. degree, A.B. plus 18 units Education, or the equivalent as accepted by the Administration. Promotion to the next step is not automatic.

2. Steps 1,2,3, correspond to the time a teacher is considered on temporary assignment. Par.75: Full-time teachers who have rendered three consecutive years of satisfactory service shall be considered permanent.

3. The schoolyear 1972-1973 has only 11 months. Contracts are made from July 1, 1972 to May 31, 1973 for 1972-1973.

SAINT MARY'S COLLEGE
Ayombong, Nueva Vizcaya

SALARY SCALE FOR THE INSTRUCTIONAL STAFF
1972-73

Years of efficient experience in SMC or according to appoint- ment	BACHELOR'S DEGREE			BACHELOR'S DEGREE w/ Board, Bar, CPA			M.S. + M.A. w/ S.O.			M.S. + M.A. w/ S.O. Engr'g Archt. w/ Board; Lawyers w/ Bar; Commerce w/CPA		
	per hour	per month maximum load	per hour	per month maximum load	per hour	per month maximum load	per hour	per month maximum load	per hour	per hour	per month maximum load	per month maximum load
at Instructor	0 - 3	P5.50	P440.00	P7.00	P560.00	P7.25	P580.00	P7.50	P600.00	P8.75	P600.00	P8.75
or I	2 - 3	P5.75	P460.00	P7.25	P580.00	P7.50	P600.00	P7.75	P620.00	P9.00	P620.00	P9.00
or II	4 - 6	P6.00	P480.00	P7.50	P600.00	P7.75	P620.00	P8.00	P640.00	P9.25	P640.00	P9.25
at Professor I	7 - 9*	P6.25	P500.00	P7.75	P620.00	P8.00	P640.00	P8.25	P660.00	P9.50	P660.00	P9.50
at Professor II	10 - 12*	P6.75	P540.00	P8.25	P660.00	P8.50	P680.00	P8.75	P700.00	P10.00	P700.00	P10.00
at Professor III	13 - 15*	P7.00	P560.00	P8.50	P680.00	P8.75	P700.00	P9.00	P720.00	P10.25	P720.00	P10.25
at Professor IV	16 - 18*	P7.25	P580.00	P8.75	P700.00	P9.00	P720.00	P9.25	P740.00	P10.50	P740.00	P10.50
at Professor V	19 - 21	=====	=====	P9.25	P740.00	P9.50	P760.00	P9.75	P780.00	P11.00	P780.00	P11.00
at Professor VI	22 - 24	=====	=====	P9.50	P760.00	P9.75	P780.00	P10.00	P800.00	P11.25	P800.00	P11.25
at Professor VII	25 -	=====	=====	P9.75	P780.00	P10.00	P800.00	P10.25	P820.00	P11.50	P820.00	P11.50
at Professor VIII	=====	=====	=====	=====	=====	P10.50	P840.00	P10.75	P860.00	P12.50	P860.00	P12.50

* No Senior Instructors, Assistant Professors I, II, III with a Bachelor's Degree without Board will be promoted to the next rank unless they obtain a Master's Degree or the equivalent. When they obtain a Master's Degree they will get the next higher rank 1st year.

1. If the teaching load is less (or in some exceptional cases higher) than 24 lecture hours or the equivalent, the salary is prorated.
2. For teaching load in the Graduate School, an additional amount of \$1.00 per hour is added.
3. An Academic Dean in the undergraduate course is given a load of 18 lecture hours a week. The six remaining units are given for his administrative, supervisory, and academic work. For a Department Head, a load of 21 lecture hours or its equivalent a week is equivalent to 24 units, as 3 units are given for his administrative, supervisory, and academic work.
4. In case of exceptional and special qualifications, the College has the right to deviate from the published salary scale and ranking.
5. The salary for one semester is divided in five equal monthly payrolls and of one summer in two equal monthly payrolls. It is computed at the rate per hour multiplied by 50 for every three unit lecture subject. (For one (1), two (2), four (4), five (5) unit subjects it is prorated.) This rate per hour is also used for computation of substitution per hour.
6. A laboratory hour is equivalent to $\frac{2}{3}$ of a lecture hour.
7. In case a faculty member with a Bachelor's degree finishes an M.A. or M.S. degree or passes the Board, Bar, or CPA examination, adjustment of the salary scale will be made only at the beginning of the new semester or term.
8. All contracts are terminated at the end of the schoolyear in order to give priority of load during Summer to members of the Instructional Staff who renew their contract.
9. A full-time instructor receives a load of at least 18 to 21 paid hours a week. If possible he will be given the maximum load. An overload does never constitute a right or a precedent and is only transitory.
10. The experience of part-time instructors is not by the actual number of years. (Years may be prorated.)

HRDC



SAINT MARY'S COLLEGE
Bayombong, Nueva Vizcaya

Handbook for Office,
Service and Maintenance Personnel.

1987

TABLE OF CONTENTS

i-iii

INTRODUCTION

iv

CHAPTER

I. INSTITUTIONAL VISION AND ORIENTATION	1
1.1. The "Education Act of 1982"	1
1. National Development Goals	1
2. National Educational Aims	1
1.2. The R.P.-C.I.C.M. Province and Educational Apostolate	1
1. Mission Statement of the R.P. Province on its Educational Apostolate	2
2. Objectives of our Schools in General	2
3. Specific Characteristics of CICM as a Missionary Congregation in its Educational Apostolate	3
4. The R.P. Province and the C.I.C.M. Institutions	4
1.3. Saint Mary's College Mission Statement and Objectives	4
1. Mission Statement	4
2. General Objectives	5
II. PERSONNEL ORGANIZATION	6
2.1. Classification of Regular Personnel	7
2.1.1. Service and Maintenance Personnel	7
2.1.2. Office Personnel	7
2.1.3. Personnel with Faculty Rank or Junior Administrative Personnel	7
2.1.4. Faculty Members	7
2.1.5. Senior Administrative Personnel	7
2.1.6. Special Personnel	7
2.1.7. The Administration	8
2.2. Temporary Personnel	8
2.2.1. Casual Employees	8
2.2.2. Student Assistants	8
2.3. Tenure of Personnel	8
2.4. Office Personnel with Teaching Load	8

CHAPTER	PAGE
III. EMPLOYMENT REQUIREMENTS	8
3.1. Job and Position Requirements	9
3.2. Personal Qualifications or Specifications	9
3.2.1. Physical Specifications	9
3.2.2. Mental and Psychological Specifications	9
3.2.3. Social, Moral and Behavioral Specifications	9
3.3. Selection Procedure	9
3.4. Initial Employment	10
3.5. Transfer	10
IV. CONDITIONS OF EMPLOYMENT	10
4.1. Job Specifications or Descriptions	10
4.2. Evaluation of Merit-Promotions	10
4.3. Criteria for Promotion	11
4.4. Acceleration	12
4.5. In-Service Training	12
V. RENUMERATION POLICIES	12
5.1. Salary Plans	12
5.1.1. Scales	12
5.1.2. Conditions	13
5.2. Retirement	13
5.3. Maternity Leave	16
5.4. Vacation Leave	16
5.5. Sick Leave	16
5.6. Leave of Absence Without Pay	16
5.7. Accident Insurance Programs	17
5.8. Employees Study Grant	17
5.9. Employees Dependent's Study Grant	17
5.10. Legal Benefits	18

CHAPTER

5.11. College Services	18
5.12. Loans	19
VI. DUTIES AND RESPONSIBILITIES	19
6.1. Relations with the College	19
6.2. Office Hours	20
6.3. Office Work	21
6.4. Ethical Conduct	21
6.5. Property Accountability	22
6.6. Other Duties	22
VII. PROCEDURES FOR GRIEVANCES AND COMPLAINTS	23
7.1. General Considerations	23
7.2. General Grievance Procedure	23
7.3. Specifics	24
VIII. ADMINISTRATIVE DISCIPLINE	24
8.1. Discipline	24
8.2. Decorum	25
8.3. Labor Code Provisions	25
8.4. Termination of Employment	26
8.4.1. General	26
8.4.2. Specifics	26
8.5. Violation of the Rules and Regulations	27-30
IX. SEPARABILITY CLAUSE	30
X. EFFECTIVITY CLAUSE	30
Appendix A	MERIT RATING SYSTEM
Appendix B	MONTHLY SALARY SCALES (1985-87)
Appendix C	SMC EMPLOYEE ACCOUNTABILITY CLEARANCE

INTRODUCTION

We are happy to present this first edition of the "Handbook for Office, Service and Maintenance Personnel." It is the result of a collective effort and cooperation.

The first chapter on "Institutional Vision and Orientation" is identical to the first chapter of the Faculty Handbook, since all personnel should be familiar with the vision and orientation of Saint Mary's College. The first chapter has to make the work of all personnel more meaningful. All personnel, non-academic as well as academic have to contribute to the realization of the Mission Statement and Objectives of Saint Mary's College, to build God's Kingdom in our communities, country and the local church.

The other chapters provide an operational guide for policies, rules, regulations and working conditions in order to make school management more effective. The handbook remains a guide, giving clarifications on some questions or problems, placing matters in their right perspective and resulting, hopefully, in improved working conditions.

Everyone is welcome to contribute suggestions or comments to this handbook since it remains a flexible guide which has to be constantly up-dated to further increase efficiency and happiness.

This handbook will be implemented starting June 1987.

(SGD.) (Rev.) JOHN VAN BAUWEL, CICM
President

CHAPTER I - INSTITUTIONAL VISION AND ORIENTATION

Saint Mary's College, as an institution of higher learning, draws its vision and orientation from the educational goals expressed in the "Education Act of 1982" and the directives of the educational apostolate of the Congregation of the Immaculate Heart of Mary (CICM).

1.1. THE "EDUCATION ACT OF 1982"

The "Education Act of 1982" states the National Development goals and the National Educational Aims.

1. National Development Goals: *ched*

- a. To achieve and maintain an accelerating rate of economic development and social progress;
- b. To assure the maximum participation of all the people in the attainment and enjoyment of the benefits of such growth; and
- c. To achieve and strengthen national unity and consciousness and preserve, develop and promote desirable cultural, moral and spiritual values in a changing world.

2. National Educational Aims: *conet*

- a. Provide for a broad general education that will assist each individual, in the peculiar ecology of his own society, to (a) attain his potentials as a human being; (b) enhance the range and quality of individual and group participation in the basic functions of society; and (c) acquire the essential educational foundation of his development into a productive and versatile citizen;
- b. Train the nation's manpower in the middle-level skills required for national development;
- c. Develop the professionals that will provide leadership for the nation in the advancement of knowledge for improving the quality of human life; and
- d. Respond effectively to changing needs and conditions of the nation through a system of educational planning and evaluation.

1.2. THE R.P.-C.I.C.M. PROVINCE AND THE EDUCATIONAL APOSTOLATE

In the CICM Philippine province, the educational apostolate has traditionally been one of the most effective means of evangelization. To be fully integrated with the Church's educational vision, CICM must state its apostolic commitment and priorities.

1. Mission Statement of the R.P. Province on its Educational Apostolate

Catholic education in general intends to prepare youth in becoming mature members of the Kingdom of God. It is directed towards a christian development of knowledge, skills and attitudes. The total human personality with all its talents is geared towards service for the other members of God's Kingdom on earth.

Catholic education helps every person to reach his full dignity and happiness. It leads to full development of the total person so that the Body of Christ comes to its full stature.

Having a specific concept of man and the world as revealed by Christ, catholic education promotes a special outlook on self, fellowmen, material world and God, which changes basically the goal of every human activity and distinguishes it from any other educational system.

We believe that this insertion in the Kingdom of God is the highest realization of every human being. Our schools are at a vantage point to realize this with the youth. As CICM-R.P. Province, we believe we are especially responsible to reach out to the non-christians and to the disadvantaged.

2. Objectives of our Schools in General

- a. To form graduates conscious that their knowledge, skills and attitudes should be geared to service in the Kingdom and that by this they realize their highest human dignity;
- b. To prepare and organize a christian educational community—administration, faculty, students and parents — in such a way that they become more and more conscious of the final goal of our catholic educational system;
- c. To animate each member of this educational community to shoulder his responsibility to reach that goal;
- d. To bring about a new christian outlook on life, culture, world, fellowmen, society, God and personal human dignity;
- e. To animate the educational community to be inviting and open to non-christians and to look for ways and means to give the same chances to the children of as many disadvantaged families as possible;
- f. To live christian life as a unity in which faith and gospel values permeate every human activity and attitude;
- g. To promote the teaching profession, in whatever specialisation, as a special charismatic service to the Body of Christ.

- h. To invite the whole educational community to search continuously for ways to build a more and more christian community, aware that we are the People of God on the way.

3. Specific Characteristics of C.I.C.M. as a Missionary Congregation in its Educational Apostolate

a. Concern for the poor and the non-christians

The school is aware of the many factors under the present conditions which tend to keep the disadvantaged outside the school community; positive steps have to be taken to counteract these obstacles.

The presence of non-christians in the educational community is brought to the attention of all, so that the non-christians feel accepted and welcomed. The christian community spirit and inter-personal relationships experienced by non-christians are a strong incentive to want to become a committed member of the christian community and to share the christian vision of education among the non-christians.

This concern is expressed by such means as:

- scholarships program for the poor
- involvement in non-formal education
- service programs
- support of efforts to uplift the disadvantaged in society
- simplicity of life-style in the schools

b. Service to the local church in a subordinate role

The school works in unison with the local church striving for a common vision which respects the authority of the local church and the missionary orientation of C.I.C.M.

This serving role means taking initiative and leadership where needed, opening and using channels of communication which will make for better consultation, cooperation, mutual understanding and eventually evaluation of C.I.C.M.'s work and presence.

c. Integration

It refers to both the integration with the local Church and the integration of any positive cultural and moral values. The school develops integration through the presence of members of the local Church in its Board of Trustees and by the involvement of all sectors of the educational community in the activities and progress of the local Church.

d. Mobility

As a missionary congregation, CICM is helping build the local Church. Schools are set up for this purpose. Once the local Church can integrate them into its pastoral activity, there is no need for C.I.C.M. to retain them.

4/

C.I.C.M. helps prepare the local Church for the takeover by:

- preparing lay people professionally for their tasks in christian education,
- making people in the local Church members of the Board of Trustees,
- providing financial independence to the school,
- creating in the local Church and C.I.C.M. an awareness of C.I.C.M.'s transitory role.

4. The R.P. Province and the C.I.C.M. Institutions

a. C.I.C.M. Institutions

In the past, the R.P.-C.I.C.M. Province took direct responsibility to found some educational institutions. Even though now they have their own identity as a corporation, they are identified, and in the final analysis are C.I.C.M. institutions. Their history, the majority presence of C.I.C.M. in their Board of Trustees and corporations, the providing of CICM personnel, the reverting of all money and properties to the C.I.C.M. in case of dissolution, the institutions' commitment to the C.I.C.M. vision, all these are irrefutable facts that they are CICM institutions. The CICM presence, however, is apostolic, not proprietary.

b. R.P. Province Policies towards C.I.C.M. Institutions

The R.P. Province considers the educational apostolate an integral part of its missionary presence.

It wishes the educational apostolate to function as an integral part of the pastoral activity in a locality under the authority of the local Church.

The R.P. Province continues to carry its responsibility towards institutions of higher learning till another entity in the local Church can assume this responsibility with the same competence, christian vision and commitment.

The Board of Trustees is fully responsible for the institution's administration and the management of its assets and development programs.

The R.P. Province treats CICM institutions on the same level as other forms of apostolate, giving financial assistance according to its program of priorities.

1.3. SAINT MARY'S COLLEGE MISSION STATEMENT AND OBJECTIVES

1. Mission Statement

Saint Mary's College of Bayombong is a Catholic Institution of learning and one of a chain of CICM schools. It seeks to establish an effective system of education at all levels which corresponds to the total local educational needs of young people today in their own social-cultural context.

¹The Catholic School - a document issued by the Sacred Congregation for Catholic Education, 1971.

As a Philippine institution it seeks to realize the objectives of national development, as promulgated in the "Education Act of 1982".

As a Catholic and Philippine institution of learning, it aims to provide education directed to the service and growth of the individual human person, the community in which he lives, the country, and to humanity in a progressing world, with a commitment to and concern for academic excellence.

As a CICM institution, Saint Mary's College is an instrument of Mission at the Service of the local Church. It wishes to animate and to reach out to people to help them develop all fundamental relationships of their life harmoniously so as to advance towards integral self-realization, and build up God's people in the local communities.²

2. General Objectives

a. Directed to the growth of the individual human person.

To help individual human persons grow as responsible and inner-directed persons, capable of choosing freely in conformity with their conscience, through a living encounter with their cultural heritage and appreciative understanding of their Christian values.³

- 1. To develop in the individual a solid foundation of knowledge, habits and skills necessary for professional, civic, and social life.
- 2. To develop in the individual an attitude of dedicated service to others and to the nation, and to ensure the presence of Christian mentality in the present day society.
- 3. To help acquire and develop a Christian humanistic sense of values, in order to bring forth a human measure in all knowledge and endeavor.
- 4. To develop the individual's potentials as a human being to the maximum so that he will turn out to be a productive and versatile citizen.
- 5. To ensure strong character formation on the religious dimension of education.

b. Directed to the community and country.

To be functional to the community by serving as an intellectual center, to dispense with sound ideas; to conserve, transmit, and promote our national cultural heritage thus acting as a tributary to the stream of diverse culture.

²Kindling the Fire.

³The Catholic School.

- 1. To serve as an instrumentality to the community by educating and training leaders in order to help supply the necessary manpower needed in the cultural, social, and technical fields of endeavor for the development of the country.
- 2. To act as a center of research for the advancement of new knowledge and scientific attitude among intellectual leaders.
- 3. To work in the community for the common good which finds expression in concern for others, love of freedom, equality and respect for human rights, justice and peace.
- 4. To lead and assist the other educative agencies in fostering an awareness of the socio-economic situation, to commit to its improvement, to develop civic and social responsibility and discipline, and faith and pride in the national culture of the Philippines,
- 5. To offer equality of opportunities to deserving students through expanding financial assistance.

c. Directed to the local Church.

To assure in an institutional manner a christian presence in the academic world confronting the great problems of contemporary society.

- 1. To be a Christian inspiration to God's people.
- 2. To give a reflection in the light of Christian faith upon the growing treasure of human knowledge.
- 3. To transmit the Christian message in all fidelity.
- 4. To commit itself to the service of Christian thought and education.⁴

CHAPTER II - PERSONNEL ORGANIZATION

In Saint Mary's College all persons employed are encompassed in the term Personnel. Everyone from the President to the faculty member, or clerk or maintenance people is personnel. The operative level of the personnel is, in an educational institution, very different. All personnel, however, should be familiar with the vision and orientation of the Institution and contribute, in their particular function, to the attainment of the Mission Statement and the General Objectives, since they all participate in the Educational Apostolate of Saint Mary's College.

The operative level of personnel in Saint Mary's College is the basis for grouping or classification. Similarity of function, duties, and job description determine the operative level. Taken into consideration to classify personnel are the following factors: training,

1/

experience, general background, educational attainment, level of intelligence, physical characteristics, complexity of duties, essential skills, sense of responsibility, and so on. The personnel classification furnishes the basis for the different salary scales.

2.1. Classification of Regular Personnel.

2.1.1. Service and Maintenance Personnel:

The job to be performed does not call for any educational attainment beyond grade school or high school. Hence the job itself determines the classification. To this group belong the maintenance personnel as the carpentry and maintenance persons and the general services. To the service personnel belong also the bookbinders, mimeographers, canteen helpers and the like. Salary scales C and D pertain to this group.

2.1.2. Office Personnel:

These jobs call in general for College Degree holders (salary scale A), although Certificate holders (salary scale B) and others (salary scale C) are employed. To this group belong the secretaries or clerks of the different colleges and offices, the Gymnasium Assistant, Surveying Assistant, Laboratory custodians, telephone operators, canteen and supply office managers, librarians, technicians in the audiovisual department, and guidance personnel.

2.1.3. Personnel with Faculty Rank or Junior Administrative Personnel:

Some personnel who exercise some degree of supervision or who handle more responsibility, although they may not teach, are given faculty rank and their salaries are equivalent to faculty salaries.

2.1.4. Faculty Members:

The academic teaching personnel in the Grade School, High School and College. See faculty handbook.

2.1.5. Senior Administrative Personnel:

The heads of auxiliary offices, as Guidance and Testing Center, the Library, the Research Department, the Planning office, the Chief Accountant, the Secretary to the President, the Audio-visual department, belong to the group of Senior Administrative personnel. They rank equal to the Academic Department Heads and have faculty rank and their compensation depends on the nature & scope of work.

2.1.6. Special Personnel:

The medical and dental personnel and the legal counsel, whose honorarium is on retainers' fee basis, belong to this group.

2.1.7. The Administration:

All those who compose the Administrative Board as advisers and partakers of the decision making process belong to the administration. They are: the President, the Vice-President, the Treasurer, the Academic Deans and their Associate Deans, the Registrar, the Administrative Deans, the Dean of Men, Women and Student Affairs, the Principals. Educational Consultants do not belong to the Administration but are available to the Administration in an advisory capacity.

2.2. Temporary Personnel

2.2.1. Casual Employees:

The College can engage the services of people for a definite period of time (seasonal or casual employees) or for a definite project. It is the nature of the job which determines this kind of employment, as determined in the Policy Instruction No. 12 of the Ministry of Labor and Employment. These employees do not enjoy tenure and their employment is temporary.

2.2.2. Student Assistants:

Some students may be given a certain grant to help them financially to finish their studies. Their assignment as student assistant in a particular office is strictly by term. Their status is that of a student, who is given part-time work and is remunerated for his work. Upon finishing their course certificate or degree they have no rights to further employment since other students who need assistance may be employed.

2.3. Tenure of Personnel

New service, maintenance and office personnel are initially contracted for a period of six months, which is the probationary period for non-academic personnel (see Labor Code - Art. 282). After rendering six months of continuous and creditable service these employees, who are not separated, are deemed permanent.

2.4. Office Personnel with Teaching Load

Some qualified office personnel may be given a teaching assignment within office hours (to be pro-rated) or outside office hours, which will be separately remunerated.

CHAPTER III - EMPLOYMENT REQUIREMENTS

The kind of people which staff Saint Mary's College is of utmost importance. They affect the success of the institution; hence the necessity not only to define jobs carefully but also to stress the personal qualifications needed to build up people who can work as a team.

3.1. Job and Position Requirements

There are different kinds of jobs to be performed or positions to be held. Whenever needs arise, new positions may be created or people for different jobs appointed. The creation of new positions or jobs are mostly the prerogative of the Board of Trustees. The President will present for approval the duties, functions and jurisdiction attached to offices or jobs. *administrative major position*

All personnel are appointed by the President upon the recommendation of the Administrative Board or the Executive Council. Some appointments require confirmation by the Board of Trustees or appointment by the Board of Trustees, as required by the SMC-By-laws. *For new administrative positions*

No positions in the College are filled in on a temporary basis, *university* and interim basis or as substitute without prior approval of the President, unless differently allowed by the provisions of the SMC-By-laws. *SMC*

3.2. Personal Qualifications or Specifications

Any candidate employee of SMC must fulfill the necessary physical, moral, mental, emotional, social and behavioral requirements demanded by the job or position. Information on these requirements will be requested from the candidates in different ways. Candidates must be at least 18 years of age. The College can administer tests or examinations to candidate employees, but it does not bind itself to employ all those who pass the tests or examinations. *min.*

3.2.1. Physical Specifications: Physical fitness according to the job/position to be performed. Various Doctor's certificates can be requested. *required*

3.2.2. Mental and Psychological Specification. Not all jobs or positions call for the same mental ability. Different mental tests (I.Q.) and psychological tests may be prescribed for a candidate to be given by the SMC-Guidance and Testing Center.

3.2.3. Social, Moral and Behavioral Specifications.

Personal problems may stem from poor social and behavioral adjustments. This information, too, is needed and may be obtained through tests and interviews.

3.3. Selection Procedure

See faculty handbook

3.3.1. The initial recruitment is done by announcements or selection from previous applicants.

3.3.2. A Preliminary Interview is conducted by the Office of the President and Vice-President to check on the basic qualifications (credentials, age, family relations, etc.) of the applicant. The applicant will be informed if he is basically qualified or not. If qualified, he will be given the necessary information on status and salary.

See: proposed recruitment process

3.3.3. The applicant will be requested to fill out:

- Application form
- Report on previous history
- Tax Account Number (T.A.N.)
- Residence Certificate
- SSS Number
- Tax Withholding Exemption Certificate

He will be sent to the Guidance and Testing Center for some psychological tests. He will be requested to submit to a Physical Examination.

3.3.4. All data are forwarded to the President's Office for his approval.

3.3.5. Appointment papers are forwarded to:

- Accounting Office
- Office concerned
- Registrar
- Vice President

3.4. Initial Employment

All new employees have to follow the Selection Procedure outlined in 3.3. They may start to work only after their appointment papers have been forwarded. During their initial employment (steps 1-3) they should prove their competence and worth.

3.5. Transfer

When necessity, urgency and the good of the service so require, employees may be transferred from one office to another. This transfer will not entail diminution in rank, salary, and other benefits or privileges they currently have. The President approves this transfer after consulting with the employee and the Heads of offices concerned.

CHAPTER IV - CONDITIONS OF EMPLOYMENT

4.1. Job Specifications or Descriptions

For every job or position a clear job description or specification should be available. This job description will be used to evaluate the performance of an employee in his job/position. An employee evaluation will measure the relative value of employees. This evaluation information can be used in the counseling, training, promotion of employees.

4.2. Evaluation of Merit-Promotions

Evaluation is the act of determining the worth of employees in order to determine promotions or penalties, and to provide a basis for counseling.

Promotion is an upward reclassification of an employee to a position that has higher pay, status and job conditions, but requires an increase in responsibility or skills.

The normal promotions in rank or step are approved or disapproved yearly by the Administrative Board. Their decision is based on reports and evaluations submitted by the Head of office. *PGAC*

Promotions to a higher position, involving a reclassification are acted upon by the President after consultation with the Administrative Board or Executive Council. *Advisory Comm.*

4.3. Criteria for Promotion

The normal (yearly) promotion in rank or step is not automatic, but depends on length of service (seniority) and the performance of employees. For the maintenance, service, and office personnel promotions are by step. Every year of credited service means an increase in step and a higher salary. For personnel with faculty rank, the promotions are by rank and are determined in the faculty handbook.

Credited service is determined by the performance ratings of employees for purposes of normal promotion/salary increases and shall be determined through a merit system which takes the following criteria into consideration:

1. Attendance and Punctuality. The smooth functioning of the office depends on the regular attendance and punctuality of its personnel. Hence this is one important criterion to be considered in employee promotion. Frequent absences with insufficient reasons or absences without leave, and repeated tardiness affect the work in the office. Regular attendance and punctuality are then indicative of the efficiency of the employee and shall be considered for purposes of salary increase/promotion.
2. Performance. This includes efficiency on the job, interest and commitment, and attitudes to work assigned. Accuracy, dependability, initiative and other qualities are taken into consideration in evaluating the performance of an employee.
3. Concern for professional growth and personal advancement. This includes further studies or specialization, attendance of seminars or conferences related to work, and membership in professional or school organizations. It includes in-service training programs for personal growth organized for the maintenance and service personnel.
4. Cooperation and participation in school functions, civil and/or religious activities in which the college is involved. Participation in school functions like College Days celebration, commencement exercises, recollections, Alay Pasko, etc., and in non-school activities wherein the College is involved and which need employee participation like city, or civic-sponsored parades, Alay Lakad, etc., is taken into consideration for promotion. Compliance and observance of College memoranda and circulars are likewise considered.

Aside from the foregoing, an employee's outstanding accomplishment in his line of work may also be considered in evaluating the performance of an employee. The Merit Rating System to be used as guidelines by Heads of offices in evaluating the employees in their respective offices is found under APPENDIX "A".

4.4. Acceleration

4.4.1. The normal promotion by step or rank may be accelerated for outstanding performance. Acceleration in step can take place every 5 years. The criteria will be a consistent high rating on the Merit Ranking System for 5 years. The average for acceleration by one step has to be 85-88 and 89 and up for acceleration by two (2) steps.

4.4.2. Office personnel who obtain a Masteral degree or pass a professional board examination, in line with their work, will be accelerated by three steps.

4.5. In-Service Training

Continuing Education of all levels of personnel is essential to effective performance by well-adjusted people. All personnel tend to work more effectively when they understand better the objectives of the institution. At the same time management has to understand the motives, expectations and thinking of all personnel.

In-service training is the means to develop all personnel in their work and as human persons. Management has to establish this in-service program for all personnel.

CHAPTER V - RENUMERATION POLICIES

Financial remuneration is perhaps the most sensitive subject to all levels of personnel since it reflects their purchasing and spending power. Undoubtedly salary policies are an integral part of the whole personnel program, but wages alone cannot bring about better morale, better relations and better performance. Incentives or benefits as retirement plan, employees dependents' study grant, development plans, good working conditions, availability of various services, and development of confidence in personnel are factors that contribute to the effectiveness of the salary program.

5.1. Salary Plans *Guides*

5.1.1. Scales:

All personnel are issued copies of the latest salary scale, whenever new scales are promulgated. Salaries are paid on a monthly basis, except for those who are on a daily basis. All employees (on daily or monthly basis) receive their salaries twice a month. These semi-monthly payrolls are usually given on the 16th and 1st day of each month.

The different salary scales A- B- C- D correspond to the different classifications as expressed in Chapter II of this handbook.

5.1.2. Conditions:

1. If an employee is promoted to a higher group, his salary will be adjusted in accordance with the existing salary scale. In no case, however, shall there be a diminution in salary.
2. Employees' salaries will be based on the latest approved salary scale.
3. Compensation for overtime work is in accordance with the provisions of the Labor Code of the Philippines, as amended.

Overtime work, i.e., work in excess of the regular eight (8) hours per day, or work during Sundays and/or legal holidays due to some exigencies, is allowed only upon the recommendation of the Head of office and approval of the Treasurer. Members of the Administration occupying executive positions (the College officers who belong to Group 2.1.7. and the Heads of offices classified under Group 2.1.5.) shall not be paid overtime pay.

4. Regular employees on monthly basis shall not be deducted during legal holidays and College declared non-working days. Those on daily basis will be paid for these holidays.
5. Accumulated tardiness and/or undertimes shall be proportionately deducted from the employee's salary every pay period.
6. When offices are declared suspended by the College President, there shall be no deduction in employees' salaries. Suspension of classes, however, does not necessarily mean suspension of office work.
7. Office personnel who have earned a Master's degree or have passed a Board exam will be given an additional monthly remuneration, if their work is in line with their specialization work.

5.2. Retirement:

1. All office and Service personnel of Saint Mary's College are members of the "CICM Missionaries Inc. Retirement Plan" unless disqualified for reasons stated in the plan. This retirement plan provides benefits upon retirement, disability, death or certain other forms of termination of service prior to retirement.

2. The re-employment of a retired employee may be approved, subject to the following conditions:

- a. His re-employment shall be on a year to year basis.
- b. His remuneration shall be based on his last rank (step).
- c. He is not entitled to promotions or yearly salary increases except when the personnel gets a general increase in salary.
- d. He is not entitled to additional retirement pay.
- e. Re-employment will depend on availability of assignments, physical and mental condition and general performance.

3. Details of the "GICM Missionaries Inc. Retirement Plan."

a. Eligibility. Any office and service personnel shall be a member of the Plan (Article IV). Membership of new personnel who are over 45 years of age will not be approved (Article IV - section 2).

b. Retirement Age (Article V)

- Normal Retirement: 60 years of age
- Early Retirement: 55 years of age and 20 years of credited service.
- Late Retirement: 65 years (on a yearly extension basis). The date of retirement will be on the first day of the month following his birthday.

c. Retirement Benefit (Article VI)

The retirement benefit of an employee shall be:

- for employees with less than 30 years of credited service: 50% of one month's final salary for each year of credited service.
- for employees with 30 or more years of service, 60% of one month's final salary for each year of Credited Service. A fraction of at least six months shall be considered as one whole year.

d. Death Benefit

The beneficiaries shall receive a death benefit determined as for retirement, but in no case less than P5,000. (Article VII and No. 11.a, of the additional policy).

e. Total and Permanent Disability Benefit

An employee who is separated from service owing to total and permanent disability shall be eligible for disability benefit determined as for retirement. (Article VI)

To be
revised

f. Involuntary Separation

Any employee who, prior to eligibility for retirement benefit, is separated from service for any cause not due to his own fault or misconduct or voluntary resignation shall be entitled to a separation benefit determined as for retirement or in accordance with the Labor Code and its implementing rules and regulations, whichever is greater. (Article VII)

g. Separation for Cause

Any employee who is separated for cause attributable to his fault, negligence, misconduct, or fraud, shall not be entitled to any benefit under this Plan. (Article VII)

h. Resignation (Article VIII, section 3)

An employee who, prior to eligibility for retirement, resigns from the school shall be entitled to one-half month's final salary for each year of credited service, multiplied by a percentage based on the following schedule:

<u>Years of Credited Service</u>	<u>% of Benefit</u>
Less than 10	None
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 and over	100%

i. Benefit payments (Article IX)

All benefits provided under this plan shall be payable in one lump sum.

j. Contributions (Article XI, section 2)

No employee shall be required to make any contribution to the Retirement Fund. The College shall contribute to the Retirement Fund such amount as may be required under actuarial principles to maintain the plan in sound condition. For the SY 1982-83 - Saint Mary's College contributes 3.6%. Since SY 1985-86, the contribution of SMC is 4.2.% of one's salary.

k. Taxes

Retirement benefits by member employees who retire shall be exempt from all taxes. All amounts to be received under the plan by employee-member who voluntarily resigns or separates from service shall be subject to income tax.

5.3. Maternity Leave:

The maternity leave benefits which Saint Mary's College grants to members of its Instructional Staff and Special Services Personnel are in accordance with existing laws at the time the maternity leave benefit is applied for.

The administration, however, may grant full or partial maternity benefits beyond the number of pregnancies stated in the law.

5.4. Vacation Leave:

1. Maintenance, carpentry and general services (security) personnel and daily paid employees are granted a 5-day incentive leave with pay every schoolyear.

They must apply in writing in duplicate and have it approved by the President. If the incentive leave is not used, the employee shall be paid the equivalent amount at the end of the schoolyear. (May 31).

2. The office personnel and the junior and senior administrative personnel are entitled to a vacation leave with pay during the Christmas break. All offices will be closed during that period. No deductions are made from their salary for the months of December and January.

5.5. Sick Leave:

1. The term "sick leave" refers to leave due to actual sickness certified by a physician.
2. Non-academic personnel are entitled to a 6 day sick leave per schoolyear, if they render 48 hours of work per week (prorated at 1 day for every 8 hours a week). In case of death of an immediate member of the family, the employee may also apply for a leave under this sick leave privilege.
3. Unused sick leave will be paid the corresponding amount at the end of the schoolyear (May 31), beginning with the 1st semester of the schoolyear 1987-88.
4. In case of sickness, an employee must notify the Head of office as soon as possible.
5. Sick leave ^{written} reports must be filed immediately upon reporting for work.
6. The College may direct its medical officer to examine a sick employee. The employee may be required to obtain a medical clearance or certification from the college medical officer stating his fitness to return to work.

5.6. Leave of Absence without Pay:

An employee who has rendered at least ten (10) years of efficient, full-time service, may be granted a leave of absence without pay provided that:

1. The chief purpose of such leave may be protection or recovery of health, professional development, and special circumstances like emergency or family problems,
2. The period of such leave shall not be less than two months and not more than a year.
3. The application for leave of absence shall be filed at least 30 days before its effectivity.
4. The leave shall be recommended by the Head of office to the President for approval.
5. Upon return, the employee shall be in the same group to which he belonged before he went on leave.
6. This leave of absence shall not be considered as an interruption of the employee's service. It shall, however, not be counted as a year of service.
7. If an employee has already been granted a leave of absence without pay, he may again avail of such leave only after a lapse of five (5) years from the date of the previous leave.
8. During the period of leave, the employee shall not accept employment outside of Saint Mary's College. To do so would be tantamount to resignation.

5.7. Accident Insurance Programs:

Some personnel are more exposed to accidents than others because of their function in school, as drivers, purchasing personnel and the like. The Executive Council can approve insurances for car accidents and pay the insurance premium.

5.8. Employees Study Grant:

1. All qualified Instructional Staff Members and Special Services Personnel enrolled in the graduate school for masteral or doctoral programs enjoy full discount on all fees, provided they pass the subject.
2. They will be charged correspondingly all fees for all failing marks, incomplete grades, or dropped subjects.
3. In the undergraduate school they enjoy a 10% discount on tuition fees. However, those who pursue undergraduate studies related to their teaching, enjoy full discount on fees. They should have their scholarship approved by the President.

5.9. Employees Dependent's Study Grant:

A 100% tuition fee and miscellaneous fee discount to all children of faculty members and employees of Saint Mary's

College who study at the Saint Mary's College - Grade School, Training Department, High School and College - will be granted.

1. This benefit does not include the Graduate School, nor students who finished a degree and continue with other undergraduate studies.
2. When a student fails in a subject or drops a subject after the close of the enrolment period, he will have to pay to repeat the subject.
3. This grant is given to children of full-time employees and faculty members (who teach at least 18 units in College, High School, and the equivalent in the Grade School).

It will be prorated for part-time faculty members and employees.

$$\begin{cases} 12 - 15 \text{ units} = 50\% \\ 6 - 11 \text{ units} = 25\% \\ 5 \text{ or less} = 12\% \end{cases}$$

4. All those employed on a retainer's fee will be given 50%.

5.10. Legal Benefits:

All employees are entitled to benefits as provided for by law, such as:

- a. SSS benefits: sickness, maternity, disability, retirement, and death benefits; salary, educational, and housing loans.
- b. Employees' compensation
- c. Medicare (hospitalization benefits)
- d. 13th month pay

All employees are given a 13th month pay on or before the 24th of December of every year. The computation of the 13th month pay is based on the following formula:

$$\frac{\text{Total basic pay actually earned during Calendar Year}}{12}$$

5.11. College Services:

The College offers the following services to all employees:

- Libraries: all employees may use the library facilities after office hours or borrow books like the students. They should procure their library cards. The college libraries are open from 7:30 a.m. till 7:30 p.m. without noon break during school days.

- Medical and Dental clinics are open to all employees as for students.
- Canteens - The college canteens cater also to all school personnel.
- Feeding Program - All employees may make use of the subsidized feeding program as for students.
- Educational Supply offices are open to all employees. They can purchase goods with salary deductions on the next pay day. This benefit will be suspended in case of overspending.
- College Bookstore - All employees can purchase books or request books to be ordered for them at Manila prices at the bookstore.
- Guidance and Counseling Office. All employees should feel free to consult with the Guidance staff to help them in their difficulties or to attain a greater self-development.
- College Chapel - The college chapel is open to all employees.

5.12. Loans:

Loans can be requested from the Treasurer's office in time of emergencies. As a rule loans should be repaid in 5 months time.

CHAPTER VI - DUTIES AND RESPONSIBILITIES

6.1. Relations with the College

1. When an employee works in Saint Mary's College, the employee submits himself to and agrees to comply with the rules and regulations of the College. He acknowledges his responsibilities towards his work, his fellow employees and the College. On the other hand, Saint Mary's College assures the employee, upon his employment in the College, that all his rights as an employee will be respected and protected.
2. An ^{Personnel} employee is morally obliged to report immediately to the Vice President's Office: (a) any act of persons, whether students or not, roaming around the premises who seem to be under the influence of liquor or drugs; (b) other serious misconduct such as vandalism and the like; (c) the presence of persons who are not members of the academic community of SMC when there is reason to believe that their presence is under suspicious circumstances; and (d) acts of persons in the College premises who may be concealing deadly weapons, unless they are authorized to do so.

3. Every employee is strongly urged to keep the College and the campus clean.

6.2. Office Hours

- 6.2.1. Every employee is bound by his contract to render eight (8) hours' work per day for six (6) days a week in the office, department or college to which he is assigned in accordance with the general working schedule of Saint Mary's College. Due to the exigencies of the service, a special time schedule for certain groups of employees may be allowed by the President or his duly authorized representative.
- 6.2.2. Since employees are paid for eight (8) hours' work they are duty bound not to use office hours for personal matters.
- 6.2.3. The time for the 15-minute coffee break in the morning and also in the afternoon may be arranged with the respective Heads of the different offices.
- 6.2.4. All personnel of the college when reporting for or leaving the office shall personally indicate the time in and out. The time card shall be the evidence of an employee's presence at work and the basis for computing his corresponding pay during a given period of time.
- Personal discipline and honesty is required in this matter. Time records are official documents and willful fraud will lead to suspension (1st) and dismissal (2nd violation).
- 6.2.5. All employees are expected to be punctual in coming to office and to render eight (8) hours of work as the smooth functioning of the College and its offices depends on the regular attendance and punctuality of its personnel.
- 6.2.6. Tardiness is committed when the employee reports for work but does not arrive at the officially designated starting time to work. Making up for tardiness by staying a few minutes or hours longer shall not be allowed. It shall be considered without pay whether or not the employee has leave credits.
- 6.2.7. Absence-without-leave infraction is committed when the employee absents himself without first getting the written approval of the Head of office. Approval for a leave of absence may be effected by filling in the vacation leave form and having it approved by the Head of office. Any absence without such written approval shall be considered as unauthorized leave. The following rules govern absence-without-leave:
- Absences without proper permission and without sufficient reason are considered a serious neglect of duty and indicate a gross inefficiency on the part of the employee concerned.
 - When an employee is absent for so many days or when an employee repeatedly commits this infraction, he would be subject to the penalty as warranted by the rules.

6.3. Office Work

- 6.3.1. An office should not do the work which belongs to other offices. In no case should an office accept any job from other offices except in cases of emergency and with the approval of the Head of office.
- 6.3.2. No Dean or Head of office shall employ a private secretary who is to be paid out of the personal money or funds of the Dean or Head.
- 6.3.3. *in campus*
Smoking during office hours is prohibited in the laboratories, machine shops, libraries, other premises with materials of flammable nature, and in offices in which other personnel works.
- 6.3.4. No personal visitors should be entertained during office hours.

6.4. Ethical Conduct

- 6.4.1. The employee should respect authority and obey courteously and promptly all those vested with authority. He must be aware at all times that authority exercised by the officials of Saint Mary's College comes from the powers and rights attached to the offices they hold. This authority which is necessary for the wise and efficient management of College affairs should never be interpreted as an autocracy or an unlimited or uncontrolled authority by a single person or group over others.
- 6.4.2. The employee is expected to work in his assigned post honestly and faithfully.
- 6.4.3. Every employee should keep high the reputation of his respective office and uphold the confidentiality of office matters.
- 6.4.4. Misunderstanding between employees is to be brought immediately to the attention of the Dean or Head of office concerned and may be elevated to the Grievance Committee when the problem is not resolved. But by no means may an employee resolve his difficulty by violence or by such means that reveal lack of christian charity.
- 6.4.5. Employees must refrain from the use of words that are offensive, vulgar, indecent, or blasphemous in nature, for such language is unbecoming in a christian community like SMC. Likewise, unnecessary noise is to be avoided in the offices.
- 6.4.6. Saint Mary's College does not condone the use of drugs (marijuana, LSD, or other "mind altering" drugs) by the employees since this is illegal and causes substantial medical and psychological hazards to the employee himself and to others. An employee caught in the possession of, using or administering or trafficking of such drugs will be subjected to disciplinary action or even dismissal.

- 6.4.7. Christian charity and fraternal spirit that binds all Marians into a closely-knit family urge the employees as well as other members of the academic community to help a fellow employee in distress, for example, blood donation or other forms of voluntary assistance. This activity is usually coordinated by the Faculty Employees Association.

6.5. Property Accountability

- 6.5.1. Every employee is responsible for all College properties entrusted to him by virtue of the functions of his office.
- a. Employees entrusted with keys to classrooms, storerooms, laboratory rooms, or offices shall be held accountable for all losses and damages suffered by the College by virtue of his neglect in the use of the keys.
 - b. The employee shall be held liable for damages to and losses of school properties according to the degree of his participation.
 - c. The employee shall be held accountable for any losses or damages to school properties due to his neglect and want of due care; however, the employee shall not be liable for such losses due to force majeure or causes beyond his control.
- 6.5.2. The employee is prohibited by the elementary law of justice from appropriating or converting school properties for his 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 school business.
- 6.5.3. The employee is charged with the obligation to report as soon as possible to the College through the Vice President's Office any occurrence of loss or damage to school properties, regardless of causes such as acts of robbery, theft, natural calamity and the like.
- 6.5.4. Employees may file requisitions for office supplies for office use through the Dean or Head of office or his authorized representative.

6.6. Other Duties

- 6.6.1. Every employee is expected to attend meetings duly called for by the College although these meetings may not be within the eight-hour daily time service.
- 6.6.2. The employee is expected to join and participate in civic and religious activities sponsored or participated in by the College.
- 6.6.3. An employee should bring to the attention of the Vice President, requests made by students, visitors, or parents for the class schedules of teachers and other students since giving the class

schedules himself may be interpreted as an implied permission to enter the classroom - an act which can cause undue interruption of classes.

- 6.6.4. No employee shall divulge or furnish a copy to a third person any record of the College without the knowledge and written consent of the College.

CHAPTER VII - PROCEDURES FOR GRIEVANCES AND COMPLAINTS

7.1. General Considerations

- 7.1.1. As befits Christians in an academic community, grievances against any member of the academic community are best settled through sincere dialogue and discussion. It is only as a last resort that one must take formal procedures to settle such grievances.
- 7.1.2. Communication is absolutely necessary if the academic community is to interact satisfactorily. If something goes wrong, those affected should not wait for a crisis situation to appear but attempt to settle the matter as soon as possible informally, that is, orally. As long as a grievance is made orally, it is considered informal and is to be settled informally.

Only when a grievance is expressed in writing and duly signed does it become a formal complaint needing a formal procedure for settling; procedures for various types of cases are thus set down in this section:

- a. Needless to say, all proceedings shall be in writing and these shall include, not only the complaint, answer, memoranda, recommendation and consequent decision but also excerpts of all proceedings which should be signed by all parties participating in a given occasion. All original records of all proceedings shall be kept in the possession of the President.
- b. It must be borne in mind however, that, when the grievance procedure is availed of, the findings of fact by the committee concerned shall be accepted as final by all parties thereto. In all cases, proceedings of this nature shall be considered as in the nature of arbitration, and thus findings rendered shall be considered as conclusive on the parties.

7.2. General Grievance Procedure

- 7.2.1. The complaining employee shall initially present his complaint in writing to his immediate superior who shall exert his utmost efforts to arrive at a resolution of the case. If the complaint is against the Head of office, the case shall be submitted to the College President, who shall refer the case, including all pertinent papers, to the SMC Grievance Committee through the Legal and Administrative Officer for further investigation.

- 7.2.2. If the complaint and/or grievance cannot be resolved by the immediate superior, the case, including all pertinent papers, shall likewise, be referred to the College President. It is the prerogative of the College President to decide on the merit of the case based on available records submitted to him or he may refer the case to the SMC Grievance Committee through the Legal and Administrative Officer for investigation.
- 7.2.3. If the aggrieved employee is not satisfied with the decision of the Head of office, it is his right to elevate the case in writing to the College President who has the prerogative to decide on the merit of the case upon submission of all records or he may decide to refer the matter to the SMC Grievance Committee through the Legal and Administrative Officer for further investigation.

7.3. Specifics

- 7.3.1. The complainant submits his complaint or grievance in writing in two (2) copies to the Head of Office. If the complainant is the Head of office, the written complaint shall be submitted to the College President.
- 7.3.2. The respondent employee or Head of office shall be served a copy of the complaint or grievance by the Head of office or the Legal and Administrative Officer, as the case may be.
- 7.3.3. The respondent employee has to file his written answer with the office concerned within three days after receipt of the complaint.
- 7.3.4. After due notice to the parties, the Head of office or the SMC Grievance Committee shall hear the case and render their decision or findings and recommendations, as the case may be.
- 7.3.5. The decision of the Head of office shall be appealable to the President who may decide on the merit immediately thereafter, or may refer the case to the SMC Grievance Committee through the Legal and Administrative Officer for further investigation.
- 7.3.6. Pending investigation of the case, the party/parties involved may be placed under preventive suspension from work.

CHAPTER VIII- ADMINISTRATIVE DISCIPLINE

8.1. Discipline

- 8.1.1. Every employee is duty bound to perform his assigned tasks or the functions of his office with honesty, sincerity, and integrity.
- 8.1.2. Every employee should render work appertaining to his position and assignment devotedly and faithfully in fairness to his employer.
- 8.1.3. An employee should avoid undue intimacy or close relations with his superior and/or subordinates.

- 8.1.4. The employee should refrain from transacting private business or affairs during office hours; likewise, personal visits should be avoided, except in emergency cases.
- 8.1.5. The employee is not allowed to keep in his possession deadly weapons within the College premises.
- 8.1.6. The employee is expected to maintain at all times the esprit-decorps among employees.
- 8.1.7. If an employee is involved in any criminal case not in connection with his work or office in the College, the same will not affect his employment or office in the College, unless the employee's continuance of service in the College is adversely affected by the Court's decision or order.
- 8.1.8. The employee by virtue of his employment contract with the College, should keep and maintain at all times a reputation within the context of good morals, customs and public policy.

8.2. Decorum

- 8.2.1. Every employee is expected at all times to practice the elementary rules of discipline, obedience, respect, and human relations with his superiors and fellow employees.
- 8.2.2. Every employee should act in such a manner befitting the functions of his office, observing at all times elementary principles of social decorum and being responsive to the needs of the people with whom he deals.
- 8.2.3. Every employee should do his job with soberness. Under no circumstance will an employee under the influence of liquor be allowed to be on his job.
- 8.2.4. Every employee is expected to speak well of the College.
- 8.2.5. In any contract or statement which involves the College by way of reference, the prior knowledge and written consent of the College must first be obtained before such reference is made.

8.3. Labor Code Provisions

The College adheres to the provisions of the Labor Code of the Philippines, as amended, in all matters concerning employment. It also abides by the provisions of the law in relation to acts and omissions which are just causes for the cessation of employer-employee relations which may be initiated by the employee, by the employer, or by reasons or causes not directly attributable to either of the two. Termination of employment shall be done only within the limits set by existing laws on dismissal. Omission or violation of the internal policies of the College, likewise, shall be subject to discipline in accordance with the corresponding penalties as set hereunder.

8.4. Termination of Employment

8.4.1. General

1. Resignation,
2. Physical disability,
3. Dismissal for cause,
4. Reduction of work force by reason of redundancy or economic condition,
5. Termination of contract of employment for a definite period, and
6. Retirement due to age.

8.4.2. Specifics

1. Termination of employment initiated by the employee shall be in writing and submitted to the Head of office at least one (1) month before the date of effectivity.
2. The Head of office shall endorse the resignation letter to the College President for acceptance. The action taken by the College President shall then be forwarded to the following: (a) Head of office, (b) Legal and Administrative Officer, (c) Accounting Office, (d) Guidance Office, and (e) the employee concerned.
3. The employee shall be required to comply with the accountability clearance requirement, the form for which may be secured from the office of the President (see APPENDIX "C"). The salaries of a resigning employee and other credits due him will not be released or granted to him unless he has secured the above clearance.
4. Termination due to physical disability shall be for any of the following:
 - a. When the employee is declared unfit for work by a competent public health authority and the College Physician;
 - b. When the employee suffers from a disease of a more or less permanent nature which may seriously impair his ability to perform his work or duties expected of him; and
 - c. When the employee suffers from a non-occupational disease of contagious nature.
5. Termination due to retirement age (~~60 years of age~~) shall entitle the employee to apply for the benefits provided for by law.
6. The procedure and other requirements provided by the Labor Code of the Philippines, as amended, and the Rules and

Regulations as embodied in the Administrative and Service Personnel Handbook shall be observed in case of termination of employment of an employee.

8.5. Violation of the Rules and Regulations

8.5.1. Any employee (casual, probationary, regular, or permanent) who commits any act, omission, or violation as herein below set forth shall be subject to discipline in accordance with the penalties as provided in this Handbook. The penalties are as follows:

1. Minor penalty - written warning or reprimand
2. Less grave penalty - suspension for a period not exceeding 30 days
3. Grave penalty - dismissal

In the imposition of corresponding penalty, the participation of the employee either as principal, accomplice, or accessory shall be determined as follows:

- Principal: He is an employee who takes direct part in the execution of the act or directly forces or induces others to commit it, or cooperates in the commission of the offense by another act without which it would not have been accomplished.
- Accomplice: He is an employee who, not being included as principal, cooperates in the execution of the offense by previous or simultaneous acts.
- Accessory: He is an employee who, having knowledge of the commission of the offense and without having participated therein either as principal or accomplice, takes part subsequent to its commission either by profiting himself or assisting the offender to profit by the offense and/or, concealing or destroying the evidence of violation in order to prevent its discovery.

8.5.2. The penalty for each offense as provided herein will apply to the offense whether it is consummated, frustrated, or attempted. However, when warranted by the evidence as adduced in each case, a lower penalty may be imposed.

The following pages list possible offenses and their corresponding penalties.

OFFENSES	PENALTIES		
	Violation		
	1st	2nd	3rd
1. Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work	3		
2. Gross or habitual neglect by the employee of his duties	3		
3. Fraud or willful breach by the employee of the trust placed on him by his employer or duly authorized representative	3		
4. Commission of a crime or offense by the employee against the person of his employer or his duly authorized representative	3		
5. Other causes analogous to the foregoing	3		
6. Falsification of records and documents, causing these records to be falsified or giving false and fraudulent information	3		
7. Stealing or attempting to steal College or personal properties within the jurisdiction of the College	3		
8. Inflicting injury resulting in serious violence	3		
9. Immoral conduct or acts of indecency and lasciviousness (committed in the College premises)	3		
10. Possession of explosives, firearms and deadly weapons, and prohibited drugs within the College premises without authority	3		
11. Misappropriation or misapplication of funds or properties	2	3	
12. Unauthorized possession of College properties, equipment, and supplies	2	3	

LEGEND: 1 - Written Reprimand or Warning
 2 - Suspension
 3 - Dismissal

List of Possible Offenses and Their Corresponding Penalties

OFFENSES	PENALTIES		
	Violation		
	1st	2nd	3rd
13. Assaulting another person	2	3	
14. Use of profane, indecent, and obscene language in addressing any person	2	3	
15. Possession of alcoholic beverages, drunkenness or entering the College under the influence of liquor	2	3	
16. Punching the time card of another employee or having one's time card punched by another employee or person, or unauthorized alterations of any entry therein or mutilation or disfigurement of time card	2	3	
17. Vandalism or intentional destruction of College properties	2	3	
18. Unauthorized release of records of an office	2	3	
19. Taking part in promoting gambling within the College premises	1	2	3
20. Performing personal or outside work without permission during office hours	1	2	3
21. Unauthorized posting, writing, erasing, and/or removing of any notice on the bulletin boards or walls	1	2	3
22. Any act contributing to the unsanitary condition of the buildings, offices, and the premises of the College	1	2	3
23. Failure to maintain work standards as set	1	2	3
24. Willful delay in liquidating funds of the College	1	2	3
25. Flagrant abuse of coffee break privilege	1	2	3
26. Leaving the place of work without permission during working hours	1	2	3
27. Unauthorized undertime, at least three (3) times during one pay period	1	2	3

LEGEND: 1 - Written Reprimand or Warning
 2 - Suspension
 3 - Dismissal

List of Possible Offenses and Their Corresponding Penalties

OFFENSES	PENALTIES		
	Violation		
	1st	2nd	3rd
28. Habitual tardiness, coming late five (5) times or more during one pay period with an accumulated total tardiness of one (1) hour	1	2	3
29. Habitual absenteeism	1	2	3
30. Discourtesy to superiors, faculty or co-employees	1	2	3
31. Violation of similar rules and regulations/policies not included in the list	1	2	3

LEGEND: 1 - Written Reprimand or Warning
 2 - Suspension
 3 - Dismissal

CHAPTER IX - SEPARABILITY CLAUSE

These rules and regulations are subject to revision, amendment, modification, or repeal, in order to meet the ever changing exigencies of time. As such, if any clause, sentence or paragraph of this Administrative and Service Personnel Handbook is declared void or invalid, the remainder of this Handbook shall not be affected thereby.

CHAPTER X - EFFECTIVITY CLAUSE

The rules and regulations as embodied in this handbook for office, Service and Maintenance personnel become effective upon approval by the Board of Trustees.

APPENDIX AMERIT RATING SYSTEM

This form has to be filled out by the Head of Office. Kindly encircle the points of the item which describes best the general performance of the personnel.

Evaluation of _____
Office : _____

	<u>No. of Points</u>
I. ATTENDANCE AND PUNCTUALITY (15 pts.)	
Loses considerable time often with poor excuses, punctuality poor	3
Punctuality and attendance fair	6
Attendance record good, may be late on occasion	9
Usually prompt, very regular, seldom absent	12
Excellent record of attendance and punctuality, very dependable	15
II. PERFORMANCE (70 pts.)	
A. Quality of Work	
1. Accuracy	
Very careless, often makes mistakes	2
Work usually passable, some errors, should do better	4
Average worker, few errors	6
Good work, few errors	8
Very careful, errors rare	10
2. Completeness	
Work usually done in careless, slipshod manner	2
Some details of work need correction or should be improved	4
Shows interest in doing a good job, occasional direction needed	6
Usually is thorough, mostly all details are satisfactorily attended to	8
Very thorough in attending to details	10
3. Neatness	
Generally careless, seldom neat and orderly	1
Passably neat and orderly	2
Normally neat, reasonably clean and orderly most of the time	3

	<u>No. of Points</u>
Usually neat and orderly	4
Exceptionally neat and orderly	5
B. Quantity of Work	
1. Use of Time	
Loiters or is away from job a lot, could accomplish more in same time	1
Spends more time away than is necessary, could accomplish more	2
Only spends reasonable amount of time unproductively	3
Steady worker, seldom away from job	4
Spends no time away from job unnecessarily	5
2. Amount of Work	
Very slow worker, little output	1
Barely meets requirements	2
Does standard amount of work	3
Turns out average up to more than standard amount of work	4
Rapid worker, regularly produces more than average	5
C. Adaptability	
1. Comprehension	
Slow to learn or unable to understand, very forgetful	1
Learns with difficulty, or learns quickly and immediately forgets	2
Average ability to grasp and follow instructions	3
Learns easily, changes easily from one type of work to the other	4
Catches on quickly, seldom forgets, needs little instruction	5
2. Personal Adjustment	
Any change is opposed and usually causes trouble	1
Somewhat resentful to change, can't always see why necessary	2
Makes normal adjustment to change	3
Adjusts willingly to change	4
Changes do not disturb at all, helps put them over	5
3. Initiative	
Has to be told what to do, not interested in more work or new jobs	1
Seldom takes action alone, rarely suggests	2

No. of Points

Handles normal situations well but wants
helps if at all out of ordinary

3

Suggests improvements, attempts to learn all
related jobs in the department

4

Constantly developing and improving work methods

5

4. Knowledge of Job

Inadequate, relies on others

1

Insufficient knowledge of some phases of job

2

Adequate knowledge of a particular job

3

Thorough knowledge of practically all
phases of work

4

Exceptional mastery of all phases of work

5

D. Dependability

1. Reliability

Cannot be relied upon at all, must be
watched continuously

1

Needs frequent check-ups

2

Dependable with normal supervision

3

Can be counted on, may require occasional
spot check

4

Observes utmost confidence, no need to check

5

E. Attitude

1. Toward Supervision

Resents any supervision however good is the intent

1

Usually accepts criticisms and suggestions

2

Complies with instructions, sometimes not too
promptly

3

Always willing to consider suggestions and
criticisms, easily reasoned with

4

Appreciates help of supervision, accepts
criticism gracefully

5

2. Toward Fellow Employees and Students

Frequently quarrelsome, jealous, fault-finding
uncooperative

1

Sometimes tactless and inconsiderate

2

Normally makes a satisfactory impression

3

Generally cooperative, friendly and helpful

4

Very tactful and considerate, well liked by all

5

No. of PointsIII. CONCERN FOR PROFESSIONAL GROWTH AND PERSONAL
ADVANCEMENT (5 pts.)

1-2-3-4-5

IV. COOPERATION AND PARTICIPATION IN SCHOOL FUNCTIONS
AND NON-SCHOOL ACTIVITIES (10 pts.)

Never participates

Sometimes participates

Always participates

1

5

10

REMARKS:

Date: _____

Evaluated by: _____
Head of Office : _____

SUMMARY - Do not fill out.

ATTENDANCE AND PUNCTUALITY 15

PERFORMANCE (70 pts.)

Accuracy

10

Completeness

10

Neatness

5

Use of Time

5

Amount of Work

5

Comprehension

5

Personal Adjustment

5

Initiative

5

Knowledge of Job

5

Reliability

5

Attitude Toward Supervision

5

Attitude Toward Fellow Employees and Students

5

CONCERN FOR PROFESSIONAL GROWTH AND PERSONAL
ADVANCEMENT 5COOPERATION AND PARTICIPATION IN SCHOOL
FUNCTIONS AND NON-SCHOOL ACTIVITIES 10

TOTAL POINTS . . . 100 pts.

NOTE: To merit promotion, the employee must have obtained a rating of 60.

Action taken by the Administrative Board: Promoted to Step _____
Retained on Step _____

Secretary of the Board

APPENDIX B

MONTHLY SALARY SCALES (1985-87)

1. SCALE A: The salary scale of Office Personnel with a Bachelor's Degree:

1.1. The scale as compared with S.Y. 1984-85 (2nd sem.).

Step	1984-85 2nd Sem.	1985-87	Increase
1	P1707	P1878	P 171
2	1707	1878	171
3	1707	1878	171
4	1732	1905	173
5	1736	1910	174
6	1740	1914	174
7	1745	1920	175
8	1749	1941	192
9	1754	1947	193
10	1778	1974	196
11	1783	1997	214
12	1788	2003	215
13	1792	2007	215
14	1797	2013	216
15	1802	2018	216
16	1816	2034	218
17	1821	2040	219
18	1826	2045	219
19	1830	2068	238
20	1835	2074	239
21	1861	2103	242
22	1866	2109	243
23	1871	2114	243
24	1875	2119	244
25	1892	2138	246
26	1896	2161	265
27	1902	2168	266
28	1907	2174	267
29	1912	2180	268
30	1917	2205	288

1.2. Remarks

- a. Every step corresponds to a year of efficient work with a Bachelor's Degree. Promotion to the next rank is not automatic. See Appendix A.
- b. Steps 1, 2, 3 are considered the years of initial employment.
- c. Employees who have earned a Master's degree (with S.O.) will be given an additional salary of P140.00 - monthly
- d. The salaries given herein for the schoolyears 1985-87 effective June 1, 1985 include:
 1. The COLA as provided by PD 525, 1123, 1614, 1634, 1678, 1713, 1790; Wage Orders 2, 3, 5 & 6.
 2. The salary increase for all as provided by PD 1713, Wage Orders 2, 3, 5 & 6.

3. Equitable salary increases for all in 1981-82, 1982-83, 1983-84.
4. Equitable salary increases for all in 1985-86 ranging from 10-15%.

2. SCALE B: The salary scale of office personnel with a Certificate (or 2 years of College studies).

2.1. The scale as compared with S.Y. 1984-85 (2nd Sem.).

Step			1984-85 2nd Sem.	1985-87	Increase
1	-	3 years	P 1573	P 1730	P 157
2	4	6 years	1584	1742	158
3	7	8 years	1595	1755	160
4	9	10 years	1606	1783	177
5	11	13 years	1626	1805	179
6	14	15 years	1637	1833	196
7	16	18 years	1648	1846	198
8	19	20 years	1659	1875	216
9	21	22 years	1670	1887	217
10	23	24 years	1681	1900	219
11	25	26 years	1691	1928	237
12	27	28 years	1703	1941	238
13	29	30 years	1714	1971	257

2.2. Remarks

- a. The first step is considered the period of initial employment. Promotion to the next step is not automatic but depends on efficiency, punctuality and cooperation. See Appendix A.
- b. The salaries given herein for the Schoolyear 1985-87 effective June 1, 1985 include:
 1. The COLA as provided by PD 525, 1123, 1614, 1634, 1678, 1713, 1790; Wage Orders 2, 3, 5 & 6.
 2. The salary increase for all as provided by PD 1713; Wage Orders 2, 3, 5, & 6.
 3. Equitable salary increases for all in 1981-82, 1982-83, 1983-84.
 4. Equitable salary increases for all in 1985-86 ranging from 10-15%.

3. SCALE C: The salary scale of office personnel without Certificate.

3.1. The scale as compared with S.Y. 1984-85 (2nd Sem.)

Step			1984-85 2nd Sem.	1985-87	Increase
1	-	3 years	P 1529	P 1682	P 153
2	4	6 years	1539	1693	154
3	7	8 years	1550	1705	155
4	9	10 years	1561	1733	172
5	11	13 years	1580	1754	174
6	14	15 years	1590	1781	191
7	16	18 years	1601	1793	192
8	19	20 years	1612	1822	210
9	21	22 years	1623	1834	211
10	23	24 years	1634	1846	212
11	25	26 years	1645	1875	230
12	27	28 years	1656	1888	232
13	29	30 years	1667	1917	250

3.2. Remarks - see 2.2.

4. SCALE D: The salary scale of the General Services and Maintenance Personnel.

4.1. The scale as compared with S.Y. 1984-85 (2nd Sem.).

Step				1984-85 2nd Sem.	1985-87	Increase
1			3 years	P 1529	P 1682	P 153
2	4	-	6 years	1539	1693	154
3	7	-	8 years	1550	1705	155
4	9	-	10 years	1561	1733	172
5	11	-	13 years	1580	1754	174
6	14	-	15 years	1590	1781	191
7	16	-	18 years	1601	1793	192
8	19	-	20 years	1612	1822	210
9	21	-	22 years	1623	1834	211
10	23	-	24 years	1634	1846	212
11	25	-	26 years	1645	1875	230
12	27	-	28 years	1656	1888	232
13	29	-	30 years	1667	1917	250

4.2. Remarks - see 2.2.

4.3. The work of the General Services and Maintenance Personnel does not require College work. Hence, as a rule, Degrees and Certificates are not considered.

(To be filled out
in triplicate)

SMC EMPLOYEE ACCOUNTABILITY CLEARANCE
TERMINATION OF EMPLOYMENT

1. Name of Employee: _____
Office: _____
2. Date of filing of clearance: _____
3. Cause of Termination of Employment: _____
4. Pursuant to the above-stated termination of employment of _____
as employee of Saint Mary's College, he/she is hereby cleared of all property
and other accountabilities with the hereunder named office:

Office	Authorized Signature	Date of Clearance
LIBRARY	_____	_____
REGISTRAR	_____	_____
PROPERTY CUSTODIAN	_____	_____
BOOKSTORE	_____	_____
CANTEEN-GYM	_____	_____
CANTEEN-D-BUILDING	_____	_____
SUPPLY OFFICE	_____	_____
ACCOUNTANT	_____	_____
TREASURER	_____	_____
CARPENTRY SHOP	_____	_____
LABORATORY	_____	_____
DEAN/HEAD	_____	_____

5. I hereby certify that all these clearances are genuine.

Signature of Applicant

6. Action taken: _____
7. Remarks: _____
8. Effectivity Date: _____

President