SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 26
AY 2024-2025

DATE : **12 FEBRUARY 2025**

TO : **EMPLOYEES, STUDENTS, PARENTS OR GUARDIANS**

RE : **GUIDELINES ON SUSPENSION OF CLASSES AND/OR WORK DURING DISASTERS AND EMERGENCIES**

The Department of Education issued **DepEd Order No. 22, Series of 2024** dated December 23, 2024 entitled REVISED GUIDELINES ON CLASS AND WORK SUSPENSION IN SCHOOLS DURING DISASTERS AND EMERGENCIES.

Consequently, the University hereby issues the following guidelines on class suspension due to typhoons and other emergencies to align with the new DepEd Order.

A. Typhoons and Tropical Cyclones:
A.1 The University will suspend classes and or work depending on the intensity of the typhoon as declared by PAGASA. The Management, through the Vice President for Administration will normally issue an advisory in its social media platforms but even in the absence of such advisory, the table below will guide all stakeholders.

PAGASA WARNING	SUSPENSION
Tropical Cyclone Wind **Signal No. 1**	Classes for Kindergarten shall be automatically suspended.
Tropical Cyclone Wind **Signal No. 2**	Face to face classes for Kindergarten, Elementary, and Junior High School shall be automatically suspended. Elementary and Junior high school shall shift to on-line or other alternative delivery mode as directed by the respective principal. In case of on-line classes, administrative and staff will work in campus while teachers and Learning Area Coordinators may render their on-line classes from home or in campus. In case the principal opts for a replacement where the day of class suspension will be replaced by face-to-face classes usually on a Saturday, then office work will be suspended during the day of class suspension and will be replaced by the Saturday work.
Tropical Cyclone Wind **Signal No. 3**	Face to face and on-line classes in all levels shall be suspended. (Kindergarten, Elementary, Junior High School, Senior High School, Tertiary, College of law and Graduate School)

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	Work in all levels shall likewise be suspended but key administrators and/or staff (ex. DRRM members, electricians, plumbers, carpentry and maintenance staff, etc) may be called upon by top management to respond to emergency situations on campus.

B. Floods and Heavy Rain

Suspension of classes or work will depend on the rainfall warning by PAGASA.

PAGASA RAINFALL OR FLOODING WARNING	SUSPENSION
Yellow Warning	The Schools Division Superintendent will coordinate with the mayor or governor for the suspension of face-to-face classes in basic education if there is danger to the learners or personnel. The mayor or governor shall decide on the suspension of face to face classes and work in schools provided that schools will shift to modular distance learning or make-up classes. The principals will announce the alternative delivery mode to ensure that learning competencies are met.
Orange or Red Warning (heavy rainfall or flooding) at a time when classes have already begun for the day	The University President shall immediately suspend classes and work in all levels from Kindergarten to Graduate School and send everyone home as soon as it is safe. However, the school shall keep the students and employees in school if traveling has become unsafe.
Orange or Red Warning (heavy rainfall or flooding)	Classes and work in all levels from Kindergarten to Graduate School shall be suspended

C. Earthquakes

Suspension of classes and work due to earthquakes will depend on the intensity as reported by PHILVOLCS

PHILVOLCS INTENSITY	SUSPENSION
Intensity 5 and below	If students and employees are on campus, the earthquake safety protocols shall be implemented including Duck-Cover-Hold. If necessary, evacuate to the assembly area. The Mayor or Governor shall decide on the suspension of face-to-face classes and work in an affected locality. For localized suspensions, the University President may declare university wide suspension based on the assessment of the Campus Safety and Disaster

	Preparedness (CSDP) Committee
Intensity 6 and above	Classes and work in all levels from kindergarten to graduate School are automatically suspended until further notice by the University. In cases where an earthquake of this magnitude happens while learners are in school, the earthquake safety protocols shall be implemented including Duck-Cover-Hold and evacuation to the assembly area. Students and employees shall be sent home. However, the school is obligated to keep learners and personnel safely in school if travelling has become unsafe.

D. Power outages/ Power Interruptions/Brownouts

There will be no automatic suspension of classes in the event that there are power outages, interruptions, or brownouts.

E. Extreme Heat condition

There will be no automatic suspension of classes due to Extreme Heat Conditions. However, in case of unbearable heat, the Mayor or Governor may still exercise its authority to facilitate localized class suspension based on the situation in their locality. The Schools Division Superintendent shall coordinate with the LGU's for localized suspensions, provided that schools will shift to alternative delivery mode (modular, performance tasks, projects, on-line or make-up classes) to be determined by the principal of each level to ensure that learning competencies are met.

F. Low Air Quality/ Volcanic Fog

Suspension will depend on the Particle Matter report of the Environment Management Bureau (EMB) of the DENR

AIR QUALITY LEVEL	SUSPENSION
Acutely unhealthy (Purple) PM 2.5 between 55.1 to 90	The Mayor or Governor shall decide on the suspension of face-to-face classes. Schools will shift to alternative delivery mode (modular, performance tasks, projects, on-line or make-up classes) to be determined by the principal of each level or the VPAA at the tertiary level to ensure that learning competencies are met.
Emergency (Maroon) PM 2.5 greater than 91	Classes and work shall be automatically suspended

G. Other Emergencies and Hazards,

In cases of other calamities, emergencies, and hazards not enumerated above that may threaten the welfare and safety of learners and personnel, the University President, in consultation with the CSDP and Advisory Board, may suspend classes or work as may be appropriate.

H. Adjustments to learning Delivery Due to Suspension of Classes

In the event of suspended face-to-face classes, schools shall implement Alternative Delivery Modes such as modular distance learning, online distance learning, or blended learning or make-up classes at the discretion of the school principal in consultation with the VPAA.

At the higher education level, online classes (synchronous or asynchronous) shall be the preferred alternative delivery mode unless otherwise modified by the Vice President for Academic Affairs in consultation with the deans.

I. Psychological First Aid

The Guidance and Testing Office shall take the lead in assessing, coordinating and conducting psychological first aid together with other trained personnel of the University. This shall include the mobilization of other trained PFA providers and partners, and if needed, referral pathways for learners and personnel identified for further specialized psychological support services.

J. Reports

The principals shall prepare and submit to the Schools Division Superintendent (SDS) the reports required by Deped Order No. 22, Series of 2024 such as the Learning Service Continuity Plan (LSPCs), etc. The SPCO, UHSO and other offices submit the required reports to their regulating agencies.

K. Responsibilities

1. The Safety, DRRM, and Pollution Control Coordinators in Grade School, Junior High School, Senior High School and the SPCO at the tertiary level shall take the lead to monitor the safety situation in their assigned area.
2. Parents and guardians have the ultimate responsibility for determining whether their children should attend classes in consideration of their physical and /or mental health during disasters and calamities. This applies even if no order for suspension of classes has been issued.
3. Nonetheless, it shall also be the responsibility of the parents or guardians to ensure that their child is able to catch up with the needed competencies that the learners should master.
4. Teachers shall give learners who miss learning activities due to class suspensions due consideration regarding their attendance and the completion of learning tasks.
5. The University President in consultation with the Advisory Board shall issue, through the Vice President for Administration, the official advisory on suspension of classes and / or work due to inclement weather, natural disasters, extreme heat or other disasters.
6. SMU Management reserves the prerogative to issue suspension of classes and/or work (even without any typhoon signal) or modify previous advisories based on its assessment of the prevailing or projected weather condition.

The guidelines issued in previous circulars, manuals and issuances are hereby modified. Please be guided accordingly.

JOHN G. TAYABAN, PHD
Vice President for Administration

Approved:
JOHN OCTAVIOUS S. PALINA, PHD
University President

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 33
AY 2024-2025

DATE : **23 MAY 2025**

TO : **ALL EMPLOYEES, STUDENTS AND STAKEHOLDERS**

RE : **WORK AND CLASS SUSPENSIONS**

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1. **16th Grand Ammungan Festival**

Pursuant to Executive Order No. 80 s. 2025 by Gov. Jose V. Gambito, SMU work and classes will be suspended on **Monday, May 26, 2025** as rest day for the Grand Ammungan Festival.

Examinations scheduled on that day will be postponed to June 2, 2025.

2. **Eid'l Adha**

Proclamation No. 911 of President Ferdinand Marcos Jr. declared **June 6, 2025 ,Friday**, a regular holiday in observance of Eid'l Adha or the Feast of Sacrifice in the Islamic faith.

Work and classes will be suspended on that day. The revised advising and enrollment schedule for the mid-year term will be announced by the Registrar.

Enjoy the upcoming holidays and we look forward to welcome you back refreshed and recharged for the tasks and mission ahead.

JOHN G. TAYABAN, PHD
Vice President for Administration

Approved:

JOHN OCTAVIOUS S. PALINA, PHD
University President

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SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 2025-38
AY 2024-2025

DATE : **22 July 2025**

TO : **SMU EMPLOYEES AND STUDENTS**

RE : **SUSPENSION OF WORK AND CLASSES ON JULY 23, 2025**

Pursuant to Memorandum Circular No. 90 issued by the Office of the President of the Philippines and the Public Advisory of Governor Jose V. Gambito and the projected heavy rainfall, **the University President hereby suspends classes and work in all levels of Saint Mary's University on Wednesday, July 23, 2025.**

All employees must ensure that their work places are safe and secure before leaving the campus today.

Everyone is reminded to remain vigilant and take the necessary precautions to ensure their safety and wellbeing.

JOHN G. TAYABAN, PHD, RPm, RPsy
Vice President for Administration

Noted:

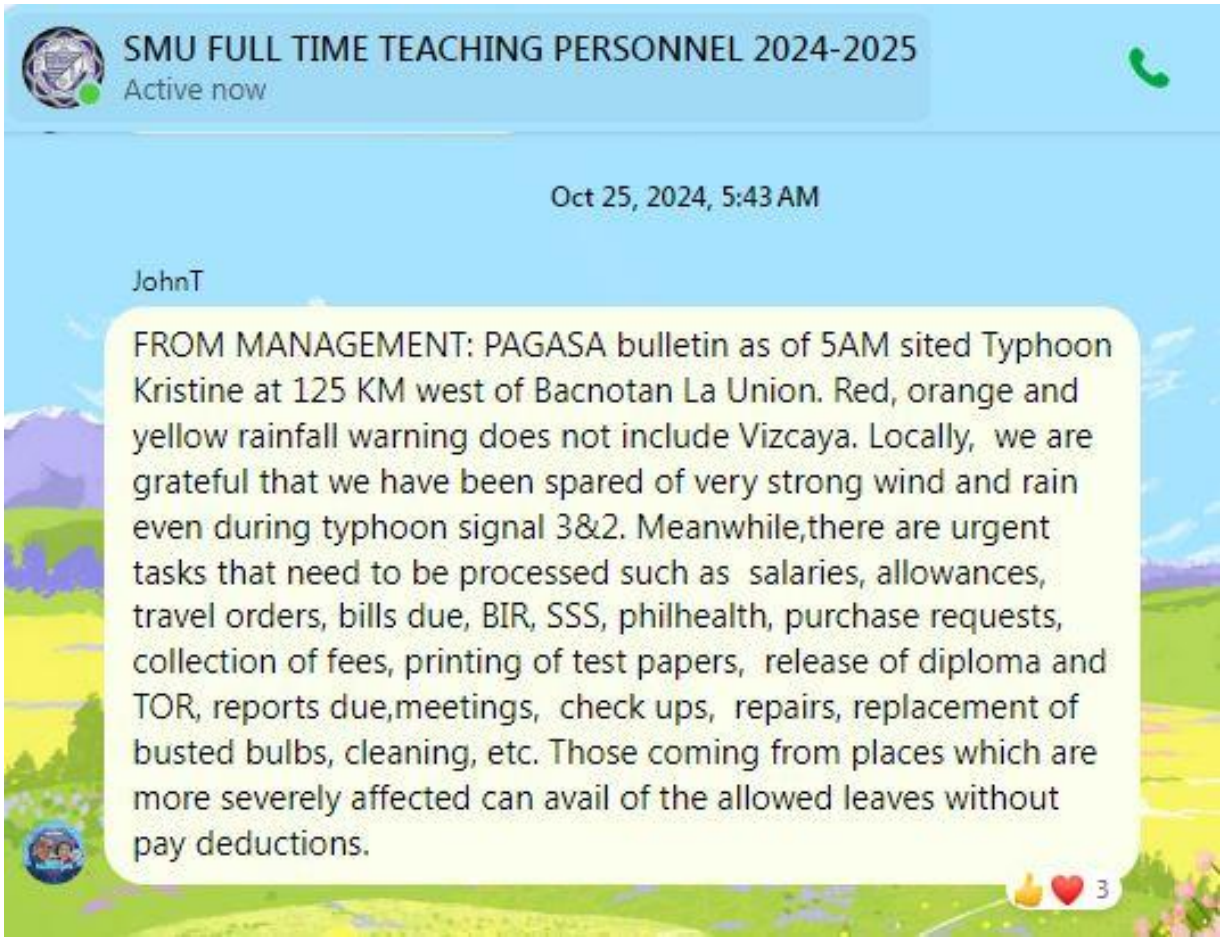
JOHN OCTAVIOUS S. PALINA, PHD, DBA
University President

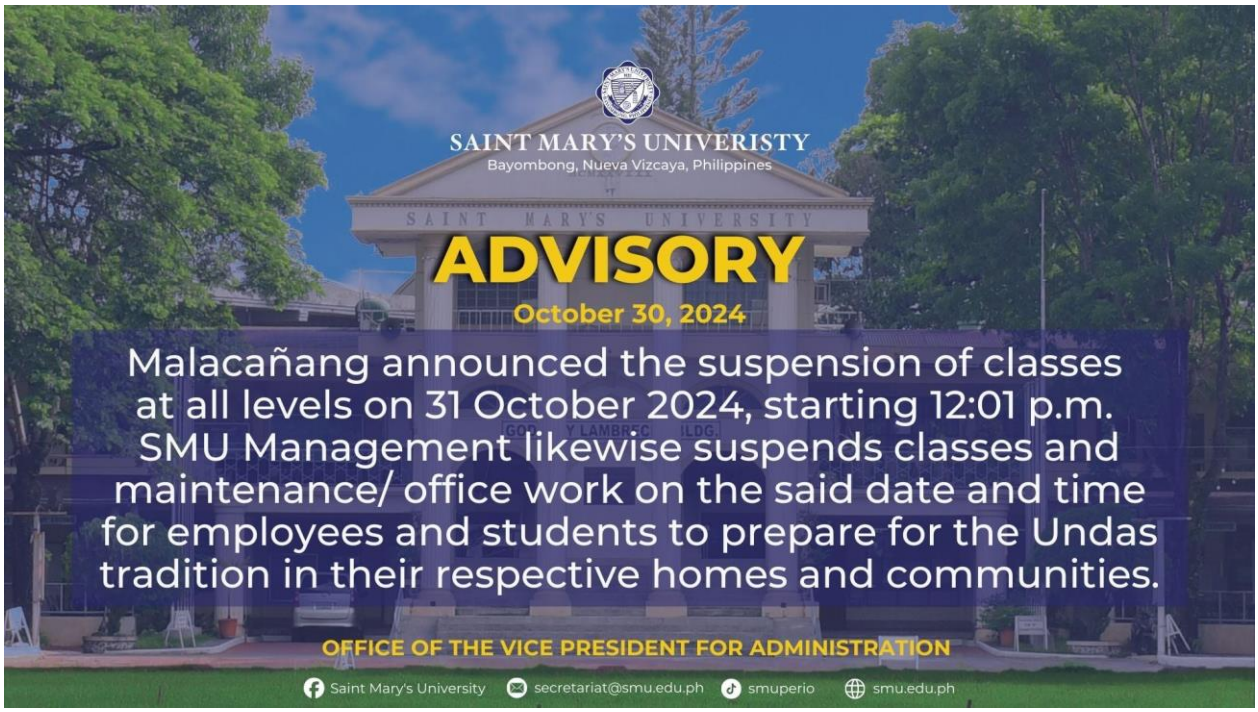

SAINT MARY'S UNIVERISTY
Bayombong, Nueva Vizcaya, Philippines
ADVISORY
October 22, 2024
Classes are suspended in all levels on October 23 based on the memo of Gov. Gambito. Work advisory will be issued later based on the weather situation.
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
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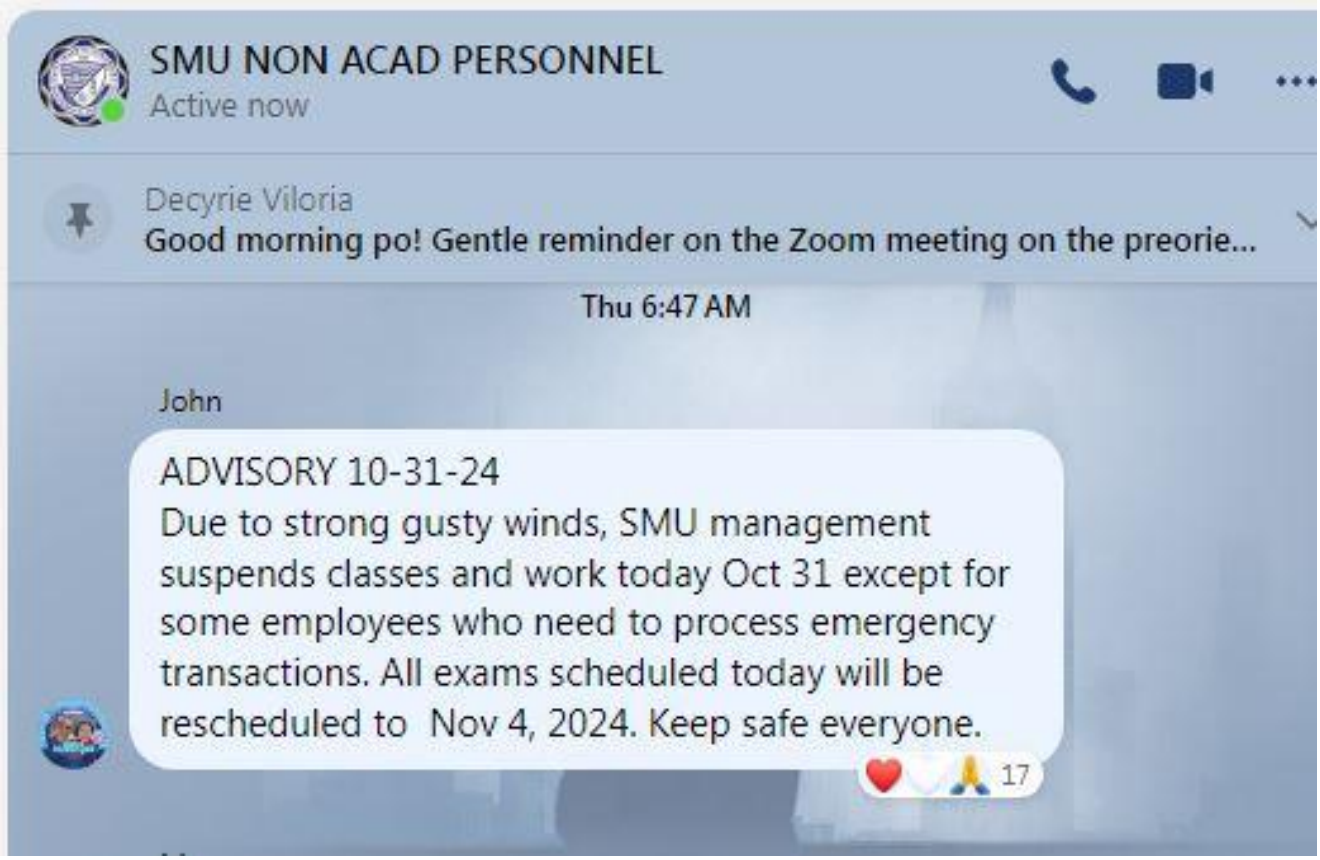

SAINT MARY'S UNIVERISTY
Bayombong, Nueva Vizcaya, Philippines
ADVISORY
October 23, 2024
Management declared no work today October 23, 2024 due to Typhoon KristinePH. Stay safe everyone.
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
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SAINT MARY'S UNIVERISTY
Bayombong, Nueva Vizcaya, Philippines
ADVISORY
October 23, 2024
Classes at all levels and work in all offices remain suspended on Thursday, 10-24-24 as Vizcaya is under typhoon signal #3. We pray for everyone's safety.
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
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SAINT MARY'S UNIVERISTY
Bayombong, Nueva Vizcaya, Philippines
ADVISORY
October 24, 2024
Classes at all levels remain suspended on October 25, 2024 as announced by the national govt. Maintenance and office work will resume.The replacement date for exams scheduled on October 25 will be announced later.
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SMU FULL TIME TEACHING PERSONNEL 2024-2025
Active now
Oct 25, 2024, 5:43 AM
JohnT
FROM MANAGEMENT: PAGASA bulletin as of 5AM sited Typhoon Kristine at 125 KM west of Bacnotan La Union. Red, orange and yellow rainfall warning does not include Vizcaya. Locally, we are grateful that we have been spared of very strong wind and rain even during typhoon signal 3&2. Meanwhile,there are urgent tasks that need to be processed such as salaries, allowances, travel orders, bills due, BIR, SSS, philhealth, purchase requests, collection of fees, printing of test papers, release of diploma and TOR, reports due,meetings, check ups, repairs, replacement of busted bulbs, cleaning, etc. Those coming from places which are more severely affected can avail of the allowed leaves without pay deductions.
3


SAINT MARY'S UNIVERISTY
Bayombong, Nueva Vizcaya, Philippines
ADVISORY
October 30, 2024
Malacañang announced the suspension of classes at all levels on 31 October 2024, starting 12:01 p.m. SMU Management likewise suspends classes and maintenance/ office work on the said date and time for employees and students to prepare for the Undas tradition in their respective homes and communities.
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
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SMU NON ACAD PERSONNEL
Active now
Decyrie Viloria
Good morning po! Gentle reminder on the Zoom meeting on the preorie...
Thu 6:47 AM
John
ADVISORY 10-31-24
Due to strong gusty winds, SMU management suspends classes and work today Oct 31 except for some employees who need to process emergency transactions. All exams scheduled today will be rescheduled to Nov 4, 2024. Keep safe everyone.
17

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

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Chapter One

VISION AND ORIENTATION OF SAINT MARY'S UNIVERSITY OF BAYOMBONG

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

I. VISION, MISSION AND OBJECTIVES

A. VISION: Saint Mary's University is a premier CICM Catholic educational institution drawn into **communion** by the Wisdom of God, dedicated to the integral formation of persons exemplifying **excellence**, **innovation**, and **passion for Christ's mission**.

B. MISSION AND OBJECTIVES: SMU carries on the mission of integral human development by:

1. Joyfully witnessing to Christ's mission.
    a. To gather the members of the SMU community in meaningful celebrations of life and faith church liturgies, sacraments, Marian devotions and other prayer activities. (**Faith Celebration**)

b. To joyfully witness to the Christian faith by reaching out to the needy and marginalized members of the immediate communities through works of charity and development. (**Faith Action**)
c. To deepen faith understanding of the members of the SMU community through the Christian Faith Education, retreats, and recollections. (**Faith Formation**)
d. To animate the members of the SMU community to participate in the Mission of the Church through vocation responses, as missionaries, priests, consecrated persons, or lay ministers, and through material or financial contributions. (**Faith Response**)
e. To build the SMU community as a strong participative Catholic community by forming and strengthening small religious organizations under the direction of the Office of the Vice President for Mission & Identity and Center for Christian Formation. (**Faith Community**)

2. Responsibly taking the lead and participating in community-building.
   a. To provide opportunities for leading and being actively involved in building vibrant Christian communities. (**Community Extension Services**)
   b. To provide occasions for initiating and taking part in promoting CICM and social advocacies. (**CICM and Social Advocacies**)
   c. To instill in the individual, faith and pride in the national culture and respect for other cultures. (**CICM and Social Advocacies**)
   d. To develop in the individual, responsible citizenship and leadership skills. (**Responsible Citizenship and Leadership**)

3. Relentlessly manifesting academic, personal and professional excellence (Excellence)
    a. To develop and support the faculty and staff in their pursuit of holistic growth as persons, learners, and scholars in their field of specialization. (**Faculty and Staff Development**)
    b. To provide opportunities for the continuous development in all student's desirable values and character traits by providing avenues for learning, relearning, and unlearning experiences aimed at facilitating and ensuring the formation of good character. (**Good Character Formation**)
    c. To provide opportunities that enhances the students' well-being. (**Students' Development Program and Students' Welfare Program**)

4. Conscientiously strengthening communion
    a. To help managers develop their full potential and capacity and to exercise leadership responsibilities, as well as train and prepare other employees to assume higher levels of responsibility at a later stage. (**Executive Management Development**)
    b. To create an environment of increased openness of communications, increased level of trust and support among organization members, and increased personnel enthusiasm and satisfaction. (**Organizational Development**)
    c. To ensure a culture of transparency, accountability, self and group responsibility in planning and implementing, and responsiveness through policies and procedures and other mechanisms. (**Good Governance**)
    d. To ensure that managers assigned to lead the units can generate high levels of commitment from followers through the exercise of fair, just and equitable treatment of employees and students, and a management style focused on policies that work for the good of the organization. (**Stewardship and Shepherding**)

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

II. SPECIFIC OBJECTIVES

A. SCHOOL OF ACCOUNTANCY AND BUSINESS

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

Specific Objectives:

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

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

B. SCHOOL OF TEACHER EDUCATION AND HUMANITIES

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

Specific Objectives:

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

concern and active involvement in national and international issues;

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

C. SCHOOL OF ENGINEERING, ARCHITECTURE AND INFORMATION TECHNOLOGY

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

Specific Objectives:

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

D. SCHOOL OF HEALTH SCIENCES AND NATURAL SCIENCES

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

Specific Objectives:

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

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

E. COLLEGE OF LAW

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

Specific Objectives:

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

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

F. SCHOOL OF GRADUATE STUDIES

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

Specific Objectives:

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

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

Chapter Two

ORGANIZATION OF SAINT MARY'S UNIVERSITY OF BAYOMBONG

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

I. GOVERNING BOARDS

A. THE CICM PROVINCIAL GOVERNMENT

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

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

therein;

B. THE BOARD OF TRUSTEES

1. REFERENCE

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

2. FUNCTIONS AND RESPONSIBILITIES

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

employees;

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

II. UNIVERSITY OFFICERS

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

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

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

learning for both employees and students. The University President is the liaison officer between the employees and students of the University on one hand, and the Board of Trustees on the other;

iv. maintains and promotes good and satisfactory public relations with the local, national, and international communities and partners;

v. spearheads soliciting financial resources for the physical development, faculty and staff development, student scholarships, research and extension activities of the University that will promote the best learning atmosphere and facilities;

vi. continues to develop the Saint Mary's University Scholarship and Development Foundation, which is a separate corporation intended to assist in the further development of the University through scholarships, development grants and other student support services;

vii. creates institutes, centers, boards, councils and committees, as he may deem necessary, in order to promote the goals of the University. He/She appoints the officers and members of such bodies and defines their duties and responsibilities;

viii. approves the hiring and initial rank or step of new personnel;

ix. appoints in consultation with the Advisory Board, University officers wherein Vice Presidents are subject to the approval, and Middle Managers and other institutional officers are subject to the confirmation of the Board of Trustees;

x. approves the promotion or retention, and

renewal or non-renewal of contracts of academic and non-academic personnel;

xi. appoints the "Acting President" when he/she is absent for more than two weeks;

xii. approves off-campus activities and suspension of classes;

xiii. exercises general supervisory powers over the financial and physical operations of the University. He/She approves, for submission to the Board of Trustees, the budget submitted by the Vice President for Finance and Treasurer;

xiv. approves all financial transactions amounting to Php50,000.00 and above with the recommendation of the Vice President for Finance and Treasurer;

xv. recommends capital expenditure projects and major investments to the Board of Trustees for approval after consultation with the Advisory Board;

xvi. presents an annual report on the overall operations of the University and furnishes a copy thereof to the Board of Trustees and members of the Corporation; and

xvii. supervises the Institutional Development and Quality Assurance Office (IDQAO), University Research Center (URC), Physical Plant and Properties, Development and Maintenance Office (PPPDMO), Promotions, External Relations and Internationalization Office (PERIO) and University Research Ethics Office (UREO).

b. **Delegation of Powers**. The President of the University may delegate some or any of his/her functions to other officers of the University, as he/she deems fit and necessary. In such case, he/she is bound by the decisions and actions of the delegate

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

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

B. VICE PRESIDENT FOR MISSION AND IDENTITY

1. REFERENCE

a. **Appointment**: The Vice President for Mission and Identity is appointed by the CICM Philippines Provincial Superior through the SMU Board of Trustees for a term determined by them.

b. **Qualifications**: The Vice President for Mission and Identity must:
   i. possess at least a master's degree or a professional license requiring at least a bachelor's degree;
   ii. have managerial competence or have a background of demonstrated service and competence in his field of endeavor; and
   iii. be of good moral character.

2. FUNCTIONS AND RESPONSIBILITIES

a. he is the Officer-In-Charge during casual absences of the University President;

b. ensures the promotion in living out the CICM Catholic identity and missionary spirituality and activities in the University;

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

C. VICE PRESIDENT FOR ADMINISTRATION

1. REFERENCE

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

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

2. FUNCTIONS AND RESPONSIBILITIES

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

students and student organizations;

l. takes charge of preparing project papers and feasibility studies on administrative aspect;
m. represents the University in public activities and offices whenever delegated by the University President;
n. determines the general enrolment procedures in consultation with the Enrollment Management Team;
o. signs checks amounting to less than Php50,000.00 in the absence of the Vice President for Finance and Treasurer and checks amounting to more than Php50,000.00 in the absence of the University President and the Vice President for Mission and Identity;
p. takes charge of the use and maintenance of University vehicles and supervises the University drivers;
q. takes charge of the reservation for use of university facilities;
r. supervises the security guards and initiates security and emergency operations in the University;
s. approves requests for overtime endorsed by unit heads and entry in campus during non-working days;
t. approves travel order forms, employee leave forms, car service request forms, and trip tickets;
u. takes charge of administrative convocations and activities such as Administrative Session, *Gawad Maria*, and Foundation Day Celebration;
v. prepares or assists in the preparation of contracts and /or contract renewal with external agencies providing administrative services such as security, janitorial, internet, annual medical check-up and other service providers and submits them to the President for approval and keeps all contracts in the files for safekeeping; and
w. performs other related functions as the University

President may assign.

D. VICE PRESIDENT FOR ACADEMIC AFFAIRS

1. REFERENCE

a. **Appointment:** The University President recommends the appointment of the Vice President for Academic Affairs subject to the approval of the Board of Trustees.

b. **Qualifications:** The Vice President for Academic Affairs must:
   i. be a doctoral degree holder;
   ii. have managerial competence or have a background of demonstrated service and competence in his/her field or endeavor; and
   iii. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES:

a. he/she is the Officer-in-Charge during casual absences of the President, the Vice President for Mission and Identity and the Vice President for Administration;

b. takes charge of all academic matters including curriculum revisions, grading system, performance evaluation for academic personnel, and improvements of faculty and instruction, among others;

c. supervises the Basic Education Principals, Academic Deans, and Heads of Offices on matters relating to

instruction (e.g. academic supervision, preparation of teachers' load, etc.), faculty development, curriculum, supervision, library facilities and the like;

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

President may assign.

E. VICE PRESIDENT FOR FINANCE AND TREASURER

1. REFERENCE

a. **Appointment:** The President recommends the appointment of the Vice President for Finance and Treasurer subject to the approval of the Board of Trustees.

b. **Qualifications:** The Vice President for Finance and Treasurer must:
   i. possess at least a master's degree or a professional license requiring at least a bachelor's degree; a doctoral degree holder, is however, preferred.
   ii. have managerial competence or have a background of demonstrated service and competence in his/her field of endeavor; and
   iii. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES

a. he/she is the Officer-in-Charge during casual absences of the President, the Vice President for Mission and Identity, the Vice President for Administration and the Vice President for Academic Affairs;

b. is the chief financial officer of the University and as such, is responsible to the University President;

c. seeks funds to improve and develop the financial

resources of the University, including institutional fund raising or fund sourcing activities;

d. supervises the Chief Accountant, the Assistant Treasurer, the Head Cashier, the Head of Inventory Management Office, and the Head of Publishing and Digital Printing Office;
e. endorses to the University President Memorandums of Agreement and contracts which are related to properties, supplies, equipment and those related to the offices under his/her supervision and keeps copies for safekeeping and reference;
f. signs with the University President all contracts with financial implications, leases, and other documents of major importance as authorized by the Board of Trustees;
g. signs checks with the University President or with the other Board- authorized signatories which are the other Vice Presidents and countersigns and endorses checks, drafts, orders, notes, and other negotiable instruments belonging to the University in accordance with rules set forth by the Board of Trustees;
h. takes charge of all financial transactions such as sales and purchases with prior information and approval of the University President especially for major transactions amounting to Php50,000.00 and above;
i. recommends financial and administrative policies and systems for the efficient and proper utilization of the physical and financial resources of the University. For other financial requests and decisions, the standard operating procedures of the University are followed;
j. ensures that all accounts and records are audited by an independent Certified Public Accountant, and that accurate financial statements and reports are provided to the Board of Trustees, corporation members, standardizing agencies, government

agencies and others that are entitled to receive them;

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

F. UNIVERSITY CHAPLAIN AND DIRECTOR, CENTER FOR CHRISTIAN FORMATION

1. REFERENCE

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

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

and Identity and is mandated to perform the following:

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

G. UNIVERSITY REGISTRAR

1. REFERENCE

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

of student academic records and related school work, and

iii. be of good moral character

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

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

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

(DepEd) and Legal Education Board (LEB);

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

H. ACADEMIC DEANS

1. REFERENCE

a. **Appointment**: The Academic Deans are appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.

b. **Qualifications**:

i. The Deans for undergraduate degree programs must be a doctoral degree holder and, where applicable, a holder of appropriate professional license requiring at least a bachelor's degree. However, in specific fields where there is dearth of holders of master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified.

ii. The dean for graduate degree programs must hold an appropriate doctoral degree and has published research works.

iii. The Dean of the College of Law program must be a member of the Bar in good standing and in the practice of law for at least five years.

iv. In addition, the Dean of the Undergraduate and Graduate levels must have at least five years of satisfactory teaching experience and at least two years of satisfactory managerial experience.

v. The academic deans must be of good moral character

b. **Term of office**: The term of office is one year for the initial appointment. This initial appointment may be renewed for a term of two years on the second appointment. The succeeding appointments shall be for a term of three years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

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

xi. represent the School within the University.

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

time/temporary;

ii. advancement of professional growth of the faculty and staff (Faculty and Staff Development Program);

iii. enforcement of discipline among the academic and non-academic personnel of the School;

iv. regular performance appraisal of the academic and non-academic personnel of the School;

v. recommendation on sabbatical and other special leaves of academic and non-academic personnel to the Vice President for Administration; and

vi. endorsement of Professorial Chairs to the Vice President for Academic Affairs who in turn recommends to the Advisory Board the approval of such.

f. coordinate and support the work of the academic and non-academic personnel and students, specific to his/her School

i. coordination with offices concerned (Guidance and Testing Office, Office of the Dean of Student Affairs and Services, Office of the Associate Dean of Student Affairs and Services for Men/Women and Center for Christian Formation) on the provision of the necessary support for academic, social and spiritual growth of students and faculty;

ii. supervision of School's faculty members in the preparation for accreditation

iii. monitoring of School's faculty members in response to the recommendations of the accrediting team; and

iv. coordination with IDQAO and concerned offices for accreditation.

g. spearhead the planning and implementation of the

budget of his/her School such as the

i. coordination with the department heads for their budgets;
ii. preparation and presentation of the School's budget for the school year;
iii. monitoring the utilization of the approved School budget; and
iv. undertaking fund raising for the School, when needed, subject to the approval of the Administration.

h. represent the School in linkages outside the University
   i. representation of the School in external organizations, whenever necessary, subject to the approval of the Administration;
   ii. coordination with the Vice President for Academic Affairs and Head, Promotions, External Relations and Internalization Office (PERIO) on forging and implementing projects on external affairs of the School;
   iii. coordination with the Head of the Alumni Affairs Office on alumni concerns; and
   iv. overseeing the publicity and promotion of School projects essential to SMU's impact and visibility;

i. performs other related tasks as may be assigned by the Vice President for Academic Affairs or the President.

I. DEAN OF STUDENT AFFAIRS AND SERVICES

1. REFERENCE

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

degree holder, is however, preferred;
ii. have at least two years of satisfactory managerial experience; and
iii. be of good moral character.

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

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

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

speakers from outside the University for student activities.

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

recommendations to the Advisory Board and distributes the Student Handbook to all new students;

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

J. DIRECTOR, CENTER FOR INFORMATION AND COMMUNICATION TECHNOLOGY

1. REFERENCE

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

i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
ii. have at least two years of satisfactory managerial experience related to Information Technology; and
iii. be of good moral character.

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

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

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

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

K. DIRECTOR, CENTER FOR NATURAL SCIENCES

1. REFERENCE

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

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

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

equipment and services pertinent to the Center and sees that such are organized and maintained; and

i. performs other related functions that the Dean of the School of Health and Natural Sciences, the Vice President for Academic Affairs and the University President may assign.

L. DIRECTOR, HUMAN RESOURCES DEVELOPMENT OFFICE

1. REFERENCE

a. **Appointment**: The Director of the Human Resources Development Office is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.

b. **Qualifications:** The Director of the Human Resources Development Office must:

i. possess at least a master's degree. A doctoral degree holder, is however, preferred;

ii. have at least two years of satisfactory managerial experience;

iii. knowledgeable on labor laws, standards and labor relations; and

iv. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES:

The Director of the Human Resource Development Office is directly responsible to the Vice President for Administration and is mandated to perform the following:

a. Recruitment, Selection and Hiring.

i. receives all requests for manpower needs (including working students and student

assistants) and ensures that accurate job descriptions and job specifications are in place;
ii. prepares and posts recruitment materials using various media ;
iii. receives application documents to be submitted to the University President for initial screening;
iv. subjects the shortlisted applicants to the selection procedure in coordination with the Dean, Principal, or Heads of Offices concerned and submits final hiring recommendation to the President for approval;
v. communicates the University President's decision to the job applicants;
vi. gives general orientation to newly hired employees.
vii. prepares employment contracts and issues notices relative thereto;
viii. proposes to the PSRTC initial ranking of employees; and
ix. keeps complete records and regularly updates the Human Resource Information System (HRIS) database of employees.

b. Retention
i. endorses to the Treasury and Accounting Office matters related to personnel benefits;
ii. designs and implements a holistic academic and non-academic personnel development program to create a dynamic and highly motivated human resource;
iii. monitors the implementation of the faculty and staff development program;
iv. develops and implements a performance evaluation system and personnel management policies and procedures in coordination with the Vice President for Academic Affairs for academic personnel and the Vice President for Administration for non-academic personnel;

v. prepares the annual comprehensive appraisal of employees based on the reports submitted by Deans, Principals and Heads of Offices and submitting these to the PSRTC for appropriate action;
vi. proposes to the PSRTC rank adjustments/accelerations due to additional qualifications or appointments;
vii. prepares HR documents based on approved requests of employees, regulatory and accrediting agencies;
viii. assists in explaining or answering queries related to interpretation of employment policies and procedures for clarification and guidance;
ix. provides basic counseling to employees who have work-related concerns/difficulties.

c. Separation
   i. assists resigning and retiring employees on document preparation;
   ii. conducts exit interview and submits to the VP for Administration regular reports of reasons for employee separation; and
d. Performs other related duties that the Vice President for Administration or the University President may assign.

M. DIRECTOR, INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

1. REFERENCE

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

i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
ii. have at least two years of satisfactory managerial experience; and
iii. be of good moral character.

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

2. **FUNCTIONS AND RESPONSIBILITIES:** The Director of the Institutional Development and Quality Assurance Office is directly responsible to the University President but will be reporting and coordinating with the four Vice Presidents, and is mandated to perform the following:
   a. spearheads the conduct of the institutional strategic and annual planning sessions and management review sessions;
   b. monitors and makes corresponding reports to the University President on the implementation of the development and action plans, including Quality Assurance (QA) systems and procedures of the University;
   c. serves as the Quality Management Representative (QMR);
   d. recommends to the Extended Advisory Board benchmarking activities to establish institutional standards;
   e. assists the Academic Deans, the Principals and the Vice President for Academic Affairs in the preparation, collection and evaluation of reports required by regulatory, certification and accrediting agencies;
   f. maintains complete and updated reports on the performance of the different academic departments

in the different key result areas that correspond with the standards set by regulatory, certification and accrediting agencies;

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

N. DIRECTOR, LINGKOD MARIA COMMUNITY DEVELOPMENT AND ADVOCACY CENTER

1. REFERENCE

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

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

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

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

of clearance to the Academic Dean;

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

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

1. REFERENCE

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

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

b. **Qualifications:** The Director of the Physical Plant and Properties Development and Maintenance Office (PPPDMO) must:
   i. be a registered Civil or Electrical Engineer or Architect. But in case there is a dearth of candidates, a person with training or experience in safety, pollution control, or Hazard Identification, Risk Assessment, and Control measures (HIRAC) may be considered as head with the support of a technical consultant.
   ii. have at least two years industry experience; and
   iii. be of good moral character.

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

2. **FUNCTIONS AND RESPONSIBILITIES:** The Director of Physical Plant and Properties Development and Maintenance Office is directly responsible to the University President and is mandated to perform the following:
   a. is responsible for the supervision of housekeeping and upkeep of physical plant and facilities, including the regular inspection, planning, repair, maintenance and remodeling if needed, of property, plant and equipment;
   b. develops and implements the preventive maintenance program for all University properties, plants and equipment;
   c. is responsible for regularly inspecting, identifying

and correcting defects in all buildings and structures;

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

P. DIRECTOR, UNIVERSITY LEARNING RESOURCE CENTER

1. REFERENCE

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

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

b. **Qualifications:** The Director of the University Learning Resource Center must:
   i. be a Registered Librarian
   ii. possess at least a master's degree. A doctoral degree holder, is however, preferred;
   iii. have at least two years of satisfactory managerial experience; and
   iv. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES: The Director of the University Learning Resource Center is directly responsible to the Vice President for Academic Affairs and is mandated to perform the following:

a. formulates, revises and administers general library policies, rules and regulations subject to the approval of the Vice President for Academic Affairs;
b. supervises the organization of all learning resources, the efficient and effective use of the library resources, facilities, and services and the maintenance of local databases for speedy access, retrieval or delivery of information in coordination with the Director of the CICT;
c. plans for the development of existing facilities and new library facilities;
d. spearheads the development and updating of the library collections in coordination with the Academic Deans and the Principals and recommends the purchases of library materials to the Vice President

for Academic Affairs;

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

Q. DIRECTOR, UNIVERSITY RESEARCH CENTER

1. REFERENCE

a. **Appointment**: The Director of the University Research Center is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.

b. **Qualifications:** The Director of the University Research Center must:
   i. have an earned doctoral degree;
   ii. have at least two years of satisfactory managerial experience;
   iii. have published research in a peer reviewed journal; and
   iv. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES:

The Director of the University Research Center is directly responsible to the University President and is mandated to perform the following:

a. formulates and implements, in consultation with all concerned academic offices and subject to approval by higher authorities, a general and comprehensive university research development plan and research agenda as basis for possible research projects of the Research Center;

b. implements approved development plans, general policies, systems, procedures, rules and regulations regarding University research activities;

c. initiates and oversees the conduct of all forms of institutional researches;

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

R. CHIEF ACCOUNTANT

1. REFERENCE

a. **Appointment**: The Chief Accountant is appointed by the University President in consultation with the Advisory Board, subject to confirmation by the Board of Trustees.

b. **Qualifications:** The Chief Accountant must:
   i. be a Certified Public Accountant;
   ii. possess at least a master's degree. A doctoral degree holder, is however, preferred;
   iii. have at least two years of satisfactory managerial experience; and
   iv. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES:

The Chief Accountant is directly responsible to the Vice President for Finance and Treasurer and is mandated to perform the following:

a. ensures that all financial transactions of the University, including the SMU Retirement Plan are properly and correctly recorded in accordance with generally accepted accounting principles, policies and procedures;

b. ensures that all necessary financial reports and statements are prepared and submitted promptly;

c. prepares financial reports and liquidation reports for trust funds and other reports requested by outside agencies;

d. computes personnel salaries and ensures its timely deposit to the personnel's payroll accounts;

e. supervises personnel within the accounting division and coordinates their work with the other divisions under the Vice President for Finance and Treasurer and with

other sectors of the University;

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

S. INTERNAL AUDITOR

1. REFERENCE

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

2. FUNCTIONS AND RESPONSIBILITIES

: The Internal Auditor is responsible to the University President and the Board of Trustees and is mandated to perform the

following:

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

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

1. REFERENCE

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

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

b. **Qualifications:** The Associate Deans of Student Affairs and Services for Men/Women must:
   i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
   ii. have at least two years of satisfactory managerial experience; and
   iii. be of good moral character.

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

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

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

other similar certificates.

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

U. HEAD, ALUMNI AFFAIRS OFFICE

1. REFERENCE

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

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

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

the Vice President for Administration.

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

1. REFERENCE

a. **Appointment**: The Head of the Computer and Electronics Technical Services Office (CETSO) is appointed by the University President in consultation with the Advisory Board. and subject to the confirmation of the Board of Trustees.

b. **Qualifications:** The Head of the Computer and Electronics Technical Services Office (CETSO) must:
   i. possess at least a bachelor's degree
   ii. have at least two years' experience in computer hardware servicing and maintenance;
   iii. be a holder of NCII or its equivalent in computer hardware servicing and maintenance; and
   iv. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES:

The Head of the Computer and Electronics Technical Services Office is directly responsible to the Director of the Center for Information and Communication Technology and is mandated to perform the following:

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

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

W. HEAD, CULTURAL AFFAIRS OFFICE (CAO)

1. REFERENCE

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

mandatory retirement age of 65.

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

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

1. REFERENCE

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

b. **Qualifications:** The Head of the Equivalency and Technical Vocational Assessment Office must:
   i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
   ii. have a relevant and updated Training Methodology Certificate; and
   iii. be of good moral character.

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

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

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

Y. HEAD, GUIDANCE AND TESTING OFFICE (GTO)

1. REFERENCE

a. **Appointment**: The Head of the Guidance and Testing Office (GTO) is appointed by the University President in consultation with the Advisory Board, subject to the confirmation of the Board of Trustees.

b. **Qualifications:** The Head of the Guidance and Testing Office must:
   i. possess at least a master's degree. A doctoral degree holder, is however, preferred; and
   ii. be a Registered Guidance Counselor;
   iii. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES

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

a. plans, organizes and controls the operation and activities of the Office;

b. supervises and monitors the provision of the different guidance services;

c. oversees the implementation of the activities as requested by other schools/organizations as part of its extension services like:
   i. Extension Testing,
   ii. Peer Counselors Training,
   iii. Leadership Training, and
   iv. Referrals

d. plans, implements and evaluates the conduct of the orientation programs designed for the freshmen and

transfer students in close collaboration with the Student Central Council and the Dean of Student Affairs and Services;

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

Z. HEAD, INVENTORY MANAGEMENT OFFICE (IMO)

1. REFERENCE

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

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

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

written approval) for repair, disposal etc ;

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

AA.HEAD, UNIVERSITY HEALTH SERVICES

1. REFERENCE

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

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

2. **Functions and Responsibilities:** The Head of Medical and Dental Office is directly responsible to the Dean of Student Affairs and Services and is mandated to perform the following:

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

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

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

1. REFERENCE

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

3. FUNCTIONS AND RESPONSIBILITIES: The Head of Promotions, External Relations and Internationalization Office is directly responsible to the University President and is mandated to perform the following:

a. serves as the Public Information Officer for linkage activities of the University;

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

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

1. REFERENCE

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

b. **Qualifications:** The Head of the Publishing and Digital Printing Office (PDPO) must:
   i. possess at least a master's degree;
   ii. have experience in publications and digital printing equipment operations; and
   iii. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES: The Head of the Publishing and Digital Printing Office is directly responsible to the Vice-President for Finance and Treasurer and is mandated to perform the following:

a. solicits/receives materials for publication from the academic and non-academic personnel of the University;
b. ensures that the materials for publication are updated and of scholarly quality through a system of academic peer review;
c. ensures the technical and aesthetic quality of publications and compliance with the SMU brand standards;
d. ensures the adequate protection of the intellectual property rights of the authors and the University;
e. negotiates with external clients for publication or printing jobs, subject to the approval of the Vice President for Finance and Treasurer;
f. ensures that printing jobs are done in a timely, efficient and effective manner;
g. keeps supplies and materials inventory needed for publications at a reasonable level at all times to ensure non-disruption of productions/operations;

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

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

1. REFERENCE

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

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

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

President.

EE. HEAD, TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT OFFICE

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

2. **FUNCTIONS AND RESPONSIBILITIES**: The Head of Technology Transfer and Business Development is directly responsible to the Dean, School of Engineering, Architecture and Information Technology and is mandated to perform the following:
   a. supervises the operation of TTBDO food and non-food Shared Service Facility (SSF) and other equipment provided by DTI, Local Government Units and other governmental and non-governmental agencies;
   b. supervises the troubleshooting and preventive maintenance of instruments, equipment, tools

and training aids;

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

FF. HEAD, UNIVERSITY RESEARCH ETHICS OFFICE (UREO)

1. REFERENCE

a. Appointment: The Head of University Research Ethics Office (UREO) is appointed by the University President in consultation with the Advisory Board and subject to the confirmation of the Board of Trustees.

b. Qualifications: The Head of the University Research Ethics Office must:

i. Possess a doctoral degree;
ii. have published research in a peer reviewed

journal;
iii. be a member of Research Ethics Board; and
iv. be of good moral character.

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

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

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

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

g. performs other related tasks that may be assigned by the University President.

GG. ACADEMIC DEPARTMENT HEADS

1. REFERENCE

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

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

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

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

HH. ACADEMIC COORDINATOR, JURIS DOCTOR PROGRAM

1. REFERENCE

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

ii. be of good moral character.

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

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

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

II. GRADUATE PROGRAMS CLUSTER DEPARTMENT HEADS

1. REFERENCE

a. **Appointment**: The Graduate Programs Cluster Department Heads are appointed by the University President in consultation with the Advisory Board.

b. **Qualifications:** The Graduate Programs Cluster Department Heads must:
   i. possess at least a master's degree. A doctoral degree holder, is however, preferred;
   ii. be of good moral character.

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

2. FUNCTIONS AND RESPONSIBILITIES:

The Graduate Programs Cluster Department Heads are directly responsible to the Dean of the School of Graduate Studies and are mandated to perform the following:

a. articulate visions and directions of the graduate programs cluster to ensure organizational alignment to the School's vision, mission, and strategic goals

b. are responsible for setting educational goals for their graduate programs cluster, including targets for educational quality;

c. coordinate with the Dean of the School of Graduate Studies in initiating, monitoring, and assessing systems and programs to achieve the graduate programs cluster's vision, mission, and goals;

d. supervise the practicum or internship of the graduate programs cluster in local, national or international

settings;

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

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

III. UNIVERSITY BOARDS, COUNCILS AND COMMITTEES

A. ADVISORY BOARD

Composition:

Chairman:	University President
Members:	Vice Presidents
	Legal Counsel

Functions:

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

B. EXTENDED ADVISORY BOARD

Composition:

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

Functions:

To widen the base of policymaking and decision-making

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

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

C. ACADEMIC COUNCIL

Composition:

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

Functions:

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

the mission statement of the University;

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

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

Composition: It is composed of the following:

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

Functions:

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

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

University Chaplain at least twice every semester or whenever necessary.

Composition:

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

Functions:

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

E. RESEARCH AND COMMUNITY DEVELOPMENT COUNCIL

Composition:

Chairman:	University President
Members:	Vice Presidents
	Academic Deans

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

Functions:

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

F. ADMISSIONS COMMITTEE

Composition:

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

Functions:

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

G. COMMITTEE ON ARBITRATION (COA)

Composition:

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

Functions:

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

H. COMMITTEE ON INVESTIGATION (COI)

Composition:

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

Functions:

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

I. COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

Composition:

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

Functions:

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

J. CAMPUS SAFETY AND DISASTER PREPAREDNESS COMMITTEE (CSDPC)

Composition:

Chairman: Vice President for Administration
Vice Chairman: Head, Safety and Pollution Control Officer

Members:

Dean of Student Affairs and Services
Academic Deans
Basic Education Principals
Director, HRDO
Director, PPPDMO
ADSAS for Men/Women
Department Head, Criminology
University Medical Teams
NSTP Coordinator
DRRM & Safety Coordinators
Head, Security Agency

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

Functions:

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

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

Composition:

Chairman: University President
Members:
Vice Presidents

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

Functions:

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

L. PHYSICAL PLANT DEVELOPMENT COMMITTEE

Composition:

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

Functions:

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

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

M. RETIREMENT COMMITTEE

Composition:

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

Functions:

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

N. STUDENT SCHOLARSHIPS, GRANTS AND AWARDS COMMITTEE

Composition:

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

Functions:

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

O. EMPLOYEE RECOGNITION AND AWARDS COMMITTEE

Composition:

Chairman: University President
Vice Chair: Vice President for Administration
Members:
Vice President for Mission and Identity
Vice President for Academic Affairs
Vice President for Finance and Treasurer
Director, HRDO
Legal Counsel
Director, Research Center
Director, LMCDAC

Functions:

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

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

P. UNIVERSITY LEARNING RESOURCE COMMITTEE

Composition:

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

Functions:

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

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

Composition:

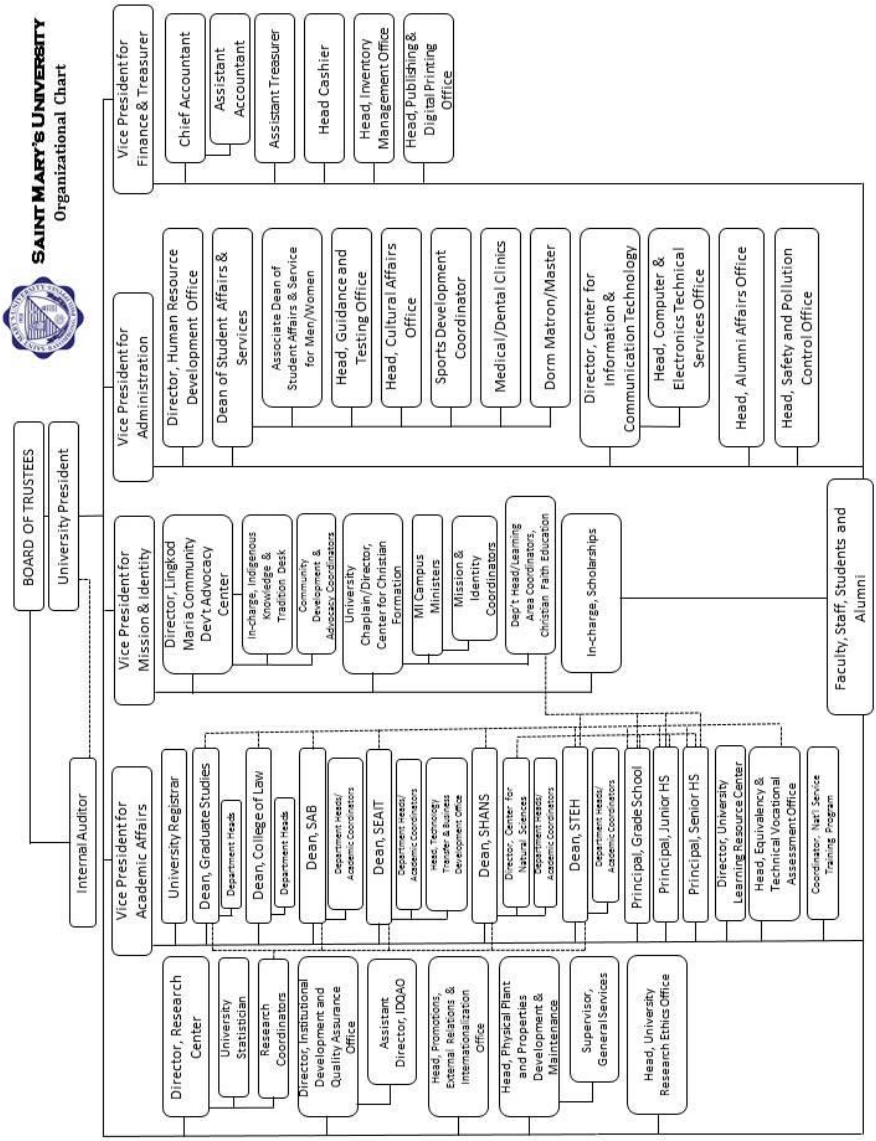
Chairman: Director, HRDO **(Personal Professional Wellness Program)**

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

Functions:

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

IV. ORGANIZATIONAL CHART OF SAINT MARY'S UNIVERSITY



Chapter Three

EMPLOYMENT POLICIES FOR ACADEMIC PERSONNEL

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

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

I. CLASSIFICATION OF ACADEMIC PERSONNEL

A. ACCORDING TO FUNCTION.

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

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

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

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

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

B. ACCORDING TO ADMINISTRATIVE LEVEL

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

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

C. ACCORDING TO EMPLOYMENT STATUS

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

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

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

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

1.1 Probationary Academic Personnel.

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

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

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

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

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

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

2.2 Substitute Academic Personnel.

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

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

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

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

D. ACCORDING TO WORK LOAD

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

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

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

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

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

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

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

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

II. EMPLOYMENT PROCEDURE AND POLICIES

A. MANAGEMENT PREROGATIVES

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

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

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

B. PRE-EMPLOYMENT PROCEDURES

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

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

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

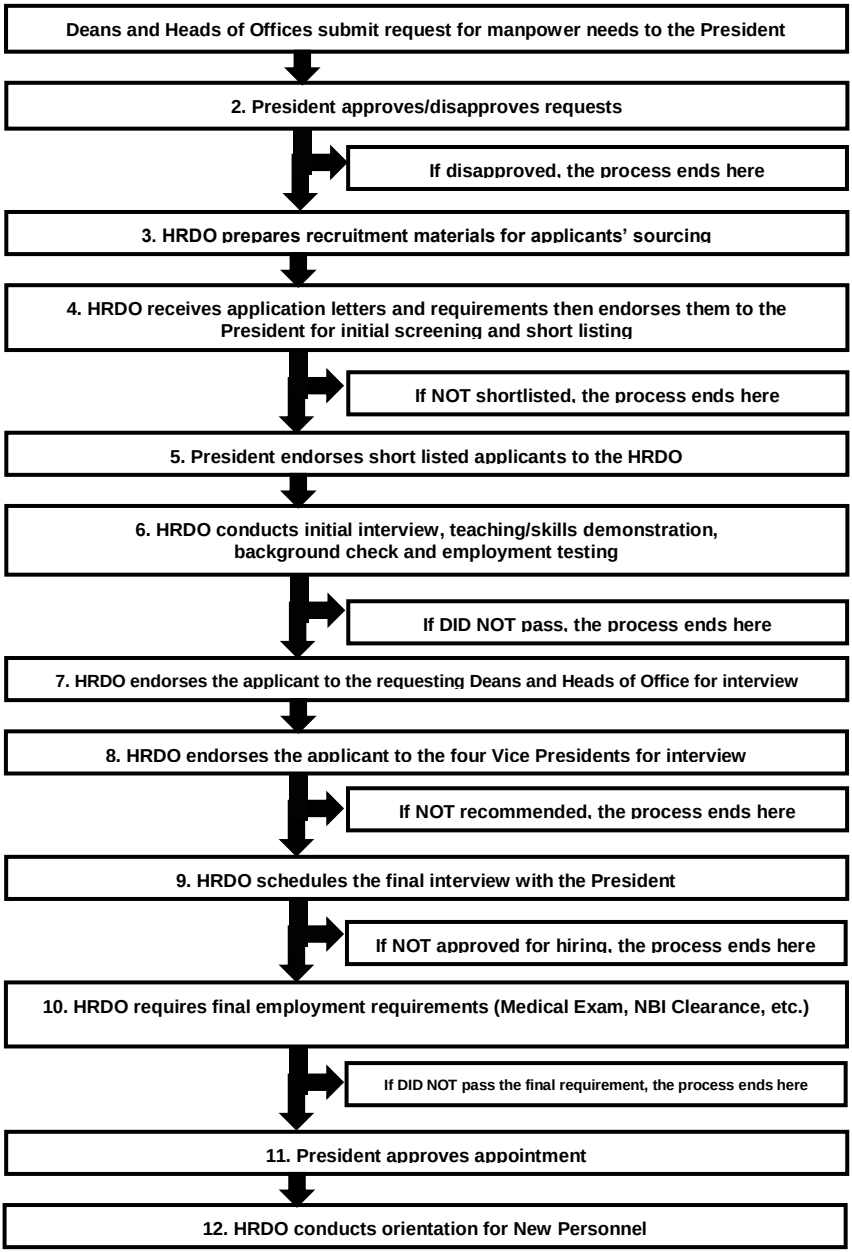
    All information given by the applicant is subject to verification. The University reserves the right to disqualify an applicant, or dismiss him/her if he is already in the employ of the University, if he/she is found to have falsified any information/data he/she had given pertaining to his/her employment.
4. The University President shall examine the documents submitted by the applicants for screening purposes. The HRDO Director shall conduct an initial interview on shortlisted applicants and thereafter, the HRDO Director

shall schedule the conduct of demonstration teaching, in the presence of an evaluation team (headed by the Vice President for Academic Affairs and such other members as he will choose). Demonstration teaching is a mandatory requirement for personnel applying as academic teaching personnel.

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

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

PRE-EMPLOYMENT FLOWCHART



C. EMPLOYMENT CONTRACTS

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

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

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

D. INITIAL RANK

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

b. For academic personnel with previous full-load teaching experience in the tertiary level, he shall be credited in full for the years of full-load service that he rendered in an accredited institution listed by the Federation of Accrediting Associations of the Philippines (FAAP). Otherwise, he shall only be credited two-third (2/3) of the total number of full-load teaching.
c. For academic personnel with previous full-time practice of profession, he shall be given a credit of half-year for every year of full-time practice of profession. In order for their previous full-time professional practice to be credited, sufficient proof must be provided by the applicant.
d. For academic personnel with previous teaching experience in the pre-tertiary level, he shall be given a credit of one (1) year for every year of full-load teaching experience in SMU and in CICM sister schools, or one-half (1/2) if the teaching experience was acquired from other schools.
e. Only the full years of service will be credited in the determination of the initial rank. Any fraction of the total years of previous experience will not be counted.

4. Regardless of the years of teaching and other related experience, a newly-hired academic personnel who does not meet the minimum educational qualifications to an academic rank shall be on ceiling. For instance, the ceiling rank without an aligned or allied master's degree is Assistant Instructor 3 even if the years of teaching experience is beyond 3 years.
5. Resigned academic personnel who are re-hired will be treated as a new applicant and the rank is determined based on the rules on initial ranking.
6. Retired academic employees who are rehired as lecturers maintain their last rank upon retirement.

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

E. GRANT OF FACULTY TENURE

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

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

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

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

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

employee to ensure suitability before the reclassification or transfer is approved.

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

G. TRANSFER FROM ONE ACADEMIC LEVEL TO ANOTHER

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

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

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

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

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

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

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

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

Chapter Four

PROFESSIONAL AND SOCIAL RESPONSIBILITIES OF ACADEMIC PERSONNEL

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

I. PROFESSIONAL RESPONSIBILITIES

A. Professional and Christian Spirit

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

B. Professional Excellence, Innovation and Communion

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

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

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

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

C. Professional Growth and Leadership

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

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

II. SOCIAL-PROFESSIONAL RELATIONSHIPS

A. Academic Personnel - Administration Relationship

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

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

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

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

B. Academic Personnel - Peer Relationship

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

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

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

for mentoring.

C. Academic Personnel - Students Relationship

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

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

D. Academic Personnel - Parents Relationship

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

establishing contact with parents concerning the problems of students.

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

E. Academic Personnel - Community Relationship

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

III. OTHER PROFESSIONAL RESPONSIBILITIES

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

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

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

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

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

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

B. Organization Advisorship

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

C. Academic Freedom

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

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

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

IV. SPECIFIC DUTIES AND RESPONSIBILITIES

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

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

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

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

ii. Personal absences consist of sickness and other emergencies.

b. Absences that affect performance evaluation are personal absences excluding death of immediate family member (maximum seven days), sickness with medical certificate and emergency cases as assessed by the supervising head. Absences deducted from pay include all personal absences in excess of twelve (12) days;

c. Tardiness is committed when the employee reports in class but does not arrive at the officially designated starting time. Making up for tardiness by extending a few minutes or hours longer is not allowed. Early dismissal of classes is also not allowed.

d. **Alternative Class Activity Form**

i. The Alternative Class Activity Form (ACAF) is accomplished by the academic personnel when the class is expected to be outside of the designated classroom/laboratory, performing or participating in an alternative activity.

ii. The academic personnel is expected to be with the class even during alternative class activities. Otherwise, the academic personnel will be marked absent.

iii. The ACAF should be approved by the Department Head and/or Academic Dean and submitted to the HRDO before the conduct of the alternative activity.

6. Absences of academic teaching personnel in the classroom shall be computed on the basis of the following formula:

FULL LOAD ACADEMIC PERSONNEL:

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

PARTIAL LOAD ACADEMIC PERSONNEL:

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

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

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

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

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

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

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

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

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

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

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

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

**Sunday or holiday

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

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

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

c. T-shirts or blouses which are tight-fitting, with plunging necklines;
d. Bare backs, haltered and flimsy blouses which are worn without undershirts;
e. Very short or hanging blouses which expose the stomach or mid-rib;
f. Bright colored hair and highlights; and
g. Rubber slippers/ flat step-in

2. Male Academic Personnel
   a. Very long T-shirts;
   b. T-shirts which are tight fitting;
   c. Slashed or ripped denim pants;
   d. Cross-dressing;
   e. Rubber slippers;
   f. Long and/or bright colored hair and highlights;
   g. Hair accessories (such as kerchief and others) and earrings.

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

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

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

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

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

1. Rooms or offices must always be locked, especially after office hours;

2. Upon leaving, all switches for lights and appliances shall be turned off;

3. Bags and packages brought in and out of the school premises, and delivery vans and vehicles are subject to inspection by the guards; and

4. Personal property of personnel brought into and brought out from the University premises must be properly recorded and registered in the security logbook/properly filled-out form.

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

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

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

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

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

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

Chapter Five

INSTRUCTIONAL POLICIES

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

I. TEACHING ASSIGNMENTS

A. General Guidelines on Teaching Loads

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

B. Load for Academic Personnel

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

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

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

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

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

C. Administrative and Academic Officers

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

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

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

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

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

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

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

$$\text{Excess units for the year} \quad \frac{\text{+ / - overload}}{\text{underload for 1st sem x 5}} \quad \frac{\text{+ / - overload}}{\text{underload for 2nd sem x 5}} \quad \frac{\text{+ / - overload}}{\text{underload for summer converted to semestral units x 2}}$$

$$\text{Overload Pay for excess units at the end of the year} = \frac{\text{Regular monthly rate}}{\text{Fixed units}} \times \frac{\text{Excess units for the year}}{2}$$

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

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

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

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

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

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

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

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

2. The regular work loads of Research Coordinators are:

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

E. Priority in Assigning Loads

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

For Regular Semester:

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

For Midyear Term

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

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

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

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

F. Teaching Load in the Midyear Term

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

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

G. Remuneration for Graduate and Post-Baccalaureate Teaching Load

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

II. INSTRUCTIONAL MANAGEMENT

A. Classroom Management

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

approved by the Vice President for Academic Affairs and the Vice President for Administration.

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

B. Shepherding

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

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

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

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

C. Student Discipline

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

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

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

D. Classroom Teaching

1. The professional responsibility, integrity and teaching

competence of an academic personnel is observed in classroom teaching.

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

   P: **P**rayer, **P**rior Knowledge, **P**reparatory Activities, **P**rojection device, **P**reliminaries, **P**unctuality and Attendance Monitoring, **P**hysical Environment Check, **P**rior Knowledge, **P**re-cognition, **P**resentation, **P**lan for the Day, **P**robing

   R: **R**elevance to the University Vision-Mission, **R**ecall, **R**eal-World Connection, **R**ecitation, **R**ecognition of Students' Achievements, **R**eadiness Activities, **R**emediation, **R**eadings, **R**eferences and **R**esources

I: **I**nteraction, **I**nstructional Technology, **I**nternet Resources, **I**nterests, **I**ntegration of Values, **I**nternalization, **I**nnovations

M: **M**atching Teaching-Learning Styles, **M**ultiple Intelligences, **M**arian & Christian Spirituality, **M**odelling **M**other **M**ary, **M**ission of Christ, **M**inute of CHSF

E: **E**xcellence Prompting and Pledge, **E**nduring Understandings, **E**valuation of **E**ssentials, **E**nthusiastic/**E**ncouraging Agreements/Assignments

U: **U**niversal **U**nderstandings (Generalizations), **U**tilization (Transfer), **U**nfolding of Things to Look Forward to, **U**pdates, **U**pgrades

P: **P**reparing to Wrap-up, **P**rescriptions for Future Learning (Assignment), **P**lan for the Next Class, **P**rayer of Class Closure, **P**ost Script

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

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

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

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

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

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

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

E. Assignments and Other Requirements

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

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

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

F. Instructional Materials

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

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

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

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

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

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

2. Criterion Referenced Grading

a. The grading system adopted is the criterion-referenced or percent system.

b. As a rule, computed grades range from 65 to 100 in all grading terms, while the lowest passing grade is 75. However, the lowest FINAL grade reported in the grading sheet is 70, regardless of the score/points earned.

c. **Criterion-Reference.** Scores in each graded activity shall be transmuted to grades with the following cut-of equivalences in the transmutation scales using equal intervals. To give premium to excellent performance and to discourage mediocrity, the following grade transmutations are required:

    a. For General Education Courses (or Basic/"Minor Subjects"): 60 percent score = 75 grade.

    b. For Professional Courses (or "Major Subjects"):

        i. 65 percent score – 75 grade

ii. For Integration Courses (or "Review Subjects"):

        i. 70 percent score = 75 grade

c.1. The transmutation scales for 60% score=75 grade, for 65% score=75 grade and for 70% score= 75 grade are shown in Table 1.

c.2. The official spreadsheet grading template (Grade Computation Program **(Bayot, 2018**)) shall be used by the faculty.

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

e. The Academic Dean, Department Head concerned, and all Academic Personnel teaching the same subjects will

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

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

Table 1. Grading Transmutation Scales

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

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

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

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

$$G_1 = \frac{CS_1 + FTE}{2} \qquad G_2 = \frac{CS_2 + STE}{2}$$

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

where

G_1 = Grade for the first term
CS_1 = Class standing grade for the first term
FTE = First term examination (long test) grade
G_2 = Grade for the second term
CS_2 = Class standing grade for the second term
STE = Second term examination grade
TFG = Tentative final grade
CS_F = Class standing grade for the final term
FE = Final examination grade
FG = Final grade

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

3. **Duration and Schedule of Examinations**. The Registrar shall issue a schedule of the major examinations before the beginning of every semester. Exams for OJT/RLE shall be scheduled so that practicum duties shall not be unduly disrupted.
   a. Major Examinations are those administered during the blocked schedule. A testing period of 1½ to 2 hours each is allotted for these major examinations.
   b. Adherence to the schedule of examinations, as prepared by the Registrar's Office, will prevent inconveniences on the part of the students and academic personnel. It will also encourage the settlement of the student's financial obligations on time.
   c. Any change in the general time schedule for examinations should get the prior written approval of the Vice President for Academic Affairs upon recommendation of the Academic Dean.

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

4. Approval and Printing of Examinations.

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

5. Test Booklets

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

6. Examination Permit

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

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

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

7. Special Examination and Exemptions from Examinations

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

8. Supervision during Tests

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

9. Checking of Test Papers

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

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

11. Grading Sheets

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

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

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

12. Incomplete Mark

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

i. Failed to appear for the final examination as scheduled
ii. Not submitted final manuscript of thesis, proposal, research paper or capstone project
iii. Not finished RLE, make-up duties, on-the-job-training, practicum, or internship
iv. Not submitted requirements on time due to the following reasons with supporting documents: (1) sickness or other medical condition (with medical certificate), (2) injury from accident or calamity (with police report, medical abstract or barangay certification), or (3) death (with supporting document) of an immediate family member (parent, grandparent, child, sibling or legitimate spouse). Failure to submit other course requirements on time due to other reasons does not merit an INC mark but a **failing grade** in the requirements and a final grade is computed.

b. The reason for the INC mark is considered part of the records of the students. Teachers should indicate the reason for INC mark on the grading sheet (e.g. No Final Exam; Incomplete RLE; Lacked OJT Time, No Final Manuscript).
c. If there is no justifiable reason for the student's failure to take the scheduled examination, to finish RLE/internship/practicum, or submit thesis/capstone project manuscripts, maximum credit is only 75% of raw score and grade is transmuted accordingly.
d. Incomplete grades caused by failure to take the final examinations or to submit requirements on time due to sickness, accident or death of an immediate family member should be completed within one year from the issuance of the incomplete grades. Students have the responsibility to verify their grades or get their copy of grades from the Dean's Office at the designated date, or approach the concerned academic personnel regarding

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

e. If the student exceeds the allowed absences, ceases to attend classes on the final term and has little chance of passing even with a delayed final examination, a failing grade is computed and given with a remark of DROPPED-FAILED. The final grade is based on the first and second term grades, final term class standing and the imputed final exam grade transmuted from a zero score. In each case, the date of dropping is indicated on the grading sheet.

f. A student who ceases to attend classes due to valid reasons stated in letter "a", during the final term but has not exceeded the allowed absences may be given an INC mark.

g. The student secures the completion requirement form from the Registrar's Office and presents to the academic personnel together with the requirements submitted. The academic personnel must sign the form as proof that the student has completed the requirements.

13. Completion Form

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

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

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

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

15. Other Grading Considerations

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

academic personnel. To do otherwise is against professional ethics and teaches graft and corruption.

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

16. Class Record

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

17. Recomputation of Grades

a. Students' requests for recomputation of grades are referred in writing to the Academic Dean of the School concerned, or to the Vice President for Academic Affairs, if not resolved at the level of the Academic Dean.

b. Recomputation of grades and test paper results will be entertained only within two months after the release of grades and test results. No recomputation will be entertained after this period.

18. Rectification of Grades

a. Grading sheets are official documents. No change of grade may be considered unless an error has been committed by the academic personnel.

b. The academic personnel, not the student, applies for a change of grade, at the office of the Academic Dean, addressed to the Vice President for Academic Affairs. The application is done in triplicate, stating the change and its reason/s, accompanied by a supporting document. If the Vice President for Academic Affairs approves the rectified grades, the application shall be submitted to the Registrar's Office for recording and filing.

c. Correction or rectification in grades must be done within the period of two months from the time they are submitted to the Registrar's Office. Thereafter, they can no longer be changed or rectified for whatever reason.

19. Changing and Dropping of Subjects

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

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

H. STUDENT ATTENDANCE

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

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

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

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

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

I. ACADEMIC SUPERVISION

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

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

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

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

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

J. SCHEDULE OF EVENTS AND SUSPENSION OF CLASSES

1. Classes and office works are suspended on regular and special holidays as declared by the government and on other holidays as declared by the University President.
2. College events, such as athletic games, cultural presentations, field trips and the like should not interfere with class periods, except in extreme and justifiable cases approved by the Vice President for Academic Affairs.
3. **Suspension of Classes**
   a. **Typhoons/Storms/Flood**
      i. When PAGASA raises Signal No. 3 or above in Nueva Vizcaya, all classes in the tertiary level, including Graduate Studies and College of Law, within the said locality shall be deemed automatically suspended without need of declaration from the University and/or any of its officials until PAGASA lowers the said typhoon signal.
      ii. In case PAGASA raises Typhoon Signal No. 2 or No. 1 in Nueva Vizcaya, classes in the tertiary level, including Graduate Studies and College of Law shall not be suspended. However, the University President may, at his own discretion, suspend classes in the tertiary level, including graduate studies and College of Law, until such time that the typhoon signal(s)

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

iii. When the MLGU or PLGU declares no classes in private colleges and Universities, the University shall abide by the MLGU or PLGU declaration.

iv. For safety and security reasons, no one is allowed to enter the University campuses, unless authorized for very important concerns.

v. However, it is expected that administrators in all levels particularly those given with the responsibility over physical facilities (offices, equipment) should come to the campus to check and secure the facilities before and after a strong typhoon, when one finds it safe to travel from home to the university and vice-versa.

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

i. The academic personnel must comply with the directives from the University President and vice presidents and other authorized government officials.

ii. The Campus Safety and Disaster Preparedness Committee shall take the necessary actions to mitigate the effects of the calamity.

4. **Required Number of School Days**

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

Chapter Six

EVALUATION, PROMOTION AND ACCELERATION OF ACADEMIC PERSONNEL

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

I. EVALUATION OF ACADEMIC PERSONNEL

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

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

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

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

Source	Full Teaching Load With Bachelor or Master's Degree	Academic Personnel With Doctorate Degree	Partial Teaching Load With Outside Job/ Partial Teaching Load On Study Leave /Non-Academic Personnel With Partial Teaching Load*	Office Heads/Academic Non-Teaching Personnel With Partial Teaching Load Without Doctorate Degree
			Prorated to100	Prorated to 100

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

B. The Academic Dean evaluates the academic personnel along administrative and academic areas.
   1. The following criteria are used for the Dean's evaluation of academic personnel in the administrative area.

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

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

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

2. The Academic Dean conducts supervision of instruction to evaluate the academic personnel in the academic area.

C. The Department Head uses the following criteria in the evaluation of the academic personnel in their discipline.

CRITERIA
1. CHRIST'S MISSION (25%) ● Indicators on the core value of Christ's Mission deals with presiding over moments of prayer in class, involvement in community extension and outreach, service beyond official time, manifesting desirable work ethics and sense of propriety, modelling and integrating Christian values and Marian virtues/identity, response to communication issues, feedbacking on students' performance, shepherding of and academic support for at-risk students, and concern for students and personnel well-being,
2. COMMUNION (25%) ● Indicators on the core value of Communion involve Cooperation with School Administration (updating subject syllabi and enriching learning materials, observing policies in improving teaching-learning outcomes, and submitting clearances, reports, book endorsements and examinations), Cooperation with Students (respecting individuality, providing opportunities for developing socio-emotional skills and responsibility for learning, favorable professional relationship and enforcing reasonable disciplinary rules), and Cooperation with Peers (through dignified relationships, support and active involvement in departmental meetings and activities, and respect for each other).
3. EXCELLENCE (25%) ● Indicators on the core value of Excellence include

Course Content (substantiality and functionality of materials covered, organization and presentation, and mastery of subject matter and trends and development in the discipline), Teaching Skills (adeptness in instructional delivery, ensuring conducive settings, proficiency in the medium of instruction with well-modulated voice and in text) and Evaluating Students (quality of assessment, objectivity in grading, efficiency and accuracy of evaluation record and timely feedbacking and submission of students' performance ratings).
4. INNOVATION (25%) ● Indicators on the core value of Innovation refer to the conduct and disseminate research, relating content with other fields and to students' context, production of learning resources, creativity of interactive class activities, appropriateness of teaching techniques and technologies, sustaining learners' responses and varied forms of participation, stimulating intellectual curiosity and critical thinking through an effective art of questioning, clarity and specificity of assignments, and commitment to continuing professional development.

In addition, the Department Head shall conduct classroom evaluation.

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

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

responsibility for learning
2. Excellence ● **Mastery of Subject Matter** deals with the breadth and depth, substantiality and functionality of materials covered including trends and developments in the profession, logical presentation of lessons, clarification of difficult concepts, ability to relate contents with other fields or practice and to students' context, enriching discussions with faculty research results and up-to-date readings
● **Class Management** deals with ensuring conducive class settings, efficiency in instructional routines with clear instructions and announcements, effective transitions, provision of course outlines, proficiency in the medium of instruction with well-modulated voice and in text, and enforcing reasonable disciplinary rules
● **Student Evaluation** deals with the validity and reliability of assessment tools, relevance and reasonableness of assignments and tasks, objectivity in grading, efficiency and accuracy of evaluation record, compassionate implementation of grading policies, and timely feedbacking of students' performance ratings.
3. Innovation ● **Teaching Skills** deals with the effectiveness and efficiency of instructional delivery, production of learning resources, creativity and variety of interactive activities, appropriateness of teaching techniques and flexible technologies, sustaining participation, stimulating critical thinking through an effective art of questioning, and proficiency in the medium of instruction.

E. The Administration's evaluation of academic personnel includes the following criteria among others:
    1. **Passion for Christ's Mission and Communion with the Academic Community** are evaluated based on involvement in voluntary community development, outreach and extension activities reported to the Lingkod Maria Development and

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

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

F. The Academic Directors, Department Heads and Academic Coordinators are evaluated by the Academic Deans and academic personnel according to their functions as academic administrators on the following criteria using the appropriate forms.

The Academic Deans shall make use of the following criteria:

CRITERIA
1. CHRIST'S MISSION (25%) ● Indicators on the core value of Christ's Mission involve implementation of institutional advocacies in community extension and outreach, modelling Christian values and Marian virtues, desirable work ethics and sense of propriety, shepherding of at-risk students, service beyond official time, and concern

for students and personnel well-being,
2. COMMUNION (25%) ● Indicators on the core value of Communion deal with cordiality and rapport with students and personnel, informing stakeholders about developments, open communication, supporting university and school projects, engaging in collaborative decision making, assisting in the supervisor's activities, overseeing the students' practicum or internship, involving alumni and industry partners in relevant activities, and conduct of post-conferences regarding personnel evaluation with deliberation on these with the supervisor.
G. EXCELLENCE (25%) ● Indicators on the core value of Excellence include articulation of institutional vision-mission, economical and rational allocation of human and material resources, overseeing of promotional campaign, accomplishment of plans, implementation of regulatory and accrediting bodies, regular class observations, involvement in professional organizations, and enforcing professionalism and academic discipline.
H. INNOVATION (25%) ● Indicators on the core value of Innovation are on the promotion of self and departmental professional growth, conduct and dissemination of relevant research, leading in the preparation, selection and utilization of learning resources, organizing in-service trainings, curricular improvement or new offering, prompt attention to referred matters, trying out of creative work ideas and alternative strategies to enhance efficiency and effectiveness in teaching or office/lab work practice, and coping resourcefully with difficulties.

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

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

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

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

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

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

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

II. RECOGNITION FOR EXEMPLARY PERFORMANCE

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

III. PROMOTION IN RANK

A. Promotion in rank is the annual increase in rank which depends on the years of service and the evaluation of the academic personnel's performance by his/her Academic Dean, Director/Department Head, students and the Directors of University Research Center and LMCDAC.

B. Promotion in rank means vertical movement in the salary guide.
   1. For academic personnel with full load, promotion in rank means vertical movement of one year.
   2. For academic personnel with less than full load, promotion in rank means pro-rated vertical movement of 1/2 year for a satisfactory performance rating.

C. For permanent academic personnel, the required minimum performance evaluation rating to be qualified for promotion in rank is "satisfactory" (70%).

D. For probationary and part-time including temporary academic personnel, the required minimum performance evaluation rating to be qualified for promotion in rank is "satisfactory" (75%).

E. No academic personnel can be granted or promoted to the rank of Instructor without an aligned/allied master's degree (with official transcript of records).

F. For the rank of Instructor, an aligned/allied master's degree is required. For the rank of Professor, an aligned/allied doctoral degree is required.

G. An academic personnel will be retained in rank if the required minimum evaluation rating for promotion is not obtained.

H. For academic personnel who teach in different levels, the promotion is for each level. For example, one who teaches in both college and basic education levels may be promoted in high school for satisfactory performance but retained in college for unsatisfactory performance.

I. Academic personnel hired during the second semester must have served at least five (5) months to be eligible for

promotion in rank.

J. Effective A.Y. 2023 – 2024, the levels of performance evaluation rating are as follows:
    a. Very Satisfactory (90 to 100)
    b. Satisfactory (80-89)
    c. Fair (70-79)
    d. Unsatisfactory (69 and below)

K. Effective A.Y. 2023 – 2024, the outstanding award is given to personnel with exemplary performance over and beyond the expected tasks. The award is conferred by the Employee Awards Committee upon attainment of the standards and criteria set by the committee.

IV. ACCELERATION IN RANK AND SALARY ADJUSTMENT

A. An academic personnel is accelerated by one year in the rank scale upon appointment to a Junior Administrative Position, by two years to a Middle Administrative Position and three years to Top Management Position but not surpassing the highest allowed rank corresponding to educational attainment. Acceleration shall not apply to re-appointments, designations in acting or OIC capacity, lateral movement (movement within the same administrative level), and lower position.

B. An academic personnel is accelerated by one year in the rank scale for a Magnificat Award, (vertical movement) but not surpassing the highest allowed rank corresponding to educational attainment. For those on ceiling, a cash incentive is given instead of acceleration.

    A Magnificat Award is given to academic personnel who obtained outstanding performance for five consecutive years (effective AY 2023 - 2024).

C. An academic personnel is accelerated when he/she finishes an aligned or allied master's degree (with official transcript of records and diploma) or passes a government licensure

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

D. For academic personnel who earn an aligned or allied doctoral degree (with official transcript of records and diploma), the acceleration is three years or its equivalent (vertical movement in the rank scale) plus movement to the corresponding column (horizontal movement) in the salary guide for higher education.

E. For academic personnel who earn a non- aligned or non-allied masteral degree (with official transcript of records and diploma), there is movement to the corresponding column (horizontal movement) for non-aligned masteral degree in the salary guide for higher education. The highest rank for non-aligned or non-allied masteral degree is Assistant Instructor 3.

F. For academic personnel who earn a non- aligned or non-allied doctoral degree (with official transcript of records and diploma), there is no acceleration of three (3) steps (vertical movement in the rank scale) but there is movement to the corresponding column (horizontal movement) for non-aligned doctoral degree in the salary guide for higher education. The highest rank for non-aligned or non-allied doctoral degree is Associate Professor III, 2.

G. Academic personnel who is on ceiling in their current rank and obtain the appropriate degree moves to the appropriate column in the salary guide and promoted to the next higher rank upon submission of the transcript of records and diploma provided they pass the performance evaluation standard in the previous school year.

Chapter Seven

FACULTY DEVELOPMENT PROGRAM

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

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

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

I. Objectives of the Faculty Development Program

The Faculty Development Program strives to achieve the following objectives:

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

II. Components of the Faculty Development Program

1. Formal Professional Advancement
   1.1 Graduate Studies
      a. SMU Funded Scholarships within SMU
      b. SMU Funded Scholarships outside SMU
      c. Personal Graduate Studies in or outside SMU
   1.2 Certification or Accreditation (ex. TESDA)

2. Other Professional Advancement
   2.1 Academic Session
   2.2 In-service Seminars/Trainings and Continuing Professional Development

2.3 Involvement in Professional organizations/ Associations

3. In-campus Personnel Development Activities

III. Formal Professional Advancement

Formal Professional Advancement involves graduate studies and certification or accreditation.

1. Graduate Studies

A. SCHOLARSHIP GRANTS WITHIN SMU

a. Only temporary, probationary or permanent academic personnel who are enrolled for Masters or Doctoral programs which have been approved by the University shall enjoy free tuition and miscellaneous fees. Those whose studies do not bear the required approval shall be charged like a regular student.

b. Probationary and Part time (Temporary) academic personnel who want to avail of the study grant must have rendered at least two consecutive semesters of full-load teaching with satisfactory performance (75%) rating and are teaching in SMU during the time of the study grant.

c. For academic personnel who would like to avail of the study grants within the University in line with the documented Faculty Development Plan of the School, the following steps will be taken:

i. accomplish HRDO Form for a scholarship grant, indicating the intended field of study and timeline for its completion.

ii. The academic personnel bring the accomplished application form to the Academic Dean for recommendation and signature.
iii. The academic personnel bring the application form to the Vice President for Academic Affairs for final approval.
iv. Grantee submits approved application form to the HRDO and presents enrolment form to be noted by the HRDO Director.
v. Grantee proceeds with the enrolment. A photocopy of the form indicating the amount of assessed fees must be submitted to the HRDO for filing.
vi. Before enrolling for the next semester, the grantee should submit the accomplished HRDO Progress Report form to the HRDO. When approved by concerned University officers, this serves as the permit to enroll.

d. The privilege for study grants within SMU shall not apply to obtain a degree in Juris Doctor (J.D.).

e. Grantees should earn passing grades in all subjects. They shall pay the fees for courses with failing marks or incomplete grades, and penalty courses if they exceed maximum residency and dropped subjects (Unauthorized Withdrawal).

f. Grantees of the Scholarship Grants within SMU are bound to comply with the following service pay back requirements, counted from the time of the completion of the last unit. Ten to twelve months in a year of teaching or work in SMU while not enjoying the faculty study grant is counted as one year of service payback requirement. Those who complete a master's degree and continue to a doctoral degree must serve separately the number of service payback for both the master's degree and the doctoral degree.

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

g. Should their employment with the University be terminated either by resignation or retirement or dismissal --- either at their instance or of the University --- before or after the completion of their degree but prior to completion of the service requirement, they shall be required to pay all the fees for all the subjects that they were given a discount with legal interest of 12% per annum compounded annually corresponding to the unserved service obligation. In case of litigation, it shall further include attorney's fees of 10% of whatever is due to the University and cost of litigation. This is without prejudice to other legal remedies available to the University.

h. Any unserved service payback requirements shall be paid by the academic personnel upon retirement from the University. They shall be required to pay all the fees for all the subjects not yet served in the service requirement that they were given a discount with legal interest of 12% per annum compounded annually. In case of litigation, it shall further include attorney's fees of 10% of whatever is due to the University and cost of litigation. This is without prejudice to other legal remedies available to the University.

i. Those who pursue undergraduate studies related to their field of teaching enjoy full discount on tuition and miscellaneous fees. However, their studies must have been

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

B. SCHOLARSHIP GRANTS OUTSIDE OF SMU

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

b. The University shall pay for the tuition and other applicable fees of the grantee. In addition, thereto, the University shall also

i. Provide a monthly stipend and travel allowance in such amount as may be determined by the University; and/or
ii. Pay the salaries of the grantee which shall be computed on the basis of his/her regular teaching and/or administrative load.

c. The grantee shall only enroll in the school and the course indicated in his/her application. Deviation from the approved application shall be a ground for the immediate termination of the scholarship grant. This is without prejudice to other available remedies to the University.

d. The grantee should obtain his/her degree within the period indicated in his /her study contract. Written requests for extension may be considered by the University President on a case to case basis.

e. During the period of the scholarship, the grantee shall devote his/her full time to the course of study, enroll the maximum study load, complete all requirements and pass all subjects enrolled.

f. In the event that the grantee cannot enroll due to unavailability of subject, approved Leave of Absence, and other valid reasons approved by the University President, the study grant shall be suspended and the grantee shall be required to render service to the University on a full-load basis. This service is considered part of the service payback.

g. The scholarship grant shall be terminated immediately if:
i. the grantee obtains a failing mark in more than one subject in one semester/term.
ii. the grantee fails in one subject, in one semester/term and obtains another failing mark in the subsequent semester/term;

iii. the grantee drops out or withdraws from the program due to personal reason/s;
iv. the grantee obtains two (2) unsatisfactory performance rating, if he/she is on study grant with partial work load /full work load with the University.

h. Academic personnel who are on study grant will be charged correspondingly all fees for courses with failing marks or incomplete grades, penalty courses, and dropped subjects.

i. In no case shall the grantee engage in any full-time or part-time work of any kind outside SMU.

j. The HRDO shall take charge of the monitoring of the academic progress of the grantee.

k. The grantee shall be required to render service pay back for the following period:

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

1. The period during which the grantee is on studies shall not be included for the purpose of computing the service pay back requirement. The service pay back shall be rendered after the completion of the degree. Ten to 12 months in a year of teaching or work in SMU while not enjoying the faculty study grant is counted as one year of service payback.
2. The fractional part of the study leave consisting of 1-5 months is considered ½ year and 6-12 months is considered as one year of studies.
3. In the event that the grantee opts to discontinue the studies, he/she shall be required to render service

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

4. If the grantee does not finish his studies for reasons attributable to him/her, or decides not to render the pay back service mentioned above, he/she shall be made to pay for the following:
    i. Cost of studies to include school fees, stipends, travel allowances and salaries covering the de-loaded units for the studies.
    ii. Legal interest of 12% per annum compounded annually.
    iii. Liquidated damages in the amount of Php25,000.00 for scholars solely supported by SMU and Php50,000.00 for scholars supported by both SMU and other agencies.
    iv. In case of refusal to pay, they shall also be charged with attorney's fees of 10% of whatever is due to the University and cost of litigation.
5. Personnel who are on study grant will be charged correspondingly all for courses with failing marks or incomplete grades, penalty courses, and dropped subjects.

l. A grantee who is on full time study leave shall receive corresponding adjustments in the salary upon the effectivity of every salary increase. He/She shall also be promoted in rank within the duration of the grant provided he/she submits the grades indicating that he/she has not failed or dropped any of his/her subjects during the performance evaluation period.

m. After completion of the degree, the graduate degree shall be considered for salary increase and promotion only after the presentation to the HRDO of his/her transcript of record with special order (SO) number, if applicable. If the delay in presentation of the requirements and documents is due to causes beyond the control of the grantee as determined by the administration, the promotion shall be made retroactive to the date of graduation as appearing on the original transcript of records.

n. A grantee may be given a one (1) year extension of the study grant under the same terms and conditions, at the discretion of the University President after considering the reason.

o. A grantee who is on full time study leave and who extends his/her studies beyond the regular period of completion will be retained in rank at the discretion of the University President after considering the reason for the delay in completion.

p. If the grantee does not finish within the extension period, he/she can continue with his/her studies on his/her own expense and treated as a leave of absence without pay.

q. Scholarship grants given by agencies outside of SMU shall be governed by the provisions of such grants. However, the University may also impose additional obligations to the grantee if it will extend benefits in consideration of the grant (e.g. payment of salaries during the scholarship period, stipends and allowances, etc.). These obligations will be covered by a corresponding contract.

r. The University Administration reserves the option to redirect the field of study or stop the study grant based

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

ii. FORMAL STUDIES ON PERSONAL EXPENSE (DISCOUNTS)

a. Some academic personnel obtain their advanced degrees by enrolling in graduate programs at their own personal expense in programs and institutions of their choice. In such cases, the academic personnel accomplish a Permit to Study and submits this to the HRDO. This is to ensure that his/her professional undertaking will not adversely interfere with the performance of his/her work, especially teaching. Even if there is no return service obligation, it is still the duty of the academic personnel to regularly submit progress reports to the HRDO for profile purposes.

b. The academic personnel who are college graduates of the University and have actual teaching loads in any level of the university may avail of the following discounts on tuition fees when they enroll in the SMU School of Graduate Studies but only for one master's degree:
    i. 50% if SMU college alumni.
    ii. 25% if non-SMU graduates

c. To avail of the 50% or 25% discount, the academic personnel must present to the Treasury and Accounting Office during every enrolment, their enrollment form signed by the HRDO director after submission of the permit to study and fill-up the application for discount.

d. Permanent employees enrolled on their own expense at Saint Mary's University shall be granted a 20% discount on tuition fees if enrolled in the masteral degree program, and 10% discount on tuition fees if enrolled in the doctorate and Juris Doctor programs. The employee is required to accomplish the permit to study to avail the discount.

e. Academic personnel (teaching and non-teaching) with full work load in the University and who are enrolled on their own expense, may avail of the 50% discount on tuition fees if enrolled in allied/aligned masteral degree program in SMU.

f. Permit to study and progress reports are required to be accomplished before the discounts can be granted.

g. The various discounts cannot be combined. Only the highest discount for which the employee is qualified can be availed.

iii. CERTIFICATION OR ACCREDITATION

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

a. CERTIFICATIONS

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

b. SPECIALIZATION ACCREDITATIONS AND LICENSING

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

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

c. FUNDING

1. If the additional qualification is mostly for the academic personnel's individual benefit, he/she shall personally bear the specific training fees and the corresponding fees for certification, accreditation or licensing.

2. If the qualification is required for the offering of a course or training program in the university (e.g. training and assessment at ETVAO or courses in the TVL strands in Senior High School), subsidy can be provided for the applicable training. In this case, the Guidelines for Payback for Trainings, Seminars, Workshops and Travels (in the next section) will apply.

IV. Other Professional Advancement

Other Professional Advancement involves the following activities:

a. ACADEMIC SESSION

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

trends in education.

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

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

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

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

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

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

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

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

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

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

ii. The reckoning period of computation of payback should be the date of resignation.

iii. Simple interest is to be applied for the first year but if not paid within a year, compound interest will be applied.

c. INVOLVEMENT IN PROFESSIONAL ORGANIZATIONS/ ASSOCIATIONS

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

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

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

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

V. IN-CAMPUS PERSONNEL DEVELOPMENT ACTIVITIES

These include the following:

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

psycho-spiritual and physical development of University personnel.

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

Sacred Heart Center, or in front of the Rev. Lambrecht stage; and

iv. Family Day Celebrations.

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

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

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

3. The following are the themes of the Marian C.A.R.E.S. program:
    i. **C**hristian Faith
    ii. **A**ppreciation, **A**ffection, and **A**ffiliation
    iii. **R**isk Reduction
    iv. **E**nhancement of Skills
    v. **S**ocial Responsibility

4. Institutional Marian **C.A.R.E.S.** activities for employees must be coordinated with respective supervising Vice Presidents.

5. Marian C.A.R.E.S. activities (for students and employees) are scheduled for priority following the letters of C.A.R.E.S.:
    i. First and Fifth Wednesdays are **C**hristian Formation days. The period 3:30-5:00pm every Wednesday remains to be **C**ampus Ministry period.
    ii. Second Wednesday is for activities on **A**ppreciation**, A**ffection **and A**ffiliation. Hence school/college or departmental faculty meetings are prioritized on this day.
    iii. Third Wednesdays can be prioritized for **R**isk **R**eduction and Mitigation and other activities for **E**nhancement of Skills and Personal Attributes. Skills trainings for behaviors during calamities and disasters and for occupational safety may be held during this Wednesday.
    iv. Fourth Wednesday priorities are on **S**ocial Responsibility and Community Engagement activities.

6. Out-of-campus extension activities on Wednesdays may be participated in by faculty members. Participation of non-academic personnel on Wednesday extension service may be allowed only if office or unit operations are not disrupted in any way. Social responsibility activities can also be

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

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

Chapter Eight

REMUNERATION AND BENEFITS

I. RULES PERTAINING TO SALARIES

A. Decisions on increases in salaries and increases/new benefits for the personnel of Saint Mary's University are subject to the approval of the Board of Trustees of Saint Mary's University.

B. All personnel are issued copies of the latest salary guide. Salaries of personnel are paid using a monthly salary rate, except for substitute teachers who are paid using a salary rate per hour of teaching. If the substitute teacher assumes the class until the end of the semester for a minimum of one (1) month, the salary is computed as a regular load. The salaries are given on the 15th and last day of each month. Should the payday fall on a non-working day, the salaries are paid on the last working day prior to the non-working day.

C. Personnel salary rates and scale are based on the ranks or steps and educational qualifications as determined by the HRDO and approved by the PSRTC.

D. In case of exceptional and special qualifications or work assignment, the University President, in consultation with the Advisory Board and Extended Advisory Board, has the right to determine the appropriate remuneration.

E. The salary of a regular or permanent Academic Personnel is the total of the basic load of 24 units and the administrative allowance or the additional units attached to an office or position, if any. For full-time Academic Personnel without administrative load, their salary is based on the basic load of 24 units and any teaching overload and/or special assignments.

F. In no case shall there be a diminution in the basic salary for 24 units and benefits of permanent employees.

G. An Academic Personnel who is transferred to another office or is given a new assignment after his/her term of office shall assume the workload/units attached to the new office/assignment.

H. If the transfer is from a higher to a lower position during the term of appointment, the personnel retains his/her load/units until the term of appointment expires after which he/she shall be paid the load/units of the new office/assignment.

I. If the transfer is from a lower to a higher position during the term of office, the personnel shall be paid the load/units of the new office immediately.

J. Members of the Administration occupying executive positions (Top, Middle and Junior Administrative Personnel) shall not receive overtime pay for work extended beyond the regular work hours or work days as these are covered by the administrative allowance. All those with administrative allowance are expected to render services beyond the regular work hours or work days when needed to respond to urgent concerns. For special projects, the Advisory Board may assign an honorarium.

K. All personnel are entitled to their regular daily wage during the national regular holidays and school holidays declared by the Administration and Provincial or Municipal LGUs.

L. Accumulated tardiness and/or undertime for the month shall be proportionately deducted from the personnel's salary for the succeeding month. The report on accumulated tardiness and/or undertime for the month must be submitted by the HRDO to the Treasury and Accounting Office on or before the 10th day of the following month.

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

II. LEGAL BENEFITS

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

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

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

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

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

e. Maternity leave is for every instance of pregnancy, miscarriage or ETP (emergency termination of pregnancy), regardless of frequency.

f. An option to extend leave for an additional thirty (30) days without pay. The extended maternity leave is allowed but, chargeable against the female employee's sick leave credits, and against the vacation leave credits in case her sick leave credits have been exhausted. Application for extended maternity leave must be filed with the agency at least forty-five (45) days before the end of the 105 days maternity leave. In case of a medical emergency, subsequent notice shall be submitted.

g. To qualify for the maternity benefit from the Social Security System, the female worker must meet the following requirements:
    i. the employee must have paid at least 3 monthly SSS contributions in the 12-month period immediately preceding the semester of the birth, miscarriage or termination; and
    ii. must notify her employer of her pregnancy and expected date of birth. Such notice shall be transmitted to the SSS in accordance with the rules and regulations. Failure of the pregnant female worker to notify the employer shall not bar her from receiving the maternity benefits, subject to guidelines prescribed by the SSS.

B. Paternity leave Paternity leave benefits are given to married male employees whose legal wife had a child delivery or miscarriage. The benefit applies to all male employee regardless of employment status. The benefit consists of seven (7) days of leave credits with full pay. The married male employee is required to be cohabiting with his legal wife unless there is a justifying circumstance. The benefit is non-convertible to cash and non-cumulative, and availed as follows:

a. 7 working days paternity leave to the father of the child, if he is married to the female worker. Thus, a married new father can enjoy as much as 14 working days leave (7 days Paternity leave and 7 days under RA 11210).
b. An unmarried new father may be entitled only to 7 working days allocated leave under RA 11210 (Expanded Maternity Leave Law).

C. National Health Insurance Program (NHIP) Benefit. Pursuant to Republic Act No. 7875, otherwise known as National Health Insurance (NHI) Act of 1995, all University personnel are covered by a medical insurance administered by the Philippine Health Insurance Corporation (PHILHEALTH). Both the University and the personnel contribute to the premium of the insurance based on the personnel's actual monthly salary and contribution schedule provided by PHILHEALTH.

D. Home Development and Mutual Fund (HDMF) Benefit. As mandated by Presidential Decree No. 1530 more popularly known as PAG-IBIG Fund, all University personnel are members of the Home Development and Mutual Fund and shall be entitled to multi-purpose loans and housing loans at low interest and long-term payment. Both the University and the personnel contribute to the monthly premium in an amount not less than Php100.00.

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

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

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

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

   a. Permanent and probationary academic personnel who do not teach during the midyear term;

   b. Those who are retiring during the year; or

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

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

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

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

sole parental care and support of the child or children;

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

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

l. A pregnant woman who provides sole parental care and support to the unborn child or children."

m. Children or dependent refer to those living with and dependent on the solo parent who are unmarried, or unemployed and twenty-two (22) years old or below, or those twenty-two (22) years old or over but who are unable to fully take care or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition.

3. Before a personnel may avail of this privilege, he/she should present the corresponding certification from the concerned government agency attesting to the fact that he/she is a Solo Parent. Within three (3) days from availment of Solo Parent Leave, the personnel should present a corresponding proof/certification/document to the HRDO showing that the leave period was utilized for the authorized purpose. This privilege will not be credited as Solo Parent Leave if the personnel fails to comply with the above conditions.

4. Unused Solo Parent Leave within the school year is not cumulative. Neither is it convertible to cash.

5. The Solo parent employee may avail of parental leave under any of the following circumstances:

    a. Attend to personal milestones of a child, such as birthday, communion, graduation and other similar events;

b. Perform parental obligations such as enrolment and attendance in school programs, PTA meetings and the like;
c. attend to medical, social, spiritual and recreational needs of the child; and
d. Other similar circumstances necessary in the performance of parental duties and responsibilities, or physical presence of the parents is required.

6. A change in the status or circumstance of the parent claiming benefits, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for these benefits.

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

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

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

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

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

III. BENEFITS GRANTED BY MANAGEMENT

A. Sick Leave

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

B. Additional Service Incentive Leave.

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

year of completed service. The leave credits may be used for whatever reason.

2. Temporary, probationary and permanent academic personnel who have rendered at least one year of service, and who do not use all or part of the allowed 7 days SIL for personal absences in a school year are given cash incentive pay corresponding to the number of unused SIL days to be paid within one month after the end of the school year.
3. Personal absences to be charged to the seven (7) days SIL include all absences, except:

    a. Absences on official business or on official time;
    b. Bereavement leave of seven (7) days for death of immediate family members (parents, siblings, half - brother/sister, spouse, children, and parents-in-law);
    c. Authorized absences incurred by Union officers or their authorized representatives during CBA negotiations, LMC meetings and other Management-Union activities for a maximum of 15 days;
    d. Birthday leave;
    e. Special leave for women;
    f. Maternity leave;
    g. Paternity leave;
    h. Sabbatical leave;
    i. Solo parent leave; and
    j. Fieldtrip leave
    k. Leave without pay

4. The pay credit is based on the basic pay of the personnel as contained in the salary guide of the applicable school year.
5. Those who are on full study leave are not entitled to the incentive pay credit but those on study leave with partial teaching or office work are entitled thereto.

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

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

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

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

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

YEARS OF SERVICE	AWARD/S
	discontinued when the personnel resigns or is separated from SMU or shall have his/her own child enrolled and enjoying the Study Grant for Personnel Dependents.
5 years	A certificate plus Php4,000.00
10 years	A certificate plus Php8,000.00
15 years	1. A certificate plus Php12,000.00 2. A single or a childless married personnel with 15 years of service is entitled to one (1) scholarship for a ward or dependent from Kindergarten 2 to College at Saint Mary's University, subject to the following terms and conditions: a. The terms of the scholarship are the same as that for regular personnel dependents. b. The scholarship is non-transferable and will be discontinued when the personnel shall have his/her own child enrolled and enjoying the Study Grant for Personnel Dependents. c. The benefit stops when the personnel resigns or is terminated for cause. d. This benefit will be continued even after the retirement, death or total and permanent disability of the personnel.
20 years	A certificate plus Php20,000.00

YEARS OF SERVICE	AWARD/S
25 years	A Plaque and Php10,000.00 plus Certificate of Scholarship for one ward from Kindergarten 2 to College at Saint Mary's University, subject to the following terms and conditions: a. The terms of the scholarship are the same as that for regular personnel dependents. b. The benefit stops when the personnel resigns or is terminated for cause. c. This benefit is non-transferable and will be continued even after the retirement, death or total and permanent disability of the personnel.
30 years	A plaque plus Php30,000.00
35 years	A plaque plus Php35,000.00
40 years	A plaque plus Php40,000.00

D. Midyear Pay

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

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

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

F. Uniform Allowance. All permanent and probationary academic personnel are entitled to a uniform allowance as stipulated in the Collective Bargaining Agreement (CBA) with the SMU Employees' Union. The HRDO, in consultation with the SMU Employees' Union President shall coordinate with employee representatives per unit regarding the uniform design, color, material and the service provider.

G. Leave of Absence Without Pay. A personnel of Saint Mary's University may, upon the recommendation of the Academic Dean/Head of Office and the approval of the Advisory Board, be granted a leave of absence without pay for one month or more provided that:

1. The chief purpose for such leave may be protection or recovery of health, studies, and board or bar examinations review;
2. The leave of absence shall be filed at least 30 days before the effectivity;
3. The personnel who proposes to take a leave should apply to the Academic Dean/Head of Office who shall make the necessary recommendation to the Advisory Board;
4. Such leave of absence shall take effect at the start of a semestral or midyear term. A one-semester leave is preferably granted during the second semester.
5. The period of such leave shall be a maximum of one school year or may be extended for another year upon the approval of the Advisory Board.
6. During the period of the leave, the personnel shall not accept

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

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

H. Medical and Dental Benefits.

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

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

I. Insurance Protection

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

The benefits under this accident insurance coverage may include:

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

-Other Features

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

J. Birthday Leave and Birthday Cash Gift.

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

K. Bereavement Leave.

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

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

M. Study Grant for Personnel Dependents

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

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

N. Substitution Pay.

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

Substitution pay= Rate Per Hour x Number of Hours

Where:

$$\textbf{Rate per hour} = \frac{\textbf{(Basic pay of substitute) x (3/24) x 5 months}}{\textbf{54 hours}}$$

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

$$\textbf{Substitution pay} = \frac{\textbf{Basic Pay of Substitute x Number of Units}}{\textbf{24}}$$

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

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

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

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

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

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

1. Permanent and probationary personnel may be granted salary loans equivalent to one-month or two months salary, payable within five months or within the semester.
2. Salary loans amounting to Php50,000.00 and above are subject to the approval of the University President.
3. Personnel who have rendered at least 10 years service in SMU may be granted loans from the Retirement Fund equivalent to 75% of their earned benefits, payable within 12 to 36 months.
4. Regardless of the amount, the University President shall act on all applications for a Retirement loan.
5. Approval of loan applications depend on one's capacity to pay and net take home pay and the availability of university funds.

Q. Field Trip Leave

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

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

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

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

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

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

U. Sabbatical Leave with Pay

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

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

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

V. Resignation benefit

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

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

W. Retirement Benefit

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

X. Funeral Benefit. The officially nominated beneficiaries of the deceased academic personnel (currently employed or retired) shall be granted a funeral benefit of Php50,000.00.

Chapter Nine

ADMINISTRATIVE DISCIPLINE AND GRIEVANCE PROCESSING MECHANISMS

I. ADMINISTRATIVE DISCIPLINE

A. DISCIPLINE

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

B. DECORUM

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

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

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

II. INSTITUTIONAL GRIEVANCE PROCESSING MECHANISMS

A. PURPOSE

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

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

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

B. GRIEVANCE PROCEDURE

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

1. Every grievance/issue/concern is first expressed orally to the immediate superior/Head of office concerned. Grievances/issues/concerns that are made orally are considered informal and are to be settled informally. If the matter concerns personnel from different departments/offices, the heads of concerned offices should work collaboratively for its amicable settlement.

2. For issues submitted in written form to the President, he/she may direct the supervising Vice President to settle the issues amicably between the parties with a written amicable settlement or compromise agreement executed and signed by both parties and the supervising Vice President.

3. If the matter is not settled amicably, the immediate superior/Head of office concerned shall require the concerned personnel to reduce his/her grievance/issue/concern into writing. He/She must attach all available evidence in his/her possession substantiating claim/grievance. The immediate

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

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

Chapter Ten

SEPARATION FROM EMPLOYMENT

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

I. EXPIRATION OF CONTRACT

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

II. RESIGNATION

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

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

2. Expression of intent to resign through text messages and other similar means shall not be accepted and the failure of the personnel to report for work shall make him/her liable for abandonment.

3. Receipt of the resignation letter should not be construed as acceptance. The official acceptance and approved date of effectivity of the resignation is confirmed through the reply letter coming from the University President.

4. All personnel who resign are entitled to all benefits that are due them, such as 13th month pay, and other applicable benefits which shall be computed on a prorated basis after accomplishing the SMU Personnel Accountability Clearance Form.

5. Resignation results in the forfeiture of all privileges and benefits of a regular academic personnel. Re-employment in the future shall not necessarily mean reinstatement to his/her rank and all the benefits accorded thereto. They will be treated as new employees and as such, their rank and status will be in accordance with the policy on initial ranking.

6. Resignation of an Administrator

   An administrator who resigns from the University within the 30-day period prior to the effectivity date of resignation will make him/her liable to pay damages in the amount equivalent to his/her three-month salary or Php60,000.00, whichever is lower. A separate penalty in the amount of Php100,000.00 shall be imposed upon the employee if he/she resigns prior to the end of his/her term for breach of contract. His/her resignation shall likewise forfeit his/her status.

7. The preceding paragraph, however, does not apply when the administrator resigns from his/her administrative post but does not sever his/her employment from the University. The term “administrator”, as used in this paragraph, embraces all

the University officers from junior administrative officers to top management.

8. Resignation of an Academic Personnel

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

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

III. ABANDONMENT

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

1. An academic personnel is charged for abandonment in any of the following instances:
   a. does not report for- work for more than 30 calendar days for whatever reason without filing an application for leave;
   b. does not return for work upon notice that the application for leave has been disapproved; and/or
   c. any other similar or analogous situation.

2. In any of the above cases, the academic personnel shall be considered absent without leave (AWOL) and, after 15 calendar days from receipt of notice to return to work,

he/she shall be terminated from the service for abandonment of work after due process.

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

IV. DISMISSAL/TERMINATION FOR CAUSE

1. An academic personnel may be dismissed at the instance of the University for any of the just and authorized causes listed in the Labor Code of the Philippines, Manual of Regulations for Private Higher Education (MORPHE), SMU Data Protection Policy, and other applicable laws, the Collective Bargaining Agreement, SMU Administrative and Employment Manual for Academic Personnel in Higher Education (AEMAPHE), the Code of Proper Conduct for SMU Personnel, the SMU Anti-Sexual Harassment Implementing Guidelines, and such other rules and regulations as may hereafter be promulgated by the University. Dismissal for cause shall be undertaken in strict observance of the requirements of due process.

2. The following are some of the causes for dismissal/termination by the University:

    a. Serious misconduct or willful disobedience by the employee of the lawful orders of school authorities in connection with his/her work;
    b. Gross and habitual neglect by the employee of the trust reposed in him by school authorities;

c. Fraud or willful breach by the employee of the trust reposed in the academic personnel by the school authorities
d. Commission of a crime or offense by the employee against school authorities or any immediate members of their family;
e. Closing or cessation of the school, course programs, decrease in enrollment, redundancy, retrenchment, automation, and installation of labor saving devices;
f. Disease of an employee and whose continued employment is prohibited by law or is prejudicial to his health as well as the health of his co-employees or students;
g. Gross misconduct, such as, but not limited to, giving of grades to a student in a subject not based solely on scholastic performance; failure to maintain confidentiality of school records; contracting loans from students or parents; use of cruel punishment, insubordination;
h. Gross inefficiency and incompetence in the performance of duties such as, but not limited to failure to cope with the reasonable standards of efficiency and competence of the institution; habitual absences and tardiness from classes, and willful neglect of employment or assignment;
i. Tampering or falsification of, or negligence in keeping school or student records including unreasonable delay in the submission of student grades;
j. Conviction of a crime, or an attempt on, or a criminal act against the life of any school official personnel or student, or upon the property or interest of the University;
k. Being notoriously undesirable;

l. Disgraceful or immoral act inside or outside the school campus or conduct contrary to the teachings of the Catholic faith and Saint Mary's University;
m. The sale of tickets or collection of any contribution in any form or for any purpose or project whatsoever, whether voluntary or otherwise, from students or school personnel by an academic personnel unless with written authorization by the President, Vice President, academic dean or dean of student affairs;
n. Voluntary request for deloading of teaching units to less than the required minimum teaching assignment for full time academic personnel as fixed by the school;
o. Phasing out, closure or cessation of a course program or the university;
p. Commission of a crime involving moral turpitude and offenses committed by the employee such as immorality, dishonesty, drunkenness, assaulting a fellow employee, any school authority, school guest, or student
q. Grave emotional or psychological disturbance on the part of the employee, which in the judgment of the employer or his representative, could bring damage to the students and the school in general;
r. Sexual harassment as provided in Annex C: SMU Anti-Sexual Harassment Implementing Guidelines;
s. Other causes as provided in Annex B: Code of Proper Conduct for SMU Personnel;
t. Other causes analogous to the foregoing as may be provided for in the policies and regulations of the CHED, or SMU or in the CBA.

V. PERMANENT DISABILITY

An academic personnel may be severed of his/her employment in the University for any of the following causes:

1. when the personnel is declared unfit for work by a competent public health authority or by the University Physician;
2. when the personnel suffers from a disease of more or less permanent nature which may seriously impair his/her ability to perform his/her work or duties; or
3. when the personnel suffers from a disease which is prejudicial to his/her health, his/her students or his/her colleagues.

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

VI. RETIREMENT

1. It is the severance of employer-employee relationship upon reaching the normal retirement age of 60. With the approval of the University President, a personnel may also avail of an optional/early retirement if he/she has reached the age of 55 and has at least 20 years of credited service.
2. Retirement benefits of personnel shall be governed by the provisions of the existing University Retirement Plan Rules and Regulations (Refer to Annex A).
3. The retirement of an academic personnel shall take effect at the end of the school year or the end of the midyear term of that same school year when the personnel reached the normal retirement age of 60.
4. In the case of academic personnel who occupies an administrative position, the retirement shall take effect at the end of the last month of the current school year.
5. Sixty days prior to the employee's retirement, a letter from the University President is given to the employee who is due

for retirement. In like manner, the University President may inform the employee, subject to his/her consent, an extension of his/her services when needed by the University on an annual basis but not beyond the mandatory retirement age of 65.

6. The retiring academic personnel must accomplish the SMU Personnel Accountability Clearance Form before any benefits are released.

APPENDICES

Annex A

SAINT MARY'S UNIVERSITY RETIREMENT PLAN
RULES AND REGULATIONS

ARTICLE I
NAME, PURPOSE AND EFFECTIVE DATE

Section 1. **Name**. The name of this Plan shall be the SAINT MARY'S UNIVERSITY, INC. RETIREMENT PLAN.

Section 2. **Purpose**. This Plan shall establish the SAINT MARY'S UNIVERSITY RETIREMENT TRUST FUND which will provide retirement, death, disability and severance benefits for all eligible employees of the University.

Section 3. **Date and Effectivity**. The Plan shall be in effect on June 1, 1998.

ARTICLE II
DEFINITION OF TERMS

Section 1. **Definitions**. The following words or phrases used in this Plan shall be defined as follows:

a. "University or "Company" shall mean the SAINT MARY'S UNIVERSITY.
b. "Plan" shall mean the Retirement Plan adopted herein together with any amendments or further amendments duly adopted by the University.
c. "Fund" shall mean the Retirement Trust Fund

established under this Plan, and shall mean generally the employer's contributions together with all income, gains and other additions thereto, less any losses, expenses, and benefit payments therefrom.

d. "Trustee or Trustees" shall mean the person, entity or body created by the University with powers and authority to administer the Plan in accordance with Article VII hereof.

e. "Member" shall mean any academic or non-academic employee who has qualified for membership under Article III and whose membership has not been terminated as provided therein.

f. "Monthly Salary" or "Pay" shall mean the last monthly salary paid to the Member for services rendered during normal working days and hours including the administrative allowance for the position held by him at the time of his retirement/resignation but excluding other allowances, overtime pay, honoraria, substitution pay, royalties, commissions, bonuses and/or profit sharing payments and other fluctuating or irregular emoluments or monetary benefits (like the two-unit summer pay given over and above the summer pay based on actual load assignment) which are not considered as part of or integrated into the regular salary of the employee.

g. "Credited Service" shall mean the period of service rendered by a Member as determined from the records of the University. Period of service shall be reckoned from date of hire to date of retirement, death **or** permanent disability which excludes part time, temporary and contractual status.

g.1 For purposes of determining the number of years of credited service, leave of absence without pay shall not be considered but a fraction of a year served that is 6 months or more shall be considered as equivalent to one year.

1. For retiring members of the Teaching Staff, however, completion of one semester (5 months) is considered one year of service subject to the following conditions:
2. the retiree is at least 60 years old;
3. the retiree is single or childless and has 24 years and one semester of service with SMU (This is to enable the retiree to avail of the benefit of one ward, a benefit for employees with 25 years of service, considering that single/childless employees did not enjoy the educational benefits given to children of SMU employees).
4. There is no available teaching load for him/her anymore because of decrease in enrolment and other reasons that are beyond the control of the retiree and the University.
5. For employees who resign, credited number of years is not applicable. Years of actual service shall apply**.**

h. "Regular Employee" shall mean an employee who has attained regular employment status and who starts receiving his monthly regular pay.

i. "Beneficiary" shall mean the person or persons who shall receive the death benefit provided for herein. The nomination of beneficiaries shall be in accordance

with Article VI Section 2.

j. "Actuarial Advisor" shall mean an independent person or a consulting firm who is accredited with the Insurance Commission to conduct an independent actuarial valuation.

Section 2. **Gender**. The masculine pronoun shall include the feminine gender and the single number shall include the plural unless the context indicates otherwise.

ARTICLE III
MEMBERSHIP

Section 1. **Membership.** Membership in the Plan shall be automatic for all academic and non-academic Regular Employees of the University who have attained regular employment status. Membership in the Plan will commence retroactively on the first day of the month coincident with or next following his attainment of regular employment status. Upon commencement of membership the University may require the Member to execute a pledge to the effect that he has read and is in conformity with this Plan and that he shall abide by its provisions and with any amendments and supplementary rules thereto.

Section 2. **Termination**. Membership in the Plan shall cease automatically upon termination of the Member's service to the University.

Section 3. **Re-Employment**. A Member whose membership in the Plan is terminated and is subsequently employed by the University shall, upon re-admission to the Plan, be treated as a

new Member.

Section 4. **Leave Of Absence**. Membership in the Plan shall continue during any period during which a Member is on leave of absence approved by the University in writing, and during any period of absence due to sickness, accident or other causes not constituting a severance of the employer-employee relationship, except that it may be temporarily suspended at the option of the University during the period of fifteen (15) calendar days or more over which a Member is on leave of absence without pay.

ARTICLE IV
THE FUND

Section 1. **Non-Contributory Plan**. No Member shall be required to make any contributions to the Fund.

Section 2. Funding. The funding of the Plan shall be determined by the Actuarial Advisor and payment of the benefits thereunder shall be provided for through the medium of a Fund held by a Trustee under an appropriate Trust Agreement. The contributions to the Fund so created together with gains and losses realized and unrealized plus contributed accrued liabilities, if any, shall constitute the Fund.

Section 3. **Valuation**. The contributions to the Fund shall be actuarially determined at least once a year.

Section 4. **Procedure for Payment**. Application for the payment of the retirement benefits under Article V and VI must be made in writing in the form and manner prescribed by the

Trustee and must be filed with the Trustee at least thirty (30) days in advance of the date of actual retirement, resignation or separation without cause. Decision of the Trustee shall be final and binding upon all parties.

Section 5. Manner of Payment. At the option of the Trustee, all benefits under the Plan shall be payable to the withdrawing member in the form of a single sum payable anytime within sixty (60) days from the date of such withdrawal from the Plan, upon submission of final clearance. Such benefit shall be payable directly to the Member or to his beneficiary as the circumstances of each case may warrant.

Section 6. Non-Diversion of Funds. All contributions made to the Fund shall be held solely and exclusively for the benefit of the members or their beneficiaries and no part of the said Fund shall be used for, or diverted to, purposes other than for the exclusive benefit of the members or their beneficiaries.

Section 7. Waiver of Claims. Receipt of any benefit by any Member of the Plan shall be deemed a final settlement of any and all claims that the Member may have under the Plan. The Member shall hereby waive, quit claim and release the University and the Plan from any and all claims, actions and liabilities arising from this Plan.

ARTICLE V
RETIREMENT DATES AND BENEFITS

Section 1. Normal Retirement. The Normal Retirement Date of each member shall be:

a. **For Academic Personnel**: At the end of the

semester or the end of the summer term of that same school year when the personnel reached the normal retirement age of 60. In the case of Academic Personnel who occupies an administrative position, the retirement shall take effect at the end of the last month of the second semester of the current school year

b. **For Non-Academic Personnel:** On any day following the celebration of his 60th birthday but not later than the end of the summer term of that same school year.

The Member's Normal Retirement Benefit shall be a sum determined in accordance with Section 4 hereof.

Section 2. Optional/Early Retirement. With the consent of the University, a Member may elect to retire prior to his Normal Retirement Date provided he has reached at least age fifty-five (55) and has completed at least twenty (20) years of Credited Service. The Member's Early Retirement Benefit shall be a percentage of the Retirement Benefit stated in Section 4 hereof in accordance with the vesting schedule below:

Years of Service	**Percentage**
20 but less than 25	65%
25 but less than 30	85%
30 years and over	95%

Section 3. Late Retirement Date. A Member who is allowed by the University to continue to work full time on a yearly extension basis beyond his normal retirement date shall

continue to be a member of the Plan up to his late retirement date. The Late Retirement Date of a Member shall be the first day of the month after attaining his normal retirement date but not beyond age 65. The Member's Late Retirement Benefit shall be a sum determined in accordance with Section 4 hereof.

Section 4. Retirement Benefit. The Retirement Benefit of a Member shall be a sum equal to One-half Monthly Salary for every year of Credited Service. "One-half monthly salary" shall be defined in accordance with the provisions of Republic Act No. 7641 as follows: 15 days Pay plus 1/12th of the 13th month pay plus the cash equivalent of not more than 5 days service incentive leave Pay. This provision is equivalent to 84.76% of Monthly Salary for every year of Credited Service.

However, starting SY 2006-2007, the rate of computation of benefits was increased as follows:

SY 2006 - 2007	-	86 %
SY 2007 - 2008	-	87.5%
SY 2008 - 2009	-	89 %
SY 2009-2010	-	92%
SY 2010-2011	-	95%
SY 2011-2012	-	98%
SY 2012-2013 and beyond	-	100%

Section 5. Resignation Benefit. A member who resigns from the University prior to his retirement date shall receive an amount equal to a percentage of the retirement benefit (last monthly salary multiplied by the corresponding retirement benefit rate multiplied by the member's **actual** years of service) in accordance with the vesting schedule below:

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

Section 6. Disability Retirement. In the event that a Member is retired by the University due to permanent total incapacity or disability, as determined by a competent physician appointed by the University, his disability retirement benefit shall be a single sum equal to the Retirement Benefit (last monthly salary multiplied by the Retirement Benefit Rate multiplied by the credited years of service) but not less than 10,000.00 In addition a medical benefit equal to 10,000.00 shall be paid.

Section 7. Severance Benefit. A Member who is involuntarily separated by the University due to a retrenchment program or for causes not due to his own fault shall be entitled to a benefit determined in accordance with the Labor Code or in accordance with the Collective Bargaining Agreement or the retirement benefit under Article V, Section 4 of this Plan, whichever is greater.

Section 8. Dismissal for Cause. A Member who is dismissed by the University for cause shall not be entitled to any benefit under the Plan.

Section 9. Forfeitures. The portion of the amount standing to the credit of a separated Member which is not paid to him by virtue of the limitations specified in this Plan shall be retained

in the Fund and shall be used to reduce future contributions of the University.

ARTICLE VI
DEATH BENEFIT

Section 1. Benefit. In the event that a Member dies **while in service**, from any cause except self-inflicted injuries, his beneficiaries shall be entitled to receive a death benefit in a lump sum equal to the Retirement Benefit (last monthly salary multiplied by the corresponding retirement benefit rate multiplied by the credited years of service) but not less than 50,000.00. In addition, a funeral benefit of 50,000.00 shall be paid.

Section 2. Nomination of Beneficiary.

Procedure. Each employee shall, upon eligibility to participate in the Plan, forthwith nominate in writing, in such forms as shall be prescribed by the Trustee, a person or persons entitled to succeed such Member, by testate or intestate succession under existing laws, to receive the amount which may be due the Member in case of his death or inability to receive in person any sum due him from the Fund.

Every nomination or appointment shall remain in force until the death of the nominee or appointee or until revoked or amended by the Member making it by delivering to the Trustee another nomination or appointment in the prescribed form.

In the event of death of a designated or appointed beneficiary during the lifetime of the designating or appointing Member,

said Member shall forthwith nominate or appoint another person in the place of the deceased beneficiary.

Failure to Nominate. If at the death of the Member there shall exist no valid nomination by him of a beneficiary, the existing laws on succession shall prevail.

If the person or persons from among those enumerated in the existing laws on succession do not exist at the time of the Member's death, no death benefit shall be paid by the Plan. The death benefit which should have been paid shall be forfeited in favor of the Fund.

Minor/Incompetent Beneficiary. In case the beneficiary is a minor or under any disability to give legal discharge for payment of the benefits, then payment of the benefits shall not be made until a legal guardian is appointed in behalf of the minor or person under disability, but the beneficiary shall not be entitled to any income on the amount of the accrued benefits during the period that the payment was deferred because of the absence of a legal guardian; provided further that if the amount of benefit is such that existing laws would allow the payment thereof to the surviving parent of the minor or incompetent beneficiary, then benefit payments for the account of said beneficiary shall be made to the surviving parent of said beneficiary.

ARTICLE VII
ADMINISTRATION

Section 1. The Plan. The Plan shall be administered by a Trustee appointed by the University who shall be responsible

for the general administration of the Plan and the management of the Fund. The University may create a Retirement Committee which will coordinate with the Trustee in the implementation of this Plan. The Trustee may seek the advice of a counsel and may appoint an investment manager or managers to manage the Fund, an independent accountant to audit the Fund and an actuary to value the Fund. Fees and expenses incurred in the investing and accounting and/or actuarial audit, amendment and other services for the Plan may be charged to the Fund. In the absence of a TRUSTEE, the Retirement Committee shall administer/manage the Retirement Fund.

Section 2. Trust Agreement. The powers, authorities and discretions necessary or expedient for the Trustee to perform his/her duties shall be expressed in the Trust Agreement executed by the University and the duly appointed person(s) or entity.

Section 3. Retirement Committee. The duties of the retirement committee shall consist of the following functions solely as they relate to the Plan:

Composition:

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

Functions:

a. Implements the rules and procedures of the Retirement Plan;

b. Reviews the Plan and recommends to the Board of Trustees amendments thereto, if any;
c. Interprets the meaning, coverage and application of the provisions of the Plan and consults the Board of Trustees for ambiguous cases; and
d. Is responsible for the general administration and management of the Plan.

ARTICLE VIII
AMENDMENT AND TERMINATION OF THE PLAN

Section 1. Amendment. The University may amend or modify this Plan at any time. Any amendment should conform with Republic Act No. 4917 and Republic Act No. 7641 and their implementing regulations and shall be immediately communicated to the Trustee and the Members of the Plan.

Section 2. Termination by Liquidation. The University reserves the right at any time on account of business necessity to terminate, withdraw, amend, or modify the Plan in whole or in part, at the discretion of the University. In the event of the termination of the Plan, the liability of the University to make contributions shall cease, and the assets of the Fund shall be allocated, subject to provisions for expenses of administration or liquidation.

The Trustee shall pay all debts and obligations of the Fund and settle or dispose of any claims then outstanding against the Fund, and thereafter allocate the property remaining in the Fund to the employees or their beneficiaries, as follows:

1. A sum in full or pro-rata, to provide for the payment to members who are eligible for normal and late retirement,

or for death and disability benefits, but who have not received their benefit payments by the date of termination of the Plan.

2. If any amount remains after (a) above, a sum, in full or pro-rata, to provide for the payment of benefits to employees who are eligible for early retirement by the date of Plan termination.
3. If any amount remains after (b) above, a sum, in full or pro-rata, to provide for the payment of benefits to employees who remain and who may have contingent benefit interest as the Trustee or Retirement Committee may determine on the termination of the Plan.
4. Any amount remaining in the fund after making the above allocations and after paying all liabilities shall revert to the University.

Section 3. Termination by Transfer. In the event the University terminates the Plan by transferring it to any other Fund which is similar, in the opinion of the Trustee, to the purpose and terms of this Plan, each Member shall be entitled to the same benefits as they have in this Plan had the Plan not been terminated.

ARTICLE IX
EFFECT OF LEGISLATION

Section 1. Social Security System and Workmen's Compensation. Except as otherwise provided, whatever benefits may be due the Member on account of the Social Security Law shall not be deducted from the Plan benefits.

Section 2. Duplication of Benefits. In the event that existing

or future laws, including the Collective Bargaining Agreement, require the University to pay similar or analogous benefits to those already herein provided, the Member concerned shall not be entitled to receive both what the law, legislation or the CBA requires the Company to give but shall be entitled only to whichever benefit is the greater among them (and not in addition to);, or, the University may exercise the right to reduce its current contributions or benefits under this Plan by the amount of any payments required by the subsequent legislation or CBA in accordance with the regulations promulgated by the University.

ARTICLE X
MISCELLANEOUS PROVISIONS

Section 1. Irrevocability. The University shall have no right, or interest in the contributions made by them to the Trust and no part of the Fund shall revert to the University except after satisfaction of all liabilities of the Plan; however, such contributions as may have been made by the University as a result of overpayment may revert to the University.

Section 2. Non-Transferability of Rights. No benefit payable under the Plan shall be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance or change; and any action by way or anticipating, alienating, selling, transferring, assigning, pledging, encumbering, changing the same shall be void and of no effect.

Section 3. Lien of the University. The University shall have the first lien upon the amount standing to the credit of its employee-member to cover all liabilities of the Member to the

University. Said amount of liability shall be deducted by the Trustee from the benefit payment to the Member and shall be remitted to the University.

Section 4. Waiver of Claims. Any benefit received by the Member from the Plan shall be deemed a final settlement of any and all claims that the Member has pursuant to this Plan. Therefore, the Member hereby releases the University and the Plan from any and all Plan liabilities.

Section 5. Employment. The establishment of the Plan shall not be construed as conferring any right upon any Member or any person to a continuation of employment.

Annex B

CODE OF PROPER CONDUCT FOR SMU PERSONNEL

Section 1. Statement of Policy. Proper conduct plays a very vital role in achieving the institutional mission of integral formation of person inspired by Christ's mission and driven by excellence, innovation, and communion. As such, the University expects all its personnel to contribute their share in this effort by following the prescribed norms of proper conduct and behavior as spelled out in this Code, the Manuals for Academic and Non-Academic Personnel, the SMU Anti-Sexual Harassment Implementing Guidelines, and such other rules and regulations as may be promulgated by the University in the future.

The Code of Proper Conduct is aimed primarily at developing self-discipline among SMU personnel. For this reason, it should be considered as an instrument for the maintenance of proper conduct and should not be viewed from a punitive perspective. It also seeks to correct unbecoming conduct and unsatisfactory work habits in order to maintain a clean, healthy, safe, friendly, productive and pleasant work environment.

Section 2. Scope. The provisions of this Code shall apply to all academic and non-academic personnel of Saint Mary's University regardless of their employment classification and status. It shall apply not only to all acts committed within the campus of SMU, but also to those committed outside the University domain insofar as it relates to the performance of the duties and responsibilities of its personnel, or it affects SMU's name and good reputation.

Section 3. General Guidelines

3.1 The immediate superior shall exercise primary jurisdiction in implementing this Code. As such, he/she shall be primarily

responsible in enforcing its provisions and other institutional rules and regulations, undertake appropriate corrective actions, and initiate administrative complaints when warranted by circumstances.

3.2 The rudiments/requirements of due process, both procedural and substantive shall always be observed prior to the imposition of appropriate administrative sanction.

3.3 When the unacceptable behavior of the personnel is established by substantial evidence, the appropriate corrective action shall be promptly and consistently applied. Aggravating and mitigating circumstances may be considered on a case-to-case basis and proven evidence.

3.4 When the unacceptable behavior involves damage to property, in addition to the imposition of appropriate administrative sanction, the respondent shall also be required to restitute or pay for the lost or damaged property based on its replacement value, repair the damage caused, or be required to indemnify its consequential damages if applicable under the circumstances.

3.5 The list of unacceptable behavior and sanctions in this Code is not exclusive. Other unacceptable behavior and their corresponding sanction are spelled out in the Manual of Regulations for Private Higher Education (MORPHE), Manual of Regulations for Private Schools (MRPS), Labor Code of the Philippines and in such other circulars, and memoranda as may be promulgated by the SMU Administration from time to time, subject only to the requirement of proper dissemination.

3.6 When a single act constitutes two or more unacceptable behavior under this Code, the corrective action for the more serious unacceptable behavior shall be applied.

3.7 The proceedings under this Code are administrative in nature. As such, the University is not obliged to afford the parties a trial-type proceeding. Neither is the University bound by technical rules of procedure or evidence applied in the courts of law or agencies exercising quasi-judicial functions. The submission of pleading, countervailing written evidence,

affidavits, position papers, memorandum, documents, or the like shall be enough evidence to be considered except for clarificatory purposes. The parties may seek the assistance of their legal counsel but the latter is not allowed to directly participate in the proceedings.

Section 4. Unacceptable Behaviors and Administrative Sanctions.

4.1 Classification of Unacceptable Behaviors. Unacceptable behaviors may be categorized under any of the following:

CODE	DESCRIPTION	DEFINITION
I	Light	An act that is slightly detrimental to the interest of the University but can be corrected by Counseling upon first offense.
II	Less Grave	An act that is moderately detrimental to the interest of the University but can be corrected by Written Reprimand upon first offense.
III	Grave	An act that is gravely detrimental to the interest of the University but can be corrected by Suspension or Demotion upon first offense.
IV	Very Grave	An act that is very detrimental to the interest of the University and is normally penalized by Demotion or Dismissal upon first offense under the Labor Code or the Manual of Regulations for Private Higher Education (MORPHE).

4.2 Imposable Corrective Actions. The following corrective

actions shall be imposed upon a personnel who is established by substantial evidence to have committed any unacceptable behavior:

CODE	DESCRIPTION	PROCESS INVOLVED
C	Counseling	The immediate superior talks privately to the concerned personnel to explain why a corrective action is taken with the aim of helping him realize that his action was improper and how he can improve in the future. The immediate superior should file a simple report, which specifies the date of counseling and a brief description (content) of the counseling activity. The letter/note shall be received and signed by the concerned personnel and shall be placed in his 201 files in the HRDO.
W	Written Reprimand	A formal letter is given to the concerned personnel specifying the unacceptable behavior he has committed and reminding him to desist from repeating such behavior. The letter/note shall be received and signed by the concerned personnel and shall be placed in his 201 files in the HRDO.
S	Suspension	A formal letter is given to the concerned personnel informing him that he will not report for work for a certain period without pay as corrective action for an unacceptable behavior he has committed. The number of days of suspension may range from one to 30 working days, depending on the circumstances and gravity of the

CODE	DESCRIPTION	PROCESS INVOLVED
		unacceptable behavior. The letter/note shall be received and signed by the concerned personnel and shall be placed in his/her 201 files in the HRDO.
De	Demotion	A formal letter is given to the concerned informing him that due to an unacceptable behavior he has committed, he/she is relegated to a subordinate or less important position, constituting a reduction to a lower rank/step effective on a certain date. The letter/note shall be received and signed by the concerned personnel and shall be placed in his/her 201 files in the HRDO.
Di	Dismissal	A formal letter is given to the concerned informing him that due to an unacceptable behavior he has committed, he is dismissed from the University effective a certain date. The letter/note shall be received and signed by the concerned personnel and shall be placed in his 201 files in the HRDO.

4.3 List of Unacceptable Behaviors and Corrective Actions. In the exercise of its disciplinary authority over its academic and non-academic personnel, the University hereby declares the following acts as Unacceptable behaviors and hereby provides for their corresponding administrative sanctions:

Table I
OFFENSES AGAINST PERSONS

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
1. Any act constituting threat, or any attempt to inflict bodily harm, intimidation or coercion against a personnel or student.	II III	W S	S Di	Di	
2. Interfering or obstructing in any way with the work of fellow personnel.	II III	W S	S Di	Di	
3. Inflicting bodily injury upon a student, clients or another personnel or have in fact inflicted or caused bodily harm through other persons.	III IV	S Di	Di		
4. Bringing into University premises other persons not connected with the University to attack or have in fact attacked another person within University premises.	III IV	S Di	Di		
5. Inflicting bodily injury upon another personnel or student, or school guest at any time within or outside	III IV	S Di	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
school premises, job sites or property.					
6. Commission of a crime or offense by the personnel against a co-employee or any of his/her superiors or any immediate member of his/her family due to work-related reason/s.	III IV	S Di	Di		
7. Any act or utterance amounting to disrespect, humiliation and embarrassment of students, other personnel, visitors or persons in authority.	II III IV	W S Di	S Di	Di	
8. Uttering, writing, "texting", chatting, e-mailing or posting/uploading malicious, obscene, insulting or offensive words, photos, drawings or videos against co-workers, students, guests or superiors.	II III IV	W S Di	S Di	Di	
9. Defamation (libel, slander) or public imputation of a crime, vice or defect or act tending to cause dishonor	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
or discredit to a person in authority, other personnel, students or guests.					
10. Instigating a fight with another personnel, a student or school guest inside or outside school premises, irrespective as to who started or initiated the fight.	I II III IV	C W S Di	W S Di	S Di	Di
11. Fighting with another personnel, a student or school guest inside or outside school premises, irrespective as to who started or initiated the fight.	II III IV	W S Di	S Di	Di	
12. Inflicting corporal punishment on student/s.	III IV	S Di	Di		
13. Participation in hazing.	III IV	S Di	Di		
14. Intentional filing of malicious and unfounded complaints against a student, employee or university authority.	II III IV	W S Di	S Di	Di	
15. Reckless driving resulting in an accident where a third party has been injured or	III IV	S Di			

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
killed.					
16. Other behaviors analogous to the foregoing.	I II III IV	C W S Di	W S Di	S Di	Di

Table II
OFFENSES AGAINST PROPERTY AND PROPERTY RIGHTS

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
1. Any damage caused to University property or the property of another personnel or student during school time and in school premises either willfully or through negligence.	I II III IV	C W S Di	W S Di	S Di	Di
2. Vandalism in any form, act of sabotage or intentional destruction of University property.	II III IV	W S Di	S Di	Di	
3. Bringing into University	III	S	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
premises other persons not connected with the University to cause damage to property.	IV	Di			
4. Any act of theft or any attempt to commit theft or robbery of any University property or that of personnel or student.	II III IV	W S Di	S Di	Di	
5. Misuse and/or malversation of University funds or trust funds or similar acts of dishonesty.	III IV	S Di	Di		
6. Substituting or attempting to substitute University material or equipment with another of inferior quality with intent to defraud the University.	III IV	S Di	Di		
7. Obtaining supplies or materials on fraudulent orders, and conniving or colluding with the personnel doing it.	III IV	S Di	Di		
8. Using the time, material, equipment, facilities, room or building of the University on matters alien to the University's business and/or	I II III IV	C W S Di	W S Di	S Di	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
to promote personal interest.					
9. Reckless driving resulting in injury, death or damage to university vehicle or property	III IV	S Di	Di		
10. Submitting false or fraudulent money claims against the University or submitting forged certification or documents.	III IV	S Di	Di		
11. Engaging in fictitious transactions, fake invoicing, deals padding and other sales malpractices.	III IV	S Di	Di		
12. Failure to report immediately to University authorities any damage to its property caused by his/her actions.	II III IV	W S Di	S Di	Di	
13. Unauthorized use of University equipment to develop unauthorized software, programs or systems or to spread viruses or to view pornographic materials or to engage in computer games and other similar acts.	III IV	S Di	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
14. Unauthorized revision or reproduction of systems, computer programs, systems configuration or settings and other similar acts.	III IV	S Di	Di		
15. Unauthorized reproduction, distribution or selling of University instructional materials or any University documents.	III IV	S Di	Di		
16. Other behaviors analogous to the foregoing.	I II III IV	C W S Di	W S Di	S Di	Di

Table III
OFFENSES AGAINST UNIVERSITY INTEREST AND POLICIES

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
1. Not wearing the prescribed	I	C	W	S	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
uniform/appropriate attire and I.D. during work hours without a valid reason or prior approval.					
2. Failure to record one's attendance.	I	C	W	S	Di
3. Fraudulently registering time or tampering daily time record or that of another personnel.	II	W	S	S	Di
4. Falsification or irregularities in the accomplishment or keeping of daily time record.	II	W	S	S	Di
5. Fraudulently obtaining or releasing money, property or documents from the University, either personally or in collusion with others.	II III IV	W S Di	S Di	Di	
6. Intent to deceive by misrepresentation in withdrawing or attempting to withdraw the salary or benefits of another personnel.	III	S	Di		
7. Failure to remit any and all collections and other articles whether in cash or	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
check credit.					
8. Accepting directly or indirectly any sum of money, unauthorized commission, offer or promise, in consideration of any act, contract, decision of service connected with the discharge of the official duties resulting to a disadvantage to the University. Prosecution under this paragraph shall be without prejudice to the filing of a civil case for the damages sustained by the University.	II III IV	W S Di	S Di	Di	
9. Offering or accepting anything of value in exchange for a job, work assignment, work location or favorable condition of employment.	II III IV	W S Di	S Di	Di	
10. Destroying or attempting to destroy University records to conceal irregular or illicit transactions to the prejudice of the University.	III IV	S Di	Di		
11. Submitting false documents	IV	De	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
or false statements or willful misrepresentation or concealment of disqualification to secure employment or promotion in the University.					
12. Unauthorized use of University logo, letterhead and other University emblems.	II III	W S	S Di	Di	
13. Giving ID card or identification material to any person not entitled to it or assisting non-personnel or unauthorized person to enter the University premises and restricted area without permission from concerned University authority.	II III	W S	S Di	Di	
14. Giving away restricted or classified University information, form, document, or other confidential papers without authorization or clearance from the University President or supervising Vice President to any	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
outsider or to those not authorized to possess such materials. This is without prejudice to the filing of appropriate case against the offender.					
15. Unauthorized issuing of official statement, policies, pronouncements to the public, partners, clients, etc. without the prior knowledge and approval of the University President.	II III IV	W S Di	S Di	Di	
16. Making vicious or malicious statements that are detrimental to the University.	II III	W S	S Di	Di	
17. Tampering, intentionally destroying or keeping University files, forms, documents or other similar data without proper authorization, whether confidential or not.	II III IV	W S Di	S Di	Di	
18. Unauthorized recording of conversations in the course of official business without the knowledge of the persons involved.	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
19. Performing certain acts amounting to grave abuse of authority, or constituting a violation of University policy, which bind or tend to bind the University, or which would result to damage or loss on its part.	II III IV	W S Di	S Di	Di	
20. Conflict of interest or engaging in any unauthorized commercial activities during work hours that would interfere with the performance of one's duties.	I II III	C W S	W S Di	S Di	Di
21. Soliciting or collecting money or other things of value from personnel or students or parents for any purpose without prior written authorization from proper University authorities.	II III IV	W S Di	S Di	Di	
22. Contracting loans from students or their parents where trust relationship is involved.	II III	W S	S Di	Di	
23. Incurring financial obligations outside where	I	C	W	S	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
creditors disturb university officials or other employees with repeated reminders and notices about such financial obligations of the employee.					
24. Exercising any act of authority towards another employee under false pretense.	II III IV	W S Di	S Di	Di	
25. Usurpation and/or misrepresentation of official University function or position resulting in prejudice to the interest of the University.	II III	W S	S Di	Di	
26. Abuse of authority in the discharge of one's duty to gain profit or advantage from other personnel, students, parents, guests, clients and others.	II III IV	W S Di	S Di	Di	
27. Changing of exam schedules not approved by the Vice President for Academic Affairs upon recommendation of the Academic Dean or use of proctors not authorized by	I II	C W	W S	S Di	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
the Academic Dean.					
28. Selling merchandise during class/office time or unauthorized tickets to students.	II III	W S	S Di	Di	
29. Teaching or working in other institutions without prior written permission from the University President.	II	W	S	Di	
30. Administering first term, second term or midterm exams to a student who fails to present the test permit	II	W	S	Di	
31. Incurring three written reprimands in one school year.	III	S	Di		
32. Incurring three suspensions within two school years.	IV	Di			
33. Padding of university documents and records.	III IV	S Di	Di		
34. Uttering, writing, "texting", e-mailing or posting/uploading malicious, obscene, insulting or offensive words photos or videos against the institution.	II III IV	W S Di	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
35. Proselytizing for other religious sects within the campus.	II	W	S	Di	
36. Recruiting students and personnel to join terrorist/rebel groups officially declared by the Government.	II	W	S	Di	
37. Other behaviors analogous to the foregoing/Violation of University policies, rules and regulations.	I II III IV	C W S Di	W S Di	S Di	Di

Table IV
OFFENSES AGAINST PROFESSIONAL RESPONSIBILITIES

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
1. Inefficiency, negligence or incompetence in the performance of one's duties.	II III IV	W S De	S Di	De	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
2. Habitual absences and tardiness.	II III IV	W S Di	S Di	Di	
3. Abandonment of employment or assignment.	IV	Di			
4. Making cheating possible or intimating answers in a quiz or exam whether for monetary gain or not.	II III IV	W S Di	S Di	Di	
5. ”Selling” grades/ test papers or accepting cash or anything of value in lieu of compliance with school requirements.	IV	Di			
6. Absence without official leave or tardiness or early dismissal or leaving class without permission.	I II	C W	W S	S Di	Di
7. Failure to submit student record, grading sheets, completion form, test booklets and other requirements on time.	I II	C W	W S	S Di	Di
8. Refusal to submit student records such as grading sheets, completion form test booklets, etc. when directed to do so by	III IV	S Di	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
University authorities .					
9. Assigning grades not adequately supported by student performance records or submitting erroneous grades.	II	W	S	Di	
10. Unfair treatment of students such as favoritism or bias for or against some students.	I	C	W	S	Di
11. Using class time for unauthorized non-class activities or holding classes in venues not approved by University authorities.	II	W	S	Di	
12. Losing/misplacing school records which cause prejudice to the University or negligence in keeping student or University records or tampering with or falsifying any of said records/documents	II III IV	W S Di	S Di	Di	
13. Failure to inform the HRDO in writing within 30 days of any change in civil status, address, practice of profession, election or	I II III	C W S	W S Di	S Di	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
appointment as public official, or membership in any organization.					
14. (For Probationary/Part time Personnel) Unsatisfactory performance in any of these criteria in the semestral performance evaluation: Student Evaluation, or Department Head Evaluation or Dean Evaluation or Head of Office Evaluation.	II III IV	W De Dismissal or Non-renewal of contract			
15. (For Permanent Personnel) Unsatisfactory performance in the Annual Performance Evaluation	II	W	S	De	Di
16. Wasting time or loitering, or sleeping during official work hours or malingering or feigning illness to avoid doing assigned work.	I II III	C W S	W S Di	S Di	Di
17. Leaving work assignment or University premises during official work hours without previous permission from the immediate superior.	I II III	C W S	W S Di	S Di	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
18. Intellectual dishonesty or plagiarism.	II	W	S	De	Di
19. Violation of the Code of Professional Ethics of one's profession (e.g. Teacher, Nurse, Engineer, Accountant).	I II III IV	C W S Di	W S Di	S Di	Di
20. Non-renewal of professional license or any other certifications and accreditations.	II	W	S	De	Di
21. Other behaviors analogous to the foregoing.	I II III IV	C W S Di	W S Di	S Di	Di

Table V
OFFENSES AGAINST GENERAL SECURITY AND SAFETY, PUBLIC ORDER AND PUBLIC HEALTH

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
1. Forcing entry into the office or University premises during off-hours without necessary overtime work authorization or permission from concerned University authorities or entering restricted areas without specific permission.	III IV	S Di	Di		
2. Unauthorized possession of key that can open the locker, drawer or office of another personnel.	II III IV	W S Di	S Di	Di	
3. Unauthorized carrying of firearms, explosives, inflammable materials and other deadly weapons such as knives, bolos, ice picks, bows and arrows, etc. inside University premises or jobsites.	III IV	S Di	Di		
4. Refusal or failure to submit	II	W	S	Di	

to security and safety requirements/inspection	III	S	Di		
5. Removal of safety devices without authorization.	II III	W S	S Di	Di	
6. Driving company vehicle without a valid driver's license or authority from proper University authority.	II III	W S	S Di	Di	
7. Failure to follow University rules on proper maintenance of its facilities such as putting off lights and air-conditioning units, locking rooms, etc.	II	W	S	Di	
8. Smoking/vaping inside the University premises.	I	C	W	S	Di
9. Failure to report or willfully withholding information thereof from University authorities if having a serious contagious disease which may endanger other personnel and knowing about it yet	III	S	Di		
10. Failure to observe University and general health safety practices and regulations, or willful disregard of office directives relating to sanitary conditions of the office, orderliness and security.	I II	C W	W S	S Di	Di

11. Concealment and/or manifestation of strong emotional disturbance or instability.	I II III IV	C W S Di	W S Di	S Di	Di
12. Failure to follow CHSF and Green Campus Guidelines.	I II	C W	W S	S Di	Di
13. Failure to report and register personal property brought into and brought out from the University premises.	I II	C W	W S	S Di	Di
14. Other behaviors analogous to the foregoing.	I II III IV	C W S Di	W S Di	S Di	Di

Table VI
OFFENSES AGAINST PUBLIC MORALS

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
1. Disgraceful or immoral conduct/ Notoriously unacceptable behavior.	III IV	S Di	Di		
2. Conviction of any crime involving moral turpitude.	IV	Di			
3. Taking part in any gambling, lottery or any other game of	I II	C W	W S	S Di	Di

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
chance using the time and/or within premises of the University					
4. Bringing into University premises, possession or taking in any drug prohibited by law inside University premises or jobsite or reporting for work under the influence of the same.	III IV	S Di	Di		
5. Bringing into or possession of alcoholic beverage within University premises, unless officially approved by the Vice President for Administration or University President as part of official events.	I	C	W	S	Di
6. Drinking liquor or any intoxicating drink while in the performance of one's duty or within the University premises or reporting for work under the influence of liquor, unless officially approved by the Vice President for Administration or University President as	II III	W S	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
part of official events.					
7. Driving while under the influence of alcohol using University vehicle.	III	S	Di		
8. Engaging in scandalous or indecent act within or outside the University.	III IV	S Di	Di		
9. Using abusive or profane language within University premises or at any place during official business or University- related activity.	II III	W S	S Di	Di	
10. Any discourteous act to a client, customer or guest in the performance of one's duties.	I II III	C W S	W S Di	S Di	Di
11. Showing or exhibiting pornographic materials, pictures or literature within University premises or jobsites or at any place during official business or University- related activity.	I II	C W	W S	S Di	Di
12. Rumor mongering or making false, vicious or malicious statement about personnel or students.	II III	W S	S Di	Di	

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
13. Having illicit relations with co-personnel, students, or other persons in or outside the University.	III IV	S Di	Di		
14. Engaging in relationships with students or other persons under scandalous circumstance.	II III IV	W S Di	S Di	Di	
15. Engaging in extramarital relationship.	IV	Di			
16. Premarital sexual affairs or relationship, which may or may not result to pregnancy (the corresponding corrective action or sanction for female employees applies to male employees who engage in premarital sexual affairs or relationship or who fathers a child outside marriage).	III	S			
17. Concealment of pregnancy before Church marriage (the corresponding corrective action or sanction for female employees applies to male employees who fathers a child outside marriage).	II III	W S	S		

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
18. Indecent conduct including: a. Lewdness, acts of lasciviousness, sexual advances inside or outside the University premises; and b. Texting, messaging, posting, uploading lewd or pornographic messages, photos or videos of oneself.	III IV	S Di	Di		
19. Any behaviors analogous to the foregoing.	I II III IV	C W S Di	W S Di	S Di	Di

Table VII
OFFENSES AGAINST ADMINISTRATION AND AUTHORITIES

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
1. Any act of disobedience or insubordination (i.e., refusal to follow reasonable and lawful orders or instructions of superior in connection with one's work).	II III IV	W S Di	S Di	Di	
2. Willful disregard of office directives relating to economical use of office supplies and equipment.	I II	C W	W S	S Di	Di
3. Failure to follow prescribed procedures resulting to loss or pilferage or accidents.	II III	W S	S Di	Di	
4. Willful breach by the personnel of the trust reposed in him by his superior or any University authority	III IV	S Di	Di		
5. Non-cooperation in any authorized University activity or group work.	I	C	W	S	Di
6. Refusing to answer the questions or cooperate in any investigation	III IV	S Di	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
authorized or conducted by the University or concealing matter which is material to the case, unless such answer would violate one's right/s.					
7. Intentionally using or giving false testimony, document, or information which is material to the case in any University investigation.	III IV	S Di	Di		
8. Organizing activities involving students and/or accompanying them without prior written permission from University authorities.	II III	W S	S Di	Di	
9. Inciting, instigating, or participating in any riot, disorder, unlawful rallies and demonstrations against the University.	III IV	S Di	Di		
10. Other acts analogous to those listed above.	I II III IV	C W S Di	W S Di	S Di	Di

Section 5. Procedure to be Followed for Unacceptable Behaviors that Warrant Counseling or Reprimand. To comply with the requirements of due process before the imposition of proper administrative sanction, the following procedure shall be observed:

5.1 Any person (personnel, student, parent, alumni, client, visitor, etc.) may file a written complaint against any personnel of Saint Mary's University for an unacceptable behavior listed above. The complaint shall be filed in the office of the immediate superior of the subject personnel. Complaints that are filed to any school personnel shall be referred to the Vice President for Administration and the immediate superior of the personnel being complained about (hereinafter to be referred to as "the respondent").

a. When reports or complaints are conveyed in oral, phone, text, chat messages, or through social media platform to any school personnel, the receiver shall require the complainant to reduce the same into writing and file with the University. The University reserves the right to refuse to proceed with the administrative inquiry until the complainant complies with this condition. For violation of University rules and regulations, the immediate superior should initiate the administrative process against the respondent.

b. Anonymous complaints that are received by any school personnel shall be forwarded to the HRDO who shall furnish the immediate superior and the Vice President for Administration the copy of the complaint. If the complaint contains verifiable information, the immediate superior shall conduct proper investigation to determine if there is sufficient basis to initiate an administrative proceeding against the personnel concerned.

5.2 Upon receipt of the complaint, or when a personnel violates University rules and regulations, the immediate superior shall prepare a written directive addressed to the respondent requiring him/her to explain within a period not exceeding 72 hours from receipt why he/she should not be administratively sanctioned for a specified violation of the Code of Proper Conduct for SMU Personnel. Relevant documents, if any, evidencing the infraction committed by the respondent shall be attached in the written directive. The written directive, as well as the attachments, must be personally served upon the respondent.

5.3 If the respondent fails to file his/her written explanation/answer within the prescribed period, the immediate superior shall prepare five copies of the decision duly noted by the supervising authority mentioned in Section 5.4 within five (5) working days from the expiration of the term given the respondent. The decision must be personally served upon the respondent and receipt thereof duly acknowledged by him/her. The copies shall be distributed as follows:

- 1st copy- the respondent
- 2nd copy- file of the immediate superior
- 3rd copy- HRDO copy to be filed in the 201 file of the respondent
- 4th copy- complainant
- 5th copy- Legal Counsel

5.4 If the respondent files his/her answer, the immediate superior shall initiate a mediation or conciliation to settle the issue within two (2) working days after receipt of the response/answer. If unresolved, the immediate superior conducts an investigation. For this purpose, he/she may require the complainant and the respondent to submit their evidence. On the basis thereof, he/she shall make the corresponding report, which shall be noted by the proper approving authority.

ERRING PERSONNEL	IMMEDIATE SUPERIOR	SUPERVISING AUTHORITY
Academic Personnel	Academic Dean	Vice President for Academic Affairs
Non-Academic Personnel under Vice President for Mission and Identity	Head of Office	Vice President for Mission and Identity
Non-Academic Personnel under Vice President for Finance	Head of Section/Office	Vice President for Finance
Non-Academic Personnel under Vice President for Administration	Head of Office	Vice President for Administration
Academic Department Head/ Coordinator	Academic Dean	Vice President for Academic Affairs
Office Head/ Administrative Dean/ Administrative Director	Supervising Vice President	University President
Academic Dean	Vice President for Academic Affairs	University President
Vice President	Advisory Board	University President

5.5 If after investigation, the immediate superior finds that the respondent is liable/not liable of the charge, he/she shall prepare five copies of the decision duly noted by the supervising authority mentioned in Section 5.4 within seven (7) working days after the expiration of the two (2) days period. The same must be personally served upon the respondent and receipt thereof duly acknowledged by him/her. The copies shall be distributed as follows:

- 1st copy- the respondent
- 2nd copy- file of the immediate superior
- 3rd copy- HRDO copy to be filed in the 201 file of the respondent
- 4th copy- complainant
- 5th copy- Legal Counsel

5.6 The respondent or complainant may appeal the findings of the immediate superior to the Office of the University President whose findings shall be final and executory.

Section 6. Procedure to be Followed for Unacceptable Behaviors that Merit Suspension, Demotion or Dismissal. To comply with the requirements of due process before the imposition of proper administrative sanction, the following procedure shall be observed:

a. Any person (personnel, student, parent, alumni, client, visitor, etc.) may file a written complaint against any personnel of Saint Mary's University for an unacceptable behavior listed above. The complaint shall be filed in the office of the immediate superior of the subject personnel. Complaints that are filed to any school personnel~~)~~ shall be referred to the immediate superior of the personnel being complained about (hereinafter to be referred to as "the respondent" and to the Vice President for Administration. When reports or

complaints are conveyed in oral, phone, text, chat messages, or through social media platform to any school personnel, the receiver shall require the complainant to reduce the same into writing and file with the University. The University reserves the right to refuse to proceed with administrative inquiry until the complainant complies with this condition. For violation of University rules and regulations, the immediate superior should initiate the administrative process against the respondent.

b. Anonymous complaints that are received by any school personnel shall be forwarded to the HRDO who shall furnish the immediate superior and the Vice President for Administration the copy of the complaint. If the complaint contains verifiable information, the immediate superior shall conduct proper investigation to determine if there is sufficient basis to initiate an administrative proceeding against the personnel concerned.

Upon receipt of the complaint, or when a personnel violates University rules and regulations, the immediate superior shall prepare a written directive addressed to the respondent requiring him/her to explain within a period not exceeding 48 hours from receipt why he/she should not be administratively sanctioned for a specified violation of the Code of Proper Conduct for SMU Personnel. Relevant documents, if any, evidencing the infraction committed by the respondent shall be attached in the written directive. The written directive, as well as the attachments, must be personally served upon the respondent.

6.2 Upon receipt of the complaint, or when a personnel violates University rules and regulations, the immediate superior shall prepare a written directive addressed to the respondent

requiring him/her to explain within a period not less than 48 hours why he/she should not be administratively sanctioned. Relevant documents evidencing the infraction committed by the respondent shall be attached in the written directive. The written directive, as well as the attachments, must be personally served upon the respondent.

6.3 Upon receipt of the written explanation/answer of the respondent, or if the respondent failed to file his/her written explanation/answer, the immediate superior shall endorse the records relative to the complaint to the Vice President for Administration. If no written explanation/answer is filed by the respondent, the Vice President for Administration shall prepare and personally serve to the respondent a written directive to file his/her written explanation/answer within the period of 24 hours from receipt thereof.

6.4 The Vice President for Administration shall elevate the case to the Advisory Board who decides if there is a need to form the Committee on Investigation within 24 hours from the receipt of the responsive pleading or expiration of the period as above indicated. The Vice President for Administration will recommend the composition of the Committee on Investigation for appointment by the University President.

6.5 Within three days from receipt of the directive from the University President to conduct fact-finding investigation, the Committee on Investigation shall schedule an initial conference with the complainant/s and the respondent/s to apprise them of the basic procedural rules for the conduct of the investigation.

On the same occasion, the Committee shall inform in writing the complainant and the respondent of the time, date and venue of the formal investigation. The interval between the initial conference and the formal investigation should not be less than

nor exceed five days to enable the complainant and respondent to prepare.

6.6 During the formal investigation of the Committee on Investigation, the following procedural rules shall be observed:

a. The possibility of amicable settlement, mediation, conciliation or submission to alternative modes of dispute resolution is explored.

b. The factual issues to be resolved by the Committee shall only be limited to those which were alleged in the Complaint. For this reason, the complainant cannot present evidence on issues that are not tackled in the Complaint. In the same manner, the respondent can present evidence to support the allegations in the Answer but not on matters which are not mentioned therein. The Committee may stop the presentation of evidence which were not tackled in the Complaint and in the Answer. For this purpose, either party has the right to demand for a copy of the Complaint and/or Answer;

c. The complainant has the burden of proving the veracity of his/her allegations. His/Her failure to establish the liability or culpability of the respondent, through substantial evidence, will result to the dismissal of the case. On the other hand, the respondent has the right to rebut the allegations of the complainant by presenting his/her own evidence;

d. Since the proceedings being undertaken is administrative in nature, no direct confrontation or cross-examination of witnesses will be allowed. The parties, however, may be allowed to submit suggested written clarificatory questions that the Committee may propound to the party/witnesses;

e. The failure or refusal of either or both parties to appear before the Committee to present their respective

evidence constitutes a waiver, unless there is justifiable cause in writing;

f. The parties should refrain from communicating with any of the witnesses before, during and immediately after they have deposed their testimony before the Committee. The parties and the witnesses are bound to keep the confidentiality of the proceedings;

g. It is the duty of the parties to submit the list of witnesses to the Committee. Thereafter, it becomes the duty of the Committee to notify the witnesses on the date of the reception/deposition of their statement. However, because it is important that every effort be made to keep the incident confidential, the Committee shall exercise its sound discretion in determining which witnesses are indeed necessary to the investigation;

h. The Committee, on its own, may call on other resource persons for additional information or verify information from files available in different offices of the University;

i. The parties shall bind themselves to respect the decision/s of the Committee pertaining to the conduct of the investigation. Any objection on the manner by which the Committee is handling the investigation must be reduced into writing and submitted to the Office of the University President for its consideration;

j. The parties understand that members of the Committee are bound by the rules on confidentiality and are expected to be impartial. The parties, therefore, should refrain from communicating with any of its members on matters related to the case during the pendency of the investigation; and

k. At any stage of the proceedings, the respondent may seek the assistance or advise of a counsel. His/Her counsel, however, is not allowed to directly participate in the proceedings.

6.7 The Committee on Investigation shall complete the investigation within five days.

6.8 Within 20 days from the termination of the investigation, the Committee shall render its written recommendation to be submitted to the Committee on Arbitration.

6.9 Based on the attached findings of the Committee on Investigation, the Committee on Arbitration deliberates and decides on the final action to be relayed to the complainant and respondent/s. If warranted by the circumstances, the Committee on Arbitration may conduct further hearing.

6.10 The decision of the Committee on Arbitration, whether for or against the respondent is final and executory unless appealed by either party to the Office of the University President within five (5) days from receipt thereof.

6.11 Upon appeal, the University President shall issue an order confirming, amending or reversing the decision within 48 hours from receipt of the appeal. The order of the University President is final and executory.

6.12 The University President directs the Legal Counsel to prepare the notice of sanction or acquittal to be personally served by the Director of HRDO to the respondent/s. The notice must be acknowledged by the parties. The date of receipt shall be indicated in the notice.

6.13 In the event that the respondent is absent or refuses to accept the notice, the same shall be sent to his/her last known address by registered mail with return card. The registry return card of the post office where it was mailed and the return card must be secured by the HRDO Director and made available for evidentiary purposes.

6.14 The HRDO shall submit the required report/notices to the Department of Labor and Employment (DOLE).

Section 7. Preventive Suspension. If the Investigation Committee finds a strong probability that the respondent might exert undue influence or pressure upon the complainant and/or the witnesses, or tamper on documents or evidence which are accessible to him through his office, it shall recommend to the University President that the respondent be placed under preventive suspension. If the respondent is placed under preventive suspension, it shall be for a period not exceeding 30 days.

During the period of preventive suspension, the salary and other benefits of the respondent-personnel shall be withheld and he shall be barred from performing his duties and responsibilities. The period of preventive suspension may be extended beyond 30 days but in which case, the respondent shall be paid his salary and other benefits. If the respondent is a student, he shall be barred from entering the campus during the period of preventive suspension.

If, after investigation, it is established that the respondent-personnel is not guilty of the charge/s, he shall forthwith be paid his salaries and other benefits withheld during the time he was placed under preventive suspension. He shall also be allowed to perform his duties and responsibilities. In the case of students, if he is absolved of the charge/s, he shall be allowed admittance in the University campus, and shall be given sufficient opportunity to make up for quizzes, tests and other requirements missed during his preventive suspension.

Section 8. Criminal/Civil Prosecution. The meting out of corrective action to the respondent does not bar the University from filing the corresponding criminal and/or civil action/s in the proper court/s, if warranted under the circumstances.

Section 9. Repealing Clause. This Code supersedes all policies, circulars and memoranda earlier issued and which are inconsistent with the above provisions. In the event that a provision/s of this Code is/are amended or revised by subsequent policies, circulars or memoranda, or repealed by provisions of law, the remaining provisions shall not be affected and remain valid and enforceable.

Section 10. Reservation Clause. The University, in the exercise of its sole and exclusive prerogative, reserves the right to amend, revise or all together set aside this Code. Subsequent amendments or revision, however, shall not take effect until after reasonable dissemination to all affected and concerned sectors is undertaken.

Section 11. Effectivity Clause. This Code shall take effect on the first day of June 2023. To ensure its maximum dissemination to the University community, a copy of this Code must be posted in the different bulletin boards in the University and annexed in the Manuals for Academic and Non-Academic Personnel.

SMU ANTI-SEXUAL HARASSMENT POLICY AND IMPLEMENTING GUIDELINES

SECTION 1. STATEMENT OF POLICY.

The University strongly condemns any form of sexual harassment, exploitation and intimidation. In keeping with this declaration, any act or conduct constituting work-, education- or training-related sexual harassment or Gender–based sexual harassment ('GBSH') shall render the perpetrator liable for administrative sanctions to be enforced in a manner as herein provided.

These updated Guidelines are based on Republic Act No. 7877 or the *Anti-Sexual Harassment Act of 1995*, Republic Act No. 9262 or the *Anti- Violence Against Women and Their Children Act of 2004*, Republic Act No. 11313 or the *Safe Spaces Act of 2019* and most recently, CHED Memorandum Order No. 3, Series of 2022 or the *Guidelines on Gender-based Sexual Harassment in Higher Education Institutions* and other relevant laws and guidelines.
Pursuant to the above policy, the process for reporting and responding to complaints of sexual harassment shall be posted in conspicuous bulletin boards in the University. In the same manner, the Committee on Decorum and Investigation (CODI), the Human Resource Development Office (HRDO), the Office of the Dean of Student Affairs and Services (DSAS), and Prefects of Discipline (POD) shall undertake regular and continuing awareness campaign program in order to effectively prevent, to promptly correct, and if necessary, to impartially deal on violation of this policy by any member of the University community.

SECTION 2. PERSONS LIABLE FOR GENDER-BASED SEXUAL HARASSMENT

Gender-based sexual harassment may be committed by the following:

a. Persons of the same or opposite sex who have authority,

influence or moral ascendancy over the offended party in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer (e.g., faculty to students, administrator to faculty/employees, administrator to students, and coach/trainer to students);

b. Persons in a peer relationship with the offended party (e.g., faculty to faculty, students to students, administrator to administrator, coach/trainer to coach/trainer);
c. C. Students/student interns, faculty, administrators or employees of SMU committing acts that constitute sexual harassment against faculty members, administrators, employees, third-party service providers or visitors of its institution;
d. Third-party service providers engaged by SMU such as sanitation, janitorial, canteen, security and maintenance personnel;
e. Personnel of other partner institutions which SMU has contracted to undertake school-related activities; or
f. Visitors or third- parties who are within the premises, or around the vicinity of the University.

SECTION 3. PLACES WHERE GBSH IS COMMITTED

Gender-based sexual harassment may be committed in the following:

a. Within the territory of SMU where SMU has direct administration or jurisdiction;
b. Within or outside the host training institutions, local or foreign, during or beyond the conduct of school-related activities so long as the complainant or the respondent in the GBSH case is under their supervision, instruction or custody;
c. In public spaces and/or online platforms which are used

by stakeholders of the education and training institutions for their school-related activities; and/or

d. Within any of the above areas where the gender-based sexual harassment is committed by a faculty, employee, personnel or student of SMU even if the activity is not school-related and/or sanctioned by the institution.

SECTION 4. HOW GENDER-BASED SEXUAL HARASSMENT IS COMMITTED

Gender-based sexual harassment in SMU, other education and training institutions and partner host establishments and/or organizations may be committed as follows:

a. In a higher education institution, other education and training institutions and partner host establishments and/or organizations, as a place of work and as a place of learning, when any unwelcome act or series of acts of a sexual nature is employed in the following:
    1. As basis for any employment decision (including, but not limited to, hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the complainant;
    2. As requirement for a grade rating, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration to the complainant;
    3. As interference with the complainant's performance, which creates an intimidating, hostile or offensive work or academic environment; or
    4. As instrument that might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to the complainant.

b. In a higher education institution, as a public space, when any unwelcome act or series of acts of a sexual nature constitutive of street-level and public-spaces sexual harassment arecommitted.

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
1. unwanted touching of private parts of the body (genitalia, buttocks and breast) 2. rape or sexual assault 3. malicious touching 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 5. public masturbation or flashing of private parts 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

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
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
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

sexual relations).
6. unwelcome sexual flirtation, advances, propositions
7. making offensive 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	1ST OFFENSE	2ND OFFENSE	3RD 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	1ST OFFENSE	2ND OFFENSE	3RD 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	1ST OFFENSE	2ND OFFENSE	3RD 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

	1st Offense	2nd offense	3rd 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 THECOMPLAINT

After evaluating the complaint, the CODIshall:

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, towit:

a. Within 24 hours of receipt of the written complaint, the CODI shall commence the investigation by notifying the Respondent of the Complaint filed against him / her with a directive to submit his / her Counter-Affidavit/Comment under oath and submit evidence in his/her defense within 72 hours from receipt of the notice and furnish a copy thereof to the Complainant. Motion to Dismiss is not allowed. Otherwise, the Counter-Affidavit/Comment shall be considered as not filed or that the Respondent shall be declared in default.
b. Upon receipt of the Counter-Affidavit/Comment under oath and evidence submitted by the Respondent, the CODI shall conduct an *ex-parte* examination of the documents submitted by the parties, including available records of the case.
c. With the agreement of both parties, the possibility of amicable settlement, mediation, conciliation or submission to alternative modes of dispute resolution is explored. In such case, a written agreement signed by both parties shall specify the conditions and penalty, which should be compliant with the penalties stated in Section 4.
d. The factual issues to be resolved by the Committee shall only be limited to those which were alleged in the Complaint. For this reason, the complainant cannot present evidence on issues that are not tackled in the Complaint. In the same manner, the respondent can present evidence to support the allegations in the Answer but not on matters which are not mentioned therein. The Committee may stop the presentation of evidence which were not

tackled in the Complaint and in the Answer. For this purpose, either party has the right to demand for a copy of the Complaint and/or Answer;

e. The complainant has the burden of proving the veracity of his/her allegations. His/Her failure to establish the liability or culpability of the respondent, through substantial evidence, will result to the dismissal of the case. On the other hand, the respondent has the right to rebut the allegations of the complainant by presenting his/her own evidence;

f. Since the proceedings being undertaken is administrative in nature, no direct confrontation or cross-examination of witnesses will be allowed. The parties, however, may be allowed to submit suggested written clarificatory questions that the Committee may propound to the party/witnesses;

g. The failure or refusal of either or both parties to appear before the Committee to present their respective evidence constitutes a waiver, unless there is justifiable cause in writing;

h. The parties should refrain from communicating with any of the witnesses before, during and immediately after they have deposed their testimony before the Committee. The parties and the witnesses are bound to keep the confidentiality of the proceedings;

i. It is the duty of the parties to submit the list of witnesses to the Committee. Thereafter, it becomes the duty of the Committee to notify the witnesses on the date of the reception/deposition of their statement. However, because it is important that every effort be made to keep the incident confidential, the Committee shall exercise its sound discretion in determining which witnesses are

indeed necessary to the investigation;

j. The Committee, on its own, may call on other resource persons for additional information or verify information from files available in different offices of the University;

k. The parties shall bind themselves to respect the decision/s of the Committee pertaining to the conduct of the investigation. Any objection on the manner by which the Committee is handling the investigation must be reduced into writing and submitted to the Office of the University President for its consideration;

l. The parties understand that members of the Committee are bound by the rules on confidentiality and are expected to be impartial. The parties, therefore, should refrain from communicating with any of its members on matters related to the case during the pendency of the investigation; and

m. At any stage of the proceedings, the respondent may seek the assistance or advise of a counsel. His /Her counsel, however, is not allowed to directly participate in the proceedings.

SECTION 14. PREVENTIVE SUSPENSION

a. Upon petition of the Complainant or *motu proprio* upon the recommendation of the CODI, the disciplining authority may order the preventive suspension of the Respondent during the conduct of investigation before the CODI and the period of deliberation of the recommendation of the CODI pursuant to Section 20 hereof, if there are reasons to believe that he / she is probably guilty of the charges which would warrant his / her removal from SMU.

b. An order of preventive suspension may be issued to temporarily remove the individual being accused of wrongdoing from their current position or environment. This measure aims to prevent the person from potentially exercising undue influence or applying pressure on witnesses who may testify against them. Additionally, it serves to safeguard the integrity of the evidence by ensuring that there is no tampering or interference with any relevant information or proof that could be crucial to the investigation or administrative proceedings.

c. During the period of preventive suspension, the salary and other benefits of the respondent-employee shall be withheld and shall be barred from performing his duties and responsibilities. The period of preventive suspension may be extended beyond 30 days but in which case, the respondent shall be paid his salary and other benefits.

d. If the respondent is a student, he shall be barred from entering the campus during the period of preventive suspension.

e. If, after investigation, it is established that the respondent-employee is not guilty of the charge/s, he/she shall forthwith be paid his/her salaries and other benefits withheld during the time he/she was placed under preventive suspension. He/she shall also be allowed to perform his/her duties and responsibilities.

f. In the case of students, if he/she is absolved of the charge/s, he/she shall be allowed admittance to the University campus, and shall be given sufficient opportunity to make up for quizzes, tests and other requirements missed during his/her preventive suspension.

SECTION 15. DISCIPLINING AUTHORITY

The disciplining authority consisting of the Committee on Arbitration (COA) composed of the Vice Presidents and the Legal Counsel shall decide the case within thirty (30) days of receipt of the CODI Investigation Report and Recommendation.

SECTION 16. FINALITY OF DECISIONS

a. A decision rendered by the disciplining authority where the penalty of reprimand, serious reprimand, suspension for not more than thirty (30) days, or a fine in the amount not exceeding thirty (30) days' salary is imposed, shall be final and executory and not appealable, unless a motion for reconsideration is seasonably filed. However, the Respondent may file an appeal within fifteen (15) days before the disciplining authority when the issue raised is a violation of due process.

b. If the penalty imposed is exclusion, dismissal, suspension exceeding thirty (30) days, or a fine in an amount exceeding thirty (30) days' salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal, and no such pleading has been filed.

c. A motion for reconsideration may be filed before the disciplining authority by the Respondent within fifteen (15) days of receipt of the decision of the disciplining authority. The disciplining authority shall act or decide on the motion for reconsideration within thirty (30) days of receipt thereof.

SECTION 17. MOTION FOR RECONSIDERATION OR APPEAL, AND SUBSEQUENT PROCEEDINGS, AND OTHER MATTERS NOT COVERED BY THESE GUIDELINES

The filing of a motion for reconsideration and appeal, and subsequent proceedings and other matters not covered by these Guidelines shall be governed by:

a. the Manual of Regulations of Private Higher Education ('MORPHE'), for students of the institution;
b. Labor laws and regulations for those employed by the HEI. He or she may file an original action before the National Labor Relations Commission questioning the decision of the disciplining authority.

SECTION 18. PARALLEL AND COMPLEMENTARY ACTIONS

Nothing in these Guidelines shall be construed to limit the rights of the victims of GBSH from pursuing civil, criminal and other legal actions as may be provided by law.

SECTION 19. MOTU PROPIO INVESTIGATION.

Even if an individual does not want to file a complaint or does not request that the school take any action on behalf of a student, staff, or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of Gender Based Sexual Harassment (GBSH) or sexual violence, the school should promptly investigate to determine the veracity of such information or knowledge and the circumstances under which such act of GBSH or sexual violence were committed and take appropriate steps to resolve the situation. If a school knows or reasonably should know about acts of GBSH or sexual violence could have been committed that creates a hostile environment, the school must take immediate action to eliminate the same acts, prevent their recurrence, and

address their effects. This shall include the conduct of an investigation, on its own initiative, and referral of the offended party for appropriate psychosocial or medical services. (IRR-RA11313-Rule VII.2)

SECTION 20. ROMANTIC RELATIONSHIPS.

Romantic relationships between employees and students who are both single, especially when the former directly supervises the education or training of the latter, are strongly discouraged. On the other hand, romantic relationships involving married personnel with another personnel or student, married or not, shall be dealt with in accordance with the Code of Proper Conduct for SMU Employees or the SMU Student Handbook.

SECTION 21. PUBLIC DISPLAY OF AFFECTION

Public display of affection (PDA) within the campus, or during school activities done outside the campus, is prohibited. SMU recognizes that genuine feelings of affection may exist between two students or between two employees. However, students or employees shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity outside of the campus.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but are not limited to kissing, embracing, hugging, holding hands, close body contact, and analogous cases.

If the PDI is committed outside of the campus by individuals who are in University uniform, they shall be dealt with in accordance with the Code of Proper Conduct for SMU Employees or the SMU Student Handbook.

SECTION 22. REPEALING CLAUSE.

This Implementing Rules supersedes all policies, circulars and memoranda earlier issued and which are inconsistent with the above provisions.

In the event that a provision/s of this Implementing Rules is/are amended or revised by subsequent policies, circulars or memoranda, or repealed by provisions of law, the remaining provisions shall not be affected and remain valid and enforceable.

SECTION 23. RESERVATION CLAUSE.

The University, in the exercise of its sole and exclusive prerogative, reserves the right to amend, revise or altogether set aside this policy. Subsequent amendments or revision, however, shall not take effect until after reasonable dissemination in campus by posting in the bulletin boards or university website.

SECTION 24. EFFECTIVITY CLAUSE.

This updated Guidelines shall take effect on the first day of July 2023. To ensure its dissemination to the University community, a copy of this Implementing Guidelines shall be posted in the SMU website, Employee FB Group, HRDO Bulletin Board, and if practicable, must be annexed in the Student's Handbook and Manuals for Academic and Non-Academic Personnel.

Annex D

SMU CONFIDENTIAL INFORMATION NON-DISCLOSURE POLICY

1. This policy shall be known as the **SMU Confidential Information Non-Disclosure Policy (SMU-CINDP)**. It shall apply to employees and workers in the University regardless of classification, rank, function, administrative level, tenure and status. The term employee as used in the succeeding provisions shall include all those rendering work for SMU such as SMU employees, SMU working students, contract of service, project staff, security, janitorial personnel, third-party contractors, etc.

2. **Definition of Confidential Information**. The term confidential information means all information obtained from personal data, analyses, computer files whether or not reduced to written form, compilations, memoranda, notes, reports, studies, data, drawings, films, CCTV footages, emails, audio/video recordings, social media messages, electronic attachments, processes, business strategies, information and documentation of all kinds including copies, extracts and summaries thereof and all other material containing or based in whole or in part on any such information, disclosed by or stored in the databases of the University in whatsoever form whether written, oral, electronic or otherwise, directly or indirectly to the employee or which comes into employee's possession or knowledge in connection with engagement and/or work for the University, with or without "Confidential" label, before or after the date of this Policy ("Confidential Information").

3. Obligations.

a. All employees shall take all necessary measures to prevent unauthorized access thereto, and to exercise the same level of security measures and degree of care as may be necessary to keep the confidentiality thereof.

b. Employees, with prior written approval of their SMU immediate superior, may share Confidential Information, only to authorized employees in the University who need the information in connection with their work with the University.

c. All employees shall not, without the prior written consent of the University President or Supervising Vice President, disclose or allow unauthorized access to any Confidential Information.

d. All employees shall not use or permit the use of the Confidential Information disclosed to him/her other than in connection with the engagement and/or work for the University.

e. All employees shall not copy, reproduce, or reduce into writing any material part of the Confidential Information except as may be reasonably necessary to his/her engagement and/or work for the University.

f. The employee shall not, without the prior written consent of the University, directly or indirectly initiate, solicit, negotiate, contract, or enter into any business transactions, agreements, or undertakings that will utilize the Confidential Information by exploiting or deriving any undue personal benefit therefrom.

g. Upon the written request of the University, the employee shall undertake to return and/or destroy all Confidential Information and certify in writing to the University that its request has been complied with. If an employee's relationship with the University is terminated for any reason, the employee must return all Confidential Information in any format to the University immediately and must not retain any copies or reproductions.

h. Employees must immediately report any unauthorized access, use, or disclosure of Confidential Information that they become aware of to their immediate superior or the designated data protection officer of the University.

i. All employees should partake in periodic training sessions provided by the University related to the handling of Confidential Information and adhere to the updated guidelines and policies mentioned in these trainings.

j. Employees must take necessary measures to safeguard any physical or electronic documents containing Confidential Information, including, but not limited to, locking files when unattended and securing them in a designated location after business hours, using strong passwords, and keeping passwords secure at all times.

k. In the event of a breach of this policy, employees are required to cooperate fully with any investigation conducted by the University.

4. **Penalty.** Any breach of any obligation/s on confidentiality shall be deemed to be a breach of the Code of Proper Conduct for SMU Employees with the corresponding corrective action/penalty ranging from Written Warning, Suspension or

Dismissal depending on the gravity of damage as determined by the University. Each case will be examined individually considering its circumstances, the employee's intent, the sensitivity of the disclosed information, and the damage caused to the University. Any breach of this policy by contract of service, project staff, working students, third-party contractors, security and janitorial staff may be sanctioned with written suspension, dismissal or termination of contract as determined by the Advisory Board.

5. **Warranties.** The University makes no representation or warranty as to the accuracy or completeness of the Confidential Information, which it has provided, and that the University shall not be liable for damages arising out of or in connection with employee's use of Confidential Information.

6. **Licenses and Property Rights**. The University reserves all rights relating to the Confidential Information and no rights or obligations other than those it has expressly provided are granted and that no license is granted to employee, directly or indirectly, under any patent, invention, copyright or other intellectual or industrial property of the University. In particular, nothing in this Policy shall be construed as granting, by implication, estoppel, or otherwise, any license or right of use, directly or indirectly, under any patent, invention, copyright, or other intellectual property of the University, unless explicitly stated in writing and signed by an authorized representative of the University. The Confidential Information remains the exclusive property of the University.

7. **Time Periods**. The confidentiality obligations in this Policy shall survive the tenure of the employee's employment with the University, unless otherwise provided in writing by the University.

8. **Remedies.** Without prejudice to any other rights or remedies that the University may have, the University shall be entitled to seek injunctive relief or temporary restraining order, its equivalent or similar remedy for any threatened or actual breach of this Policy. Furthermore, the University reserves the right to seek legal recourse, including the filing of appropriate cases in court for Damages or the prosecutorial arm of the government, for any violation of this Policy that also constitutes a violation of any applicable law.

9. **Condition of Engagement**. Strict compliance with this Policy is a continuing condition of employee's engagement/work and any breach of this Policy may be regarded as an infringement of the terms of engagement/work. It is the responsibility of each employee to familiarize themselves with this Policy, and ignorance of the Policy will not be considered a valid excuse for non-compliance.

10. **Severability**. If the court finds any provision of this Policy invalid or unenforceable, such court decision shall not affect the remainder of this Policy and shall be interpreted to the best interest of the University.

11. **Integration**. This Policy supersedes all prior proposals, agreements, representations, and understandings. This Policy may be amended in writing by Management with prior dissemination to employees before its effectivity.

12. **Waiver.** The University's failure to enforce or exercise any provision of this Policy at any given time does not constitute a waiver of such provision and does not affect its right to later enforce that or any other provision.

13. **Effectivity**. This Policy shall take effect on July 1, 2023 after issuance of the Circular by the Vice President for Administration disseminating this Policy.

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 8
AY 2024-2025

DATE : **7 OCTOBER 2024**

TO : **EMPLOYEES, STUDENTS AND PARENTS /GUARDIANS**

RE : **GUIDELINES ON SUSPENSION OF CLASSES AND/OR WORK IN INCLEMENT WEATHER**

1.The recent typhoons and the subsequent suspension of classes and work has caused some confusion. It is necessary to review the current guidelines relative to this.

2.Executive Order No. 66 series of 2012 provides the guidelines for suspension of classes in public and private schools and work in government offices during inclement weather as follows:

> ***SECTION 1. Automatic Cancellation or Suspension of Classes and Work in Government Offices.*** *The following guidelines shall be followed for the automatic cancellation or suspension of classes in all public and private elementary, secondary and tertiary schools, as well as work in all government offices:*
>
> *a. When Signal No. 1 is raised by PAGASA, classes at the pre-school level, in the affected area, shall be automatically cancelled or suspended.*
>
> *b. When Signal No. 2 is raised by PAGASA, classes at the pre-school, elementary and secondary levels, in the affected area, shall be automatically cancelled or suspended,*
>
> *c. When Signal No. 3 or higher is raised by PAGASA, classes at pre-school, elementary, secondary, and tertiary levels, in the affected area, including graduate school, as well as work in all government offices, shall be automatically cancelled or suspended.*
>
> ***Section 2. Localized Cancellation or Suspension of Classes and Work in Government Offices.***
> *In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes and work in government offices may be implemented by local chief executives, as chairmen of the Local Disaster Risk Reduction and Management Council (LDRRMC) concerned, in coordination with PAGASA and the NDRRMC, specifically in flood prone or high risk areas. Announcements will be made not later than 4:30 AM of the day of the intended cancellation of classes and work, or not later than 11 :00 AM for suspension of work and classes in the afternoon session, through diverse mass media, particularly radio and television, landline communications and other technologies for communication within the community or locality.*

3.More recently, **DEPED Order No. 37, series of 2022** provided guidelines in the suspension of classes in the public schools due to inclement weather as follows

> **1. Typhoon**
>
> In-person, online classes and work from Kindergarten to Grade 12 and Alternative Learning System (ALS) are automatically cancelled in schools situated in Local Government Units (LGUs) issued with Tropical Cyclone Wind Signals (TCWS) 1, 2, 3 ,4 or 5 by the Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA).
>
> If the TCWS is issued at a time when classes have already begun, the school shall immediately suspend the classes and work and send everyone home, if it is safe to do so. However, schools are obligated to keep the students and personnel safely in school if travelling has become unsafe.
>
> Local Chief Executives shall decide on the cancellation or suspension of classes in cases where there are strong winds in specific or all areas of the LGU but is not issued a TCWS.

4.The section on Scope of D.O. 37 likewise provides this paragraph:

> Private schools and community learning centers, as well as state/local universities and colleges (SUCs/LUCs) have the option to abide by the provisions of this DepEd Order.

5.D.O. 37 also mandates replacement activities to ensure delivery of learning.

> **6. Adjustments to Learning Delivery Due to Suspensions/Cancellations of Classes**
>
> In the event of cancelled or suspended classes, modular distance learning, performance tasks, projects or make up classes shall be implemented to ensure that learning competencies and objectives are still met.

6.In several instances when classes were suspended under Typhoon signal # 1, there was no rain or wind. In one instance, Nueva Vizcaya was under Typhoon signal # 1 for one day upgrading to signal number 2 for one day, signal 3 for one day which downgraded to signal no. 1 for another day. The learners missed classes for several days which is a substantial reduction in learning. In like manner, the planned activities and services of administrators and staff were disrupted by the class and work suspensions.

7.Furthermore, it has been observed that when classes are suspended and there is no wind or rain, many students are seen loitering around the town and in billiard halls, cafes, restaurants and bars, etc. which can be inimical to their health and safety which is manifestly contrary to the objective of suspending classes to ensure safety of learners.

8.Schools have the constitutional mandate and responsibility to ensure delivery of quality education at all levels. In order to minimize the disruption of learning and work and prevent learning gaps, the **Extended Advisory Board for Basic Education** formulated the SMU guidelines listed below to ensure continuity of learning and services.

A. TYPHOON SIGNAL #1

Tropical Cyclone Wind Signal #1
WIND THREAT: 39-61 km/h (22-33 kt, 10.8-17.1 m/s) **WARNING LEAD TIME:** 36 hours **POTENTIAL IMPACTS:**
• House of poor construction (e.g., wood frame, bamboo, makeshift), old dilapidated structures, and other structures made of light materials will suffer minimal to minor damage. • Some banana and similar plants are tilted, while twigs of small trees may sway with the wind. Rice crops, especially those in flowering and ripening stages, may suffer some damage. • Minimal disruption to public transportation.

a. When PAGASA issues Typhoon Signal No. 1 over Bayombong, there will be no face to face classes in Grade School, Junior High School and Senior High School. The adjustment to learning delivery can either be a replacement day (ex. Saturday classes and work) or a shift from face-to-face classes to synchronous or asynchronous distance learning mode via Google Classroom to be announced by the respective principal.
b. All student activities in grade school, junior high school and senior high school are likewise suspended under Typhoon Signal #1.
c. If the adjustment to learning delivery is distance learning, the employees whose majority work load is office work (Ex. Principal and POD) and office staff shall report for work. If the principal opts for a replacement day, the administrators and office staff will not report for work during Typhoon signal #1 but will later report for work during a replacement day.

B. TYPHOON SIGNAL # 2

When PAGASA issues Typhoon Signal # 2 over Bayombong, face-to-face classes, and synchronous or asynchronous distance learning classes and work shall be suspended in Grade School, Junior High School and Senior High School.

C. TYPHOON SIGNAL # 3 OR HIGHER

When PAGASA issues Typhoon Signal # 3 or higher, over Bayombong, both face-to-face and distance learning classes and work in all levels from Grade School to Graduate School and College of Law shall be suspended. Certain administrators and/or staff (ex. DRRM members, electricians, plumbers, carpentry and maintenance staff, etc) may be called upon by top management to respond to emergency situations on campus.

9.Parents or guardians have the ultimate responsibility for determining whether their children should attend classes in face-to-face or distance learning mode in consideration of their child's physical, and /or mental health whether there is or there is no typhoon . But it shall also be the responsibility of parents or guardians to ensure that their child is able to catch up with the needed competencies that the learners should master.

10.The Campus Safety and Disaster Preparedness Committee in each campus shall take the lead in monitoring and ensuring a safe campus before, during and after disasters.

11.The Guidance and Testing Office shall lead in the conduct of Psychological First Aid for learners and employees emotionally affected by disasters.

12.The University will consider the official issuances or advisories of the Municipal Mayor of Bayombong or the Provincial Governor of Nueva Vizcaya on suspension of classes when crafting its advisories.

13.The University President in consultation with the Advisory Board shall issue, through the Vice President for Administration, the official advisory on suspension of classes and / or work due to inclement weather, natural disasters, power outages or other disasters.

14.SMU Management reserves the prerogative to issue suspension of classes and/or work (even without any typhoon signal) or modify previous advisories based on its assessment of the prevailing or projected weather condition.

Please be guided accordingly.

JOHN G. TAYABAN, PHD
Vice President for Administration

Approved:

JOHN OCTAVIOUS S. PALINA, PHD
University President