8.2.3. Does your university, as a body, have a policy on ending discrimination in the workplace?

Policy Against Non-Discrimination as a Professional and Social Responsibility of Academic Personnel (Excerpt from the SMU's Administrative and Employment Manual for Academic Personnel – Higher Education, 2023 edition, Chapter 4, p. 126)

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.

Policy Against Nondiscrimination in Performance Evaluations, Promotions, and Acceleration

(Excerpt from the SMU's Administrative and Employment Manual for Academic Personnel – Higher Education, 2023 edition, Chapter 6, p. 184)

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

Policy Against Nondiscrimination in Salaries

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

Salary rates are based on **academic qualification** and **rank or step.**

✓ **Initial rank or step is determined based on previous work and/or teaching experience.**



Inspired by Mission, Driven by Excellence

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

Salary rates vary according to employee group **classification:**

- **Salary Scale for College Faculty**
- **Salary Scale for Basic Education Faculty**
- **Salary Scale 1 – for Office Personnel with Bachelor's Degree**
- **Salary Scale 2 - for Other Office Personnel**



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EMPLOYEE BENEFITS

are given **regardless** of differences in individual performance.



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Benefits:



1. **Benefits required** by government legislation.
2. **Benefits granted** by management.

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Benefits REQUIRED
by Government Legislation

1. Holiday premium / overtime pay
2. Social Security (Social Security, Pag-ibig, Philhealth)
3. 13th Month Pay
4. Service incentive leave
5. Other benefits

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BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

Benefits Granted by Management

1 **Paid leaves**
   a. **Service Incentive / and Sick Leave**
   b. **Birthday Leave**
   c. **Bereavement Leave**
   d. **Sabbatical Leave**
2 **Faculty and Staff Development**
3 **Scholarships for Wards and Dependent Children**
4 **Longevity Awards**
5 **Non-contributory Retirement Pla**
6 **Mid-year Pay**
7 **Uniform Allowance**
8 **Monthly Rice Allowance**
9 **Others**

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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.

Policy Against Gender-based Discrimination, Sexual Harassment, and Sex-based Workplace Misconduct
(Excerpt from the SMU's Administrative and Employment Manual for Academic Personnel, 2023 ed., p. 317 to 342).

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,

Policy Against Nondiscrimination as Stipulated in the Code of Proper Conduct for SMU Personnel
(Excerpt from the SMU's Administrative and Employment Manual for Academic Personnel, 2023 ed., Annex B)

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

Annex B

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	

Annex B

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			

Salary Scales: Compensation Based on Job Responsibilities, Skills, Experience, and Performance—free from discrimination based on gender, age, race, disability, or any other protected status

Salary Scale for Academic Personnel

MONTHLY SALARY GUIDE with 6% increase
SY 2024-2025

Name:
Rank:

SAINT MARY'S UNIVERSITY
MONTHLY SALARY GUIDE FOR COLLEGE ACADEMIC PERSONNEL
ACADEMIC YEAR 2024-2025 (Effective August 1, 2024)

Document Code	EOMS-CHA-FO-021, Rev. 0
Effectivity Date	2024/12/08
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RANK	Bachelor's Degree		With Board		Non- Aligned / Non- Allied MA		Two Non-Aligned MA; Non-Aligned MA w/ Board		Aligned MA		Two Aligned MA; M.D. Aligned MA w/ Board		Non-Aligned Doctorate; Juris Doctor w/ Bar		Aligned Doctorate; Master of Laws; DCL, DJS	
	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025	2023-20234	2024-2025
Assistant Instructor 1	19,656	20,835	21,012	22,273	22,368	23,710	22,638	23,996	24,400	25,864	25,079	26,584	26,773	28,379	29,213	30,966
Assistant Instructor 2	19,656	20,835	21,012	22,273	22,368	23,710	22,638	23,996	24,400	25,864	25,079	26,584	26,773	28,379	29,213	30,966
Assistant Instructor 3	19,656	20,835	21,012	22,273	22,368	23,710	22,638	23,996	24,400	25,864	25,079	26,584	26,773	28,379	29,213	30,966
Instructor 1,1	21,012	22,273	22,368	23,710	23,723	25,146	23,995	25,435	25,757	27,302	26,299	27,877	27,180	28,811	29,485	31,254
Instructor 1,2	21,283	22,560	22,638	23,996	23,995	25,435	24,266	25,722	26,163	27,733	26,705	28,307	27,587	29,242	30,027	31,829
Instructor 11,1	21,554	22,847	22,909	24,284	24,266	25,722	24,537	26,009	26,570	28,164	27,113	28,740	27,994	29,674	30,570	32,404
Instructor 11,2	21,825	23,135	23,181	24,572	24,537	26,009	24,807	26,295	26,976	28,595	27,519	29,170	28,400	30,104	31,111	32,978
Instructor 11,3	22,097	23,423	23,452	24,859	24,807	26,295	25,079	26,584	27,382	29,025	27,925	29,601	28,806	30,534	31,653	33,552
Senior Instructor 1	22,368	23,710	23,723	25,146	25,079	26,584	25,350	26,871	27,790	29,457	28,333	30,033	29,213	30,966	32,195	34,127
Senior Instructor 2	22,638	23,996	23,995	25,435	25,350	26,871	25,620	27,157	28,196	29,888	28,739	30,463	29,619	31,396	32,738	34,702
Senior Instructor 3	22,909	24,284	24,266	25,722	25,620	27,157	25,891	27,444	28,604	30,320	29,145	30,894	30,027	31,829	33,280	35,277
Assistant Professor 1,1			25,275	26,792	26,604	28,200	27,137	28,765	30,063	31,867	30,596	32,432	31,461	33,349	34,920	37,015
Assistant Professor 1,2			25,608	27,144	26,871	28,483	27,404	29,048	30,463	32,291	30,994	32,854	31,860	33,772	35,451	37,578
Assistant Professor 11,1			25,940	27,496	27,137	28,765	27,669	29,329	30,861	32,713	31,394	33,278	32,259	34,195	35,983	38,142
Assistant Professor 11,2			26,272	27,848	27,404	29,048	27,936	29,612	31,261	33,137	31,793	33,701	32,659	34,619	36,516	38,707
Assistant Professor 111,1			26,604	28,200	27,669	29,329	28,200	29,892	31,659	33,559	32,192	34,124	33,056	35,039	37,049	39,272
Assistant Professor 111,2			26,937	28,553	27,936	29,612	28,467	30,175	32,059	33,983	32,590	34,545	33,456	35,463	37,580	39,835
Associate Professor 1,1			27,270	28,906	28,335	30,035	28,999	30,739	32,459	34,407	32,991	34,970	33,856	35,887	37,846	40,117
Associate Professor 1,2			27,602	29,258	28,600	30,316	29,266	31,022	32,856	34,827	33,390	35,393	34,254	36,309	38,378	40,681
Associate Professor 11,1			27,936	29,612	28,867	30,599	29,531	31,303	33,257	35,252	33,787	35,814	34,654	36,733	38,911	41,246
Associate Professor 11,2			28,268	29,964	29,133	30,881	29,798	31,586	33,655	35,674	34,188	36,239	35,051	37,154	39,442	41,809
Associate Professor 111,1			28,600	30,316	29,398	31,162	30,063	31,867	34,054	36,097	34,586	36,661	35,451	37,578	39,975	42,374
Associate Professor 111,2			28,934	30,670	29,664	31,444	30,330	32,150	34,454	36,521	34,985	37,084	35,851	38,002	40,507	42,937
Professor 1													36,765	38,971	41,286	43,763
Professor 2													37,152	39,381	41,675	44,176
Professor 3													37,540	39,792	42,062	44,586
Professor 4													37,927	40,203	42,450	44,997
Professor 5													38,315	40,614	42,837	45,407
Professor 6													38,702	41,024	43,225	45,819
Professor 7													39,477	41,846	44,001	46,641
Professor 8													40,253	42,668	44,776	47,463
Professor 9													41,028	43,490	45,551	48,284
Professor 10													41,805	44,313	46,326	49,106
Professor 11													42,773	45,339	47,297	50,135
Professor 12													43,742	46,367	48,265	51,161
Professor 13													44,711	47,394	49,235	52,189
Professor 14													45,680	48,421	50,204	53,216
Professor 15													46,650	49,449	51,172	54,242
Professor 16													47,619	50,476	52,142	55,271
Professor 17													48,588	51,503	53,111	56,298
Professor 18													49,558	52,531	54,080	57,325
Professor 19													50,526	53,558	55,050	58,353
Professor 20													51,495	54,585	56,019	59,380
Professor 21													52,464	55,612	56,987	60,406
Professor 22													53,434	56,640	57,956	61,433
Professor 23													56,143	59,512	58,926	62,462
Professor 24													57,113	60,540	59,895	63,489
Professor 25													57,505	60,955	60,864	64,516
Professor 26															61,834	65,544
Professor 27															62,803	66,571

1. The rates for this salary guide are based on 24 units load.
2. The salaries are 125% for Masteral courses and 150% for Doctorate and Juris Doctor courses.
3. These rates include all applicable allowances and increases required by RA 6728 and ther pertinent laws, guidelines and wage orders, as well as those granted by Saint Mary's University of Bayombong.

Certified approved by the Board of Trustees during the October 30, 2024 meeting:

Mrs. Venica S. Acosta
Vice President for Finance and Treasurer

Dr. John Octavious S. Palina
University President

Salary Scale for Non-Academic Personnel (Scale 1)

SAINT MARY'S UNIVERSITY

MONTHLY SALARY GUIDE FOR NON-ACADEMIC PERSONNEL (SCALE 1)

Academic Year 2024-2025 (Effective August 1, 2024)

Document Code	**EOMS-CHA-FO-021, Rev. 00**
Effectivity Date	**2024/12/08**
Page/s	**1 of 1**

Name:
Step:

STEP	Bachelor's Degree		With Board		With Masteral		MA with Board	
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025
1	15,550	16,483	16,500	17,490	17,136	18,164	17,769	18,835
2	15,865	16,817	16,818	17,827	17,453	18,500	18,088	19,173
3	16,183	17,154	17,136	18,164	17,769	18,835	18,404	19,508
4	17,136	18,164	17,453	18,500	18,088	19,173	18,721	19,844
5	17,453	18,500	17,769	18,835	18,404	19,508	19,038	20,180
6	17,769	18,835	18,088	19,173	18,721	19,844	19,356	20,517
7	18,088	19,173	18,404	19,508	19,038	20,180	19,674	20,854
8	18,404	19,508	18,721	19,844	19,356	20,517	19,992	21,192
9	18,721	19,844	19,038	20,180	19,674	20,854	20,307	21,525
10	19,038	20,180	19,356	20,517	19,992	21,192	20,626	21,864
11	19,356	20,517	19,674	20,854	20,307	21,525	20,942	22,199
12	19,674	20,854	19,992	21,192	20,626	21,864	21,261	22,537
13	19,992	21,192	20,307	21,525	20,942	22,199	21,577	22,872
14	20,307	21,525	20,626	21,864	21,261	22,537	21,895	23,209
15	20,626	21,864	20,942	22,199	21,577	22,872	22,212	23,545
16	20,942	22,199	21,261	22,537	21,895	23,209	22,530	23,882
17	21,261	22,537	21,577	22,872	22,212	23,545	22,846	24,217
18	21,577	22,872	21,895	23,209	22,530	23,882	23,165	24,555
19	21,895	23,209	22,212	23,545	22,846	24,217	23,480	24,889
20	22,212	23,545	22,530	23,882	23,165	24,555	23,799	25,227
21	22,530	23,882	22,846	24,217	23,480	24,889	24,115	25,562
22	22,846	24,217	23,165	24,555	23,799	25,227	24,434	25,900
23	23,165	24,555	23,480	24,889	24,115	25,562	24,750	26,235
24	23,480	24,889	23,799	25,227	24,434	25,900	25,068	26,572
25	23,799	25,227	24,115	25,562	24,750	26,235	25,384	26,907
26	24,115	25,562	24,434	25,900	25,068	26,572	25,703	27,245
27	24,434	25,900	24,750	26,235	25,384	26,907	26,019	27,580
28	24,750	26,235	25,068	26,572	25,703	27,245	26,338	27,918
29	25,068	26,572	25,384	26,907	26,019	27,580	26,654	28,253
30	25,384	26,907	25,703	27,245	26,338	27,918	26,972	28,590
31	25,703	27,245	26,019	27,580	26,654	28,253	27,289	28,926
32	26,019	27,580	26,338	27,918	26,972	28,590	27,607	29,263
33	26,338	27,918	26,654	28,253	27,289	28,926	27,922	29,597
34	26,654	28,253	26,972	28,590	27,607	29,263	28,241	29,935
35	26,972	28,590	27,289	28,926	27,922	29,597	28,557	30,270
36	27,289	28,926	27,607	29,263	28,241	29,935	28,877	30,610
37	27,607	29,263	27,922	29,597	28,557	30,270	29,192	30,944
38	27,922	29,597	28,241	29,935	28,877	30,610	29,510	31,281
39	28,241	29,935	28,557	30,270	29,192	30,944	29,827	31,617
40	28,557	30,270	28,877	30,610	29,510	31,281	30,145	31,954
41	28,877	30,610	29,192	30,944	29,827	31,617	30,461	32,289
42	29,192	30,944	29,510	31,281	30,145	31,954	30,779	32,626
43	29,510	31,281	29,827	31,617	30,461	32,289	31,095	32,961
44	29,827	31,617	30,145	31,954	30,779	32,626	31,415	33,300
45	30,145	31,954	30,461	32,289	31,095	32,961	31,731	33,635
46	30,461	32,289	30,779	32,626	31,415	33,300	32,049	33,972
47	30,779	32,626	31,095	32,961	31,731	33,635	32,365	34,307
48	31,095	32,961	31,415	33,300	32,049	33,972	32,683	34,644
49	31,415	33,300	31,731	33,635	32,365	34,307	33,000	34,980
50	31,731	33,635	32,049	33,972	32,683	34,644	33,319	35,318

1. The rates for this salary guide is based on 48 hours per week of work .
2. These rates include all applicable allowances and increases required by RA 6728 and other pertinent laws, guidelines and wage orders, as well as those granted by Saint Mary's University of Bayombong.

Certified approved by the Board of Trustees during the October 30, 2024 meeting:

Mrs. Venica S. Acosta
Vice President for Finance and Treasurer

Dr. John Octavious S. Palina
University President

Salary Scale for Non-Academic Personnel

SAINT MARY'S UNIVERSITY

MONTHLY SALARY GUIDE FOR NON-ACADEMIC PERSONNEL (SCALE 2)

Academic Year 2024-2025 (Effective August 1, 2024)

Document Code	**EOMS-CHA-FO-021, Rev. 00**
Effectivity Date	**2024/12/08**
Page/s	**1 of 1**

Name:
Step:

STEP	SCALE 2.1		SCALE 2.2		SCALE 2.3		SCALE 2.4	
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025
1	12,331	13,071	13,828	14,658	14,456	15,323	14,642	15,521
2	12,479	13,228	14,047	14,890	14,677	15,558	15,061	15,965
3	12,627	13,385	14,268	15,124	14,896	15,790	15,280	16,197
4	12,774	13,540	14,487	15,356	15,116	16,023	15,499	16,429
5	12,923	13,698	14,707	15,589	15,336	16,256	15,720	16,663
6	13,071	13,855	14,927	15,823	15,556	16,489	15,940	16,896
7	13,218	14,011	15,148	16,057	15,776	16,723	16,159	17,129
8	13,367	14,169	15,366	16,288	15,996	16,956	16,380	17,363
9	13,515	14,326	15,588	16,523	16,215	17,188	16,599	17,595
10	13,662	14,482	15,807	16,755	16,436	17,422	16,885	17,898
11	13,811	14,640	16,027	16,989	16,656	17,655	17,040	18,062
12	13,959	14,797	16,246	17,221	16,875	17,888	17,259	18,295
13	14,106	14,952	16,467	17,455	17,095	18,121	17,478	18,527
14	14,255	15,110	16,686	17,687	17,316	18,355	17,700	18,762
15	14,402	15,266	16,908	17,922	17,535	18,587	17,919	18,994
16	14,550	15,423	17,126	18,154	17,756	18,821	18,140	19,228
17	14,698	15,580	17,347	18,388	17,975	19,054	18,359	19,461
18	14,846	15,737	17,567	18,621	18,195	19,287	18,579	19,694
19	14,995	15,895	17,787	18,854	18,416	19,521	18,800	19,928
20	15,142	16,051	18,006	19,086	18,635	19,753	19,019	20,160
21	15,290	16,207	18,227	19,321	18,856	19,987	19,239	20,393
22	15,438	16,364	18,446	19,553	19,076	20,221	19,460	20,628
23	15,586	16,521	18,668	19,788	19,296	20,454	19,680	20,861
24	15,734	16,678	18,886	20,019	19,514	20,685	19,898	21,092
25	15,882	16,835	19,107	20,253	19,736	20,920	20,120	21,327
26	16,030	16,992	19,327	20,487	19,955	21,152	20,339	21,559
27	16,178	17,149	19,548	20,721	20,177	21,388	20,560	21,794
28	16,326	17,306	19,766	20,952	20,395	21,619	20,779	22,026
29	16,473	17,461	19,987	21,186	20,615	21,852	20,999	22,259
30	16,622	17,619	20,207	21,419	20,836	22,086	21,219	22,492
31	16,770	17,776	20,428	21,654	21,056	22,319	21,440	22,726
32	16,918	17,933	20,646	21,885	21,274	22,550	21,658	22,957
33	17,066	18,090	20,867	22,119	21,496	22,786	21,879	23,192
34	17,214	18,247	21,087	22,352	21,715	23,018	22,099	23,425
35	17,361	18,403	21,308	22,586	21,935	23,251	22,319	23,658
36	17,509	18,560	21,526	22,818	22,155	23,484	22,538	23,890
37	17,657	18,716	21,747	23,052	22,375	23,718	22,759	24,125
38	17,805	18,873	21,967	23,285	22,594	23,950	22,978	24,357
39	17,953	19,030	22,187	23,518	22,816	24,185	23,200	24,592
40	18,101	19,187	22,406	23,750	23,034	24,416	23,418	24,823

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Certified approved by the Board of Trustees during the October 30, 2024 meeting:

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University President

Workforce Distribution by Employment Category/Rank and Sex

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
Human Resource Development Office

University Workforce Gender Distribution Report

(AY 2024–2025)

Employment Category / Rank	Male (Count)	Female (Count)	Total	Female Ratio (%)
Administrative				
• Top Management	4	1	5	20.0%
• Mid-Level Managers (Deans, Directors)	9	12	21	57.14
• Junior Level Managers (Office/Dep't Heads)	43	74	117	63.25
Academic Personnel				
• Professor	9	24	33	72.72
• Associate Professor	18	43	61	70.49
• Assistant Professor	13	26	39	66.66
• Senior Instructor	11	15	26	57.69
• Instructor	13	25	38	65.79
Non-Academic Personnel	77	74	151	49.00
TOTAL WORKFORCE	242	362	604	**59.93**

SMU's Gender and Development Program with a focus on Celebrating Women and Women's Rights

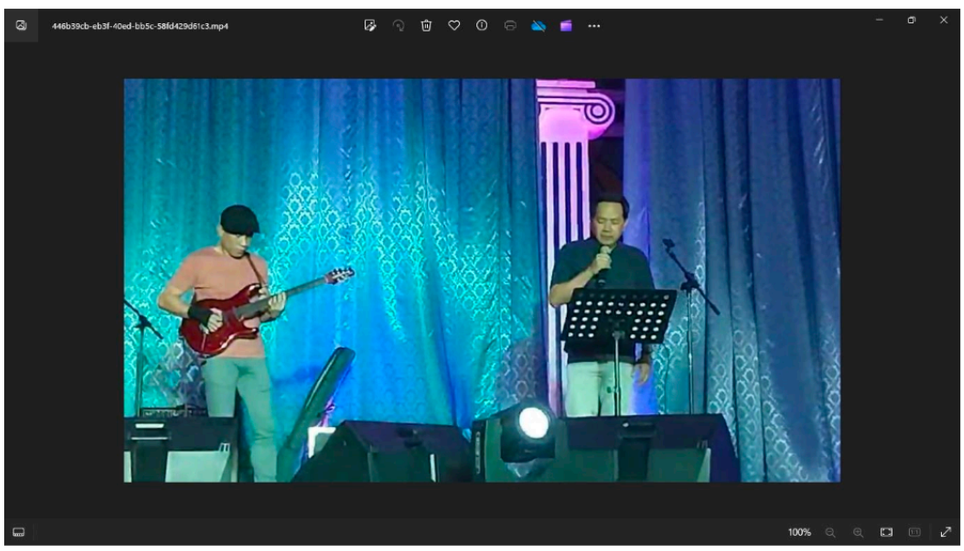
An activity under SMU's Integral Growth and Lifestyle Advocacy (SIGLA) Wellness Program

ACTIVITY: International Women's Month: HARANA for Women
Date: March 21, 2024
Venue: Sacred Heart Center
Implementers: SMU Harana Gents in collaboration with HRDO through the SIGLA Wellness Program

In celebration of the 2024 International Women's Month, the SMU HARANA GENTS staged the **Harana 2024**, a serenade concert for the all Marian women. The said event was supported and sponsored by the SMU Administration through the SIGLA Program. It was held at the Sacred Heart Center on March 21, 2024 at five o'clock in the afternoon and was attended by faculty, employees and students. The roster of performers included the University President and the Vice President for Finance. The other performers were chosen male and female faculty members and employees who were backed up by students from the SMU Artists Circle and the Marian Dance Troupe.







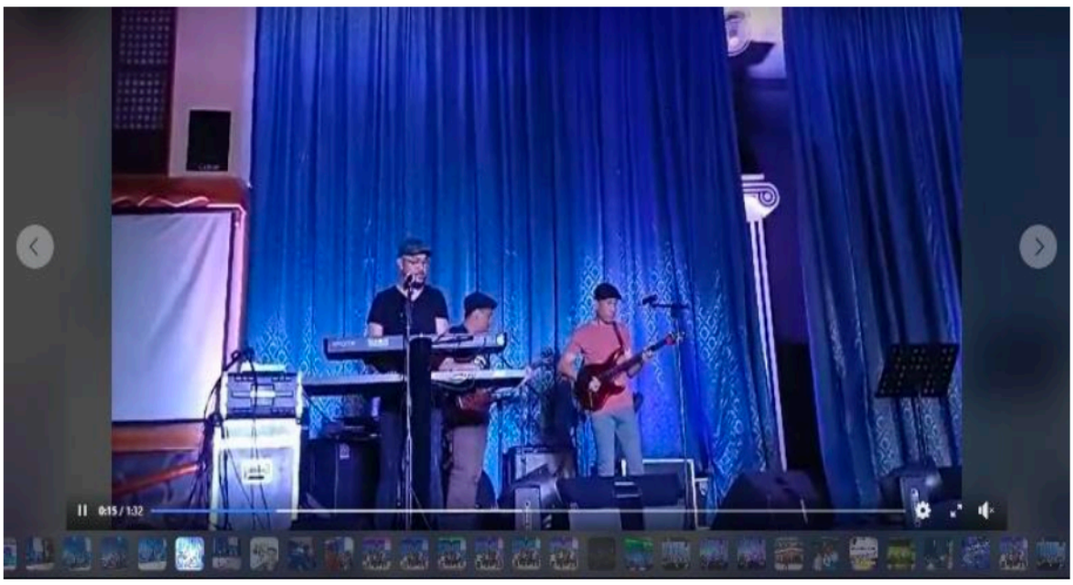
Solo number of the University President, Dr. John Octavious S. Palina





Harana Members and Dancers


0:10 / 0:29


0:15 / 1:32

Seminar during Women's Month

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
HUMAN RESOURCE AND DEVELOPMENT OFFICE

Document Code	EOMS-QAO-FO-010, Rev. 00
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NARRATIVE REPORT

SDG:	5 and 8
Title of Activity:	SEMINAR ON WOMEN'S MONTH 2025
Date/Time:	March 19, 2025; 1:30 PM -4:30PM
Venue:	Rev. Fr. Cornelius Tonus Gymnasium
Organizers:	**Mrs. Alona C. Costales RGC,** Ass. Dean of Student Affairs and Services ODSAS, CFE Department, and HRDO

Objectives:

1. To raise awareness and understanding of women's challenges in society.
2. To recognize and honor women's rights, contributions, and achievements across all sectors of society.
3. To empower women by providing them with knowledge, resources, and support on the importance of physical health, mental well-being, and overall quality of life.
4. To recognize their hard work, sacrifices, and contributions to their family and society by providing them a day of relaxation and wellness.

Beneficiaries (if any): **Women of the Marian Community**

Participants: CFE Students for 2nd Semester of A.Y. 2024-2025 & Open Invitation for Faculty and Office Personnel

---

A. Highlights of the Activity

The Saint Mary's University community gathered on Wednesday, March 19th, 2025, to celebrate Women's Month under the theme "Pagkilala at Pagpugay sa Kababaihan: Taglay ang Pananampalataya, Lakas at Dangal." The event, held at the Rev. Fr. Cornelius Tonus Gymnasium, aimed to recognize and honor the strength, faith, and dignity of women. Participants were primarily students from CFE subjects, along with faculty and office personnel, began arriving at 1:30 PM for registration, setting the stage for a program that commenced promptly at 2:00 PM.

The formal opening started with an invocation and the national anthem, followed by opening remarks from Mrs. Ruby Lyn R. Nuestro, RGC, Director of HRDO who set a tone of respect and appreciation for the contributions of women. She gave emphasis on how important it is for us to

know or talk about the current issues that women are facing with this talk. Mrs. Alona C. Costales, RGC, the organizer and the ADSAS for Women, then gave the objectives of the program and shortly introduced the guest speaker, PMAJ. Odlanyer C. Endrinal, who delivered a compelling talk on Violence against Women and Children (VAWC).

This segment was particularly impactful, sparking a thoughtful open forum where participants engaged in meaningful discussions and asked pertinent questions. She actively started her talk with an ice breaker that teaches a self-defense movements but derived with a children's' song. Then she proceeded with giving an impactful and eye-opening situation that women have faced and why the VAWC was made. She also gave examples of the considered violation that can be accounted to this law. The speaker and her fellow Police officers even prepared an activity and brought prizes for the student who participated well and actively throughout the Seminar. By asking students to give a reflection on the talk about women and VAWC, they chose three (3) students who gave their best answers. As they end, they gave their prizes and thank the students for their active participation.

Following through an insightful talk, Mr. Samuel B. Damayon, JD, Mrs. Ruby Lyn R. Nuestro, RGC, and Mr. John G, Tayaban, Ph.D. presented the certificate of Appreciation and token, acknowledging the Speaker and her fellow officers for their contributions to the Seminar and their Participation to the program that the Marian Community is animating. The event concluded with closing remarks from Dr. Henry F. Gamboa of ADSAS for Men, who thanked the committee who prepared the seminar and the visitors who took the time to give the talk. He also reiterated the importance of the celebration and its message, followed by a closing prayer by Miss Jezrelle Zyna B. Pagarigan. The Women's Month celebration at Saint Mary's University served as a significant platform for raising awareness about VAWC and for honoring the enduring strength and resilience of women, leaving a lasting impression on all attendees.

B. Summary of the Activity Evaluation

I. Attainment of the Activity's Objectives Evaluation & Speaker's Effectiveness

	AVERAGE RATING	RATING BASED ON NUMBER OF RESPONDENTS			
ATTAINMENT OF THE ACTIVITY'S OBJECTIVES:	**3.88**	**Excellent**	**Very Satisfactory**	**Fair**	**Needs Improvement**
1) Raised awareness and understanding of women's challenges in society.	3.90	37	4	0	0
2) Recognized and honor women's rights, contributions, and achievements across all sectors of society.	3.88	35	6	0	0
3) Empowered women by providing them with knowledge, resources, and support on the importance of physical health, mental well-being, and overall quality of life.	3.90	37	4	0	0
4) Recognized their hard work, sacrifices, and contributions to their family and society by providing them a day of relaxation and wellness.	3.85	35	6	0	0
TIME MANAGEMENT	3.63	29	9	3	0
VENUE CONDUCIVENESS	3.78	32	9	0	0
PARTICIPANTS' ENGAGING	3.80	33	8	0	0
RELEVANCE OF THE TOPICS	**4.00**	**Very relevant**	**Moderately relevant**	**Somewhat relevant**	**Not relevant**
Women's Month Celebration 2025 "Pagkilala at Pagpugay sa Kababaihan: Taglay ang Pananampalataya, Lakas at Dangal" Seminar on Violence Against Women and Children (VAWC)	4.00	41	0	0	0
SPEAKER'S EFFECTIVENESS	**3.90**	**Very effective**	**Moderately effective**	**Somewhat effective**	**Needs improvement**
P.Maj. ODLANYER C. EDRINAL	3.90	37	4	0	0

The overall attainment of the activity's objectives was rated highly, with an average of 3.88, reflecting the event's success in raising awareness about women's challenges, recognizing their contributions, and empowering them with knowledge and resources. Individual objectives, such as raising awareness of women's challenges and empowering them with knowledge and resources, scored particularly high at 3.90. The relevance of the topics presented, including a seminar on

Violence against Women and Children (VAWC), was rated a perfect 4.00, indicating that participants found them extremely relevant. The speaker, P.Maj. ODLANYER C. EDRINAL, was also highly regarded, achieving an average effectiveness rating of 3.90. Venue conduciveness and participant engagement were also rated positively, with averages of 3.78 and 3.80, respectively. However, time management received a slightly lower average rating of 3.63, with some participants indicating "Fair" ratings, suggesting a potential area for improvement in future events. In conclusion, the training/seminar was highly successful, with the only notable area for improvement being time management.

	COMMENTS:
1	None
2	nice topic, very realistic.
3	The seminar was engaging and informative.
4	The speaker is very knowledgable in her topic.
5	I learned a lot. Thank you for this seminar.
6	Informative
7	Perfect!
8	It was a great experience i learned a lot
9	Overall, it is nice and very informative.
10	None
11	Congratulations the seminar was very engaging and timely.
12	.
13	Very informative
14	informative and useful
15	It was very good.
16	More awareness seminar on this kind.
17	none
18	-
19	Very timely and informative talk
20	Very ineresting topic
21	None
22	Students participants were engaged and interested. Congratulations.
23	The topic was very relevant specially for us women.

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
HUMAN RESOURCE AND DEVELOPMENT OFFICE

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24	I have learned that women have many rights.
25	This seminar is great.
26	Informative
27	Time management perhaps?
28	More interactive seminar
29	None as now.
30	Overall, this seminar has significantly broadened my understanding of the subject matters. I truly appreciate the effort of the organizers and speakers in making this a productive and meaningful learning experience.
31	The seminar was very informative especially on women's rights. It was was also very engaging.
32	It's nice to have a seminar like this to empower the importance of women.
33	The speaker is very good
34	Keep it up
35	Excellent job... Congratulations!
36	NA
37	Excellent
38	excellent
39	The speaker was knowledgeable with the topic about violence against women.The rights of women.
40	The seminar was engaging
41	This seminar should be done yearly to let women be aware of their rights especially when abused by anyone. Women plays important role in raising the kids in the family so they should be protected by laws because kids in the family need mothers to take care of them and love them too of course!

	SUGGESTIONS:
1	None
2	none
3	Snacks pls.
4	More seminars regarding Women' s Empowerment
5	None
6	None
7	Nonw
8	none

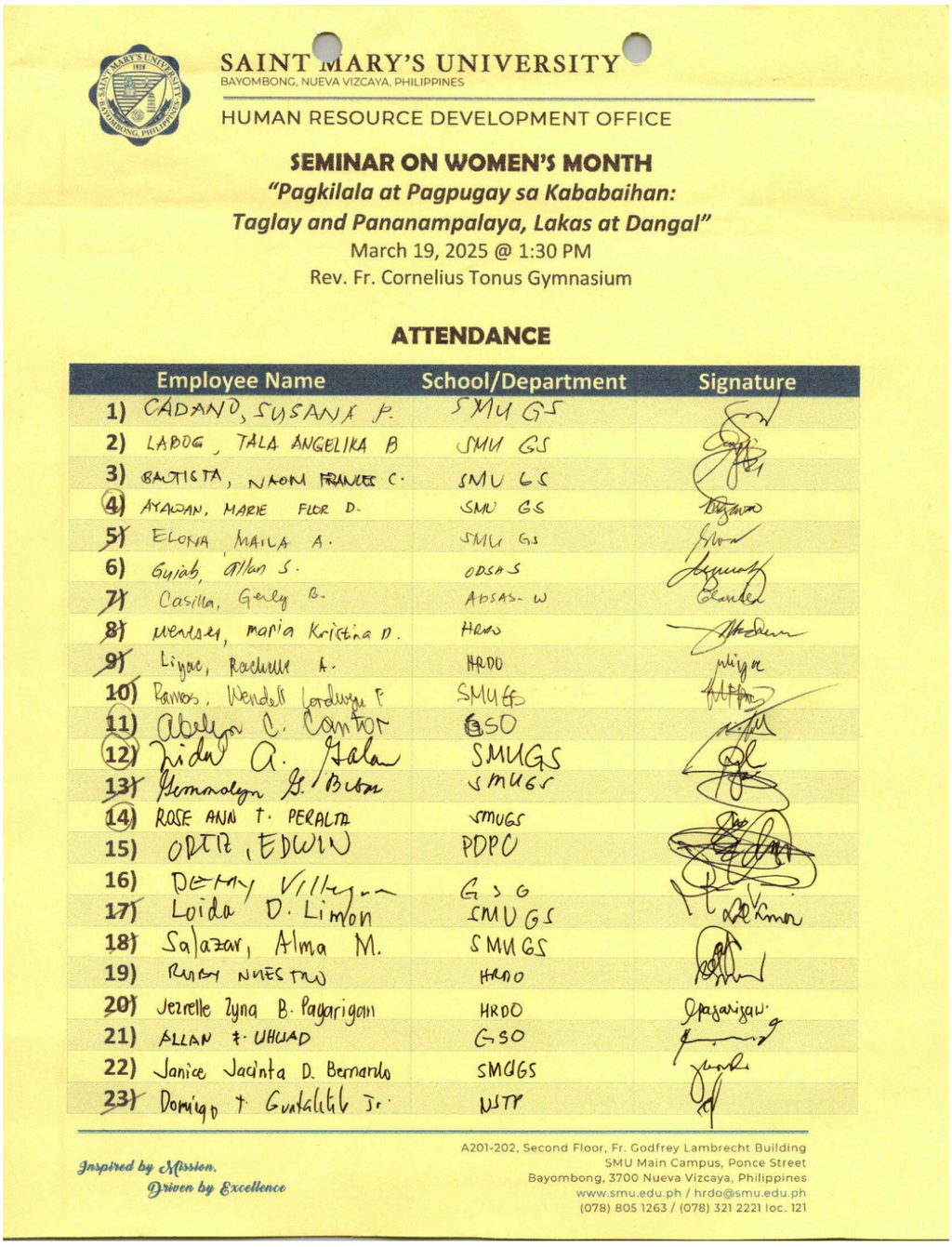
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9	time management and new engagements for participants
10	None
11	More seminars on women empowerment and appreciation. Thank you
12	-
13	-
14	kudos to the organizers
15	Maybe next time try topics that really is close to women's lives, something about psychology.
16	Slides should be readable some have dark background that made it hard to read some texts
17	none
18	-
19	More seminars regarding women empowerment
20	None at the moment, all was okay
21	None
22	Student participants should not be limited to CFE classes but should have included other students across all schools.
23	More participants are encouraged to join for awareness.
24	A short video clip about women's right should be shown.
25	I suggest that the seminar will be done in the morning.
26	Nothing
27	None.
28	None
29	None as of now.
30	N/A
31	Some of the participants were not aware that they need to bring paper for the activity.
32	Maintain audience engagement by modulating voice and speaking at natural pace.
33	More time for questions to entertain
34	-more participants -food
35	1. Pls extend the invitation to all parishes of the diocese of Bayombong... 2. Multiple speakers
36	It would be nice if all of the students in SMU college joined the seminar about VAWC
37	More webinars about VAWC
38	no snacks for the participants

C. Appendices

1. Attendance Sheet (scanned)



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
HUMAN RESOURCE DEVELOPMENT OFFICE

SEMINAR ON WOMEN'S MONTH
"Pagkilala at Pagpugay sa Kababaihan: Taglay and Pananampalaya, Lakas at Dangal"
March 19, 2025 @ 1:30 PM
Rev. Fr. Cornelius Tonus Gymnasium

ATTENDANCE

	Employee Name	School/Department	Signature
1)	CADANO, SUSANA P.	SMU GS	
2)	LABOG, TALA ANGELIKA B	SMU GS	
3)	BAUTISTA, NAOM FRANCIS C.	SMU GS	
4)	AYAWAN, MARIE FLOR D.	SMU GS	
5)	ELONA, MAILA A.	SMU GS	
6)	Gujab, Allan S.	ODSAS	
7)	Casilla, Gerly B.	ADSAS-W	
8)	Mendez, Maria Kristina D.	HRDO	
9)	Ligue, Rachelle A.	HRDO	
10)	Ramos, Wendell Lordwyn F.	SMUGS	
11)	Abelyn C. Cantor	GSO	
12)	Lida A. Gala	SMUGS	
13)	Gemmalyn G. Bitos	SMUGS	
14)	ROSE ANN T. PERALTA	SMUGS	
15)	ORTIZ, EDWIN	PDPO	
16)	DEMY Villegas	GSG	
17)	Loida D. Limon	SMU GS	
18)	Salazar, Alma M.	SMUGS	
19)	RUBY NUESTRO	HRDO	
20)	Jezrelle Zyna B. Pagarigan	HRDO	
21)	ALLAN T. UHUAD	GSO	
22)	Janice Jacinta D. Bernardo	SMUGS	
23)	Domingo T. Gustalitik Jr.	NSTP	

Inspired by Mission.
Driven by Excellence

A201-202, Second Floor, Fr. Godfrey Lambrecht Building
SMU Main Campus, Ponce Street
Bayombong, 3700 Nueva Vizcaya, Philippines
www.smu.edu.ph / hrdo@smu.edu.ph
(078) 805 1263 / (078) 321 2221 loc. 121

	Employee Name	School/Department	Signature
24)	TORRES, JENNIFER ANN	GTO	
25)	BUYUCO, Benito Jr.	CFED	
26)	ROQUE, NICOLE ALEXANDRA A.	CAB - NAP	
27)	DELANO ROD M. DACLES	SMUGS	
28)	ERCIE L. SELEMENG	TTRDO	
29)	Castillo, Maria Mystika K	IMU	
30)	Corpos, Cristina G.	TAO	
31)	Paikay, Realyn M.	IAO	
32)	Galicia, Godette Jann	TAO	
33)	REGANIT, LADY FATIMA C.	CNS	
34)	ARIOLA, JOSEPH IAN D.	JHS - UHS	
35)	Galamay, Joann A	CFED	
36)	Respicio, Kristelle Anne Jhoyce B.	CJED	
37)	OGATA, KIM JENRIC	PE	
38)	Jelie Anne Tallungan	URDO	
39)	Danielle Angelo Bia	CICT	
40)	Grapiza, krystel alfa M.	IMO	
41)	Benyamin Kleisakaoan	STEH	
42)	Maria Vergilia B. Taguinod	SMUGS	
43)	Rosemarie R. Pascual	SMUGS	
44)	Mark Noran de Vera	PERDO	
45)	Imelda Cecilia Alias	SMUGS	
46)	Vergara, Jonathan P.	CFED	
47)	ANTONINO, EDJOHN	CFED	
48)	Maricel Moreno	OUP	
49)	PIA L. DIZON	IDRAD	
50)	Laarni Mae Marantal	DSAS	
51)	LIBERTY A. ROSARIO	STEH	
52)	Samuel Damayan	STEH	
53)	Marilyn P. Peralta	STEH	
54)	ERIC S. GROSPE	ULRC	

	Employee Name	School/Department	Signature
~~55)~~	Mary Grace Medina- Bulatao	STEH Dept. of Physical Educ.	
56)	Galicia, Queen Nessellyn D.	AAO	
~~57)~~	Vivrene L. Camlet	SHS Clinic -UHSO	
58)	Benjamin A. Martinez Jr.	ULRC	
~~59)~~	RABAGO EMERSON MARK	CETSO	
~~60)~~	Mary Joy A. Abuste	VPA	
61)			
62)			
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2. Photo Documentation



Ma'am Coreen Madriaga & Ma'am Frances Soronel the Masters of Ceremony of the Seminar started the program and gave the preliminaries, then Ma'am Ruby Nuestro the Director of HRDO, gave her Opening Remarks followed by Ma'am Alona Costales, Ass. Dean of Student Affairs and Service shared the Objectives of the seminar and briefly introduce the speaker.



Participants of the Women's Month Seminar and in front (Men in uniform) are the Visitors from the WCPD Nueva Vizcaya Police Provincial Office.



Infront are the three (3) Student Participants of the Women's Month Seminar and the Visitors from the WCPD Nueva Vizcaya Police Provincial Office on their Ice breaker dance as techniques of Self-defense.



P.Maj. Odlanyer Edrinal, her talk on VAWC and answering a query from the students.



Sir Officer answers queries from the crowd at the Open Forum segment of the program, as P.Maj. Odlanyer Edrinal checks the reflection activity of the students.



P.Maj. Odlanyer Edrinal awards their gifts to the best reflection to the three (3) selected students.

P.Maj. Odlanyer Edrinal with her co-Officers at the stage to acknowledge and thank them for their presence during the seminar.

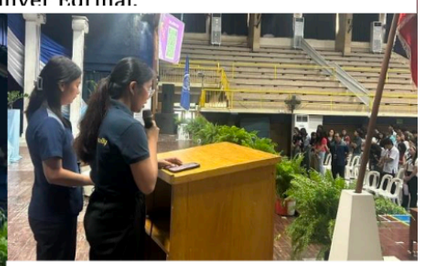




(Left to Right) A photo opportunity with Ma'am Ruby Nuestro the Director of HRDO, Sir John Tayaban, Vice President for Administration, P.Maj. Odlanyer Edrinal (Holding the Certificate) and Sir Samuel Damayon the Dean of Office of Student Affairs and Services. As they present the Certificate of appreciation and Token to P.Maj. Odlanyer Edrinal.



Sir Henry Gamboa (ADSAS for Men), giving his closing remarks.



Ma'am Jezrelle Pagarigan (HRDO Staff), Closing the event with a prayer.



(Left to Right) Photo Opportunity with Ma'am Jezrelle Pagarigan, Ma'am Ruby Nuestro, Ma'am Alona Costales, Ma'am Frances Soronel and Ma'am Coreen Madriaga as the organizers of the Semiar

Prepared by:

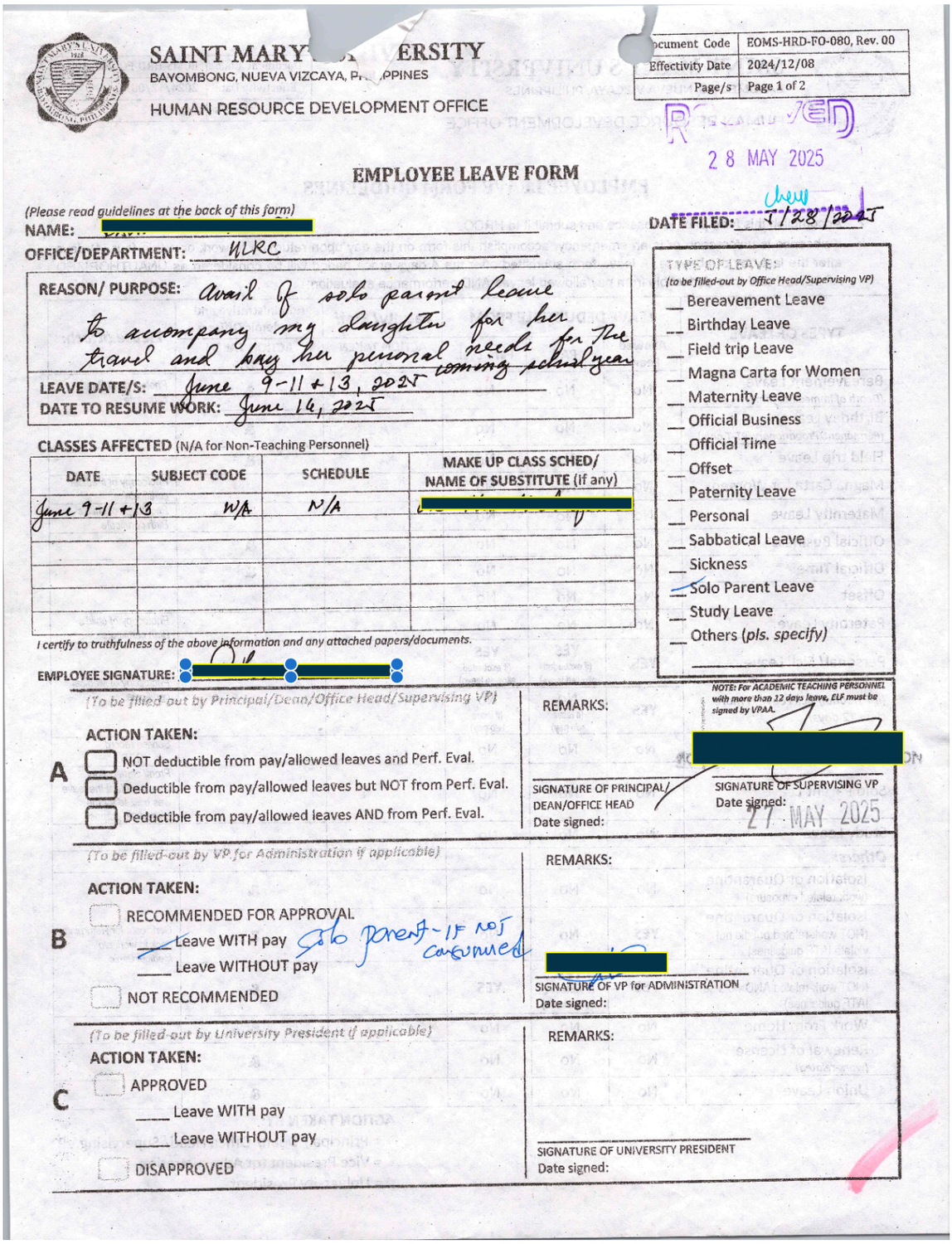
Frances Suzzane G. Soronel
CoS, HRDO

Noted by:

Mrs. Ruby Lyn R. Nuestro,
RGC Head, HRDO

Benefits and Workplace Accommodations for Diverse Populations

Benefits for Solo Parents – Sample Solo Parent Leave Form



SAINT MARY[illegible]ERSITY
BAYOMBONG, NUEVA VIZCAYA, P[illegible]PPINES
HUMAN RESOURCE DEVELOPMENT OFFICE

Document Code	EOMS-HRD-FO-080, Rev. 00
Effectivity Date	2024/12/08
Page/s	Page 1 of 2

RECEIVED
28 MAY 2025

EMPLOYEE LEAVE FORM

(Please read guidelines at the back of this form)

NAME: [redacted]
OFFICE/DEPARTMENT: NLRC
DATE FILED: 5/28/2025

REASON/ PURPOSE: Avail of solo parent leave to accompany my daughter for her travel and buy her personal needs for the coming school year
LEAVE DATE/S: June 9-11 + 13, 2025
DATE TO RESUME WORK: June 14, 2025

CLASSES AFFECTED (N/A for Non-Teaching Personnel)

DATE	SUBJECT CODE	SCHEDULE	MAKE UP CLASS SCHED/ NAME OF SUBSTITUTE (If any)
June 9-11 + 13	N/A	N/A	[redacted]

TYPE OF LEAVE:
(to be filled-out by Office Head/Supervising VP)
__ Bereavement Leave
__ Birthday Leave
__ Field trip Leave
__ Magna Carta for Women
__ Maternity Leave
__ Official Business
__ Official Time
__ Offset
__ Paternity Leave
__ Personal
__ Sabbatical Leave
__ Sickness
/ Solo Parent Leave
__ Study Leave
__ Others (*pls. specify*)

I certify to truthfulness of the above information and any attached papers/documents.

EMPLOYEE SIGNATURE: [redacted]

(To be filled out by Principal/Dean/Office Head/Supervising VP)

A
ACTION TAKEN:
☐ NOT deductible from pay/allowed leaves and Perf. Eval.
☐ Deductible from pay/allowed leaves but NOT from Perf. Eval.
☐ Deductible from pay/allowed leaves AND from Perf. Eval.

REMARKS:
NOTE: For ACADEMIC TEACHING PERSONNEL with more than 12 days leave, ELF must be signed by VPAA.
[redacted]
SIGNATURE OF PRINCIPAL/ DEAN/OFFICE HEAD
Date signed:
SIGNATURE OF SUPERVISING VP
Date signed: 27 MAY 2025

(To be filled-out by VP for Administration if applicable)

B
ACTION TAKEN:
☐ RECOMMENDED FOR APPROVAL
/ Leave WITH pay Solo parent - if not consumed
___ Leave WITHOUT pay
☐ NOT RECOMMENDED

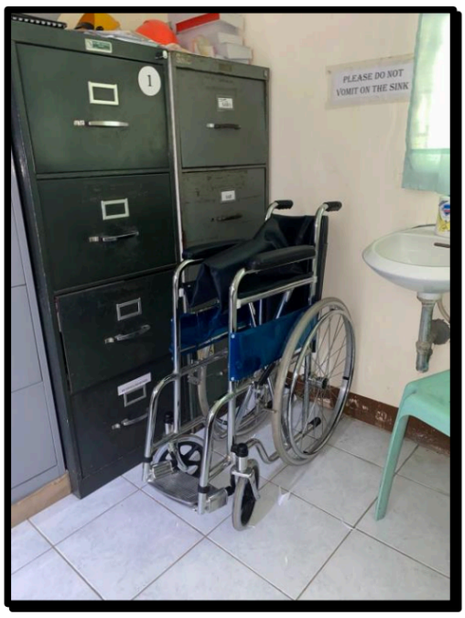
REMARKS:
[redacted]
SIGNATURE OF VP for ADMINISTRATION
Date signed:

(To be filled-out by University President if applicable)

C
ACTION TAKEN:
☐ APPROVED
___ Leave WITH pay
___ Leave WITHOUT pay
☐ DISAPPROVED

REMARKS:
SIGNATURE OF UNIVERSITY PRESIDENT
Date signed:

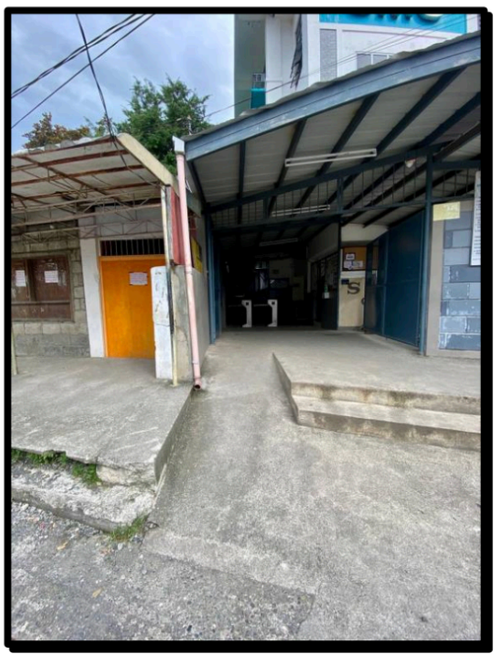
Wheelchairs on standby at the campus gates and medical clinic



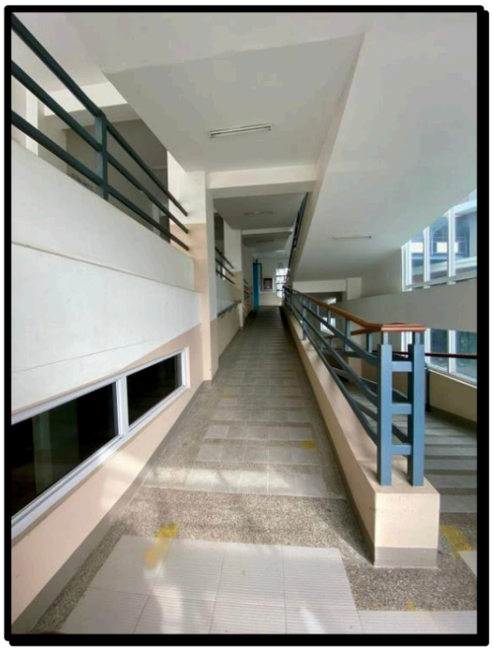


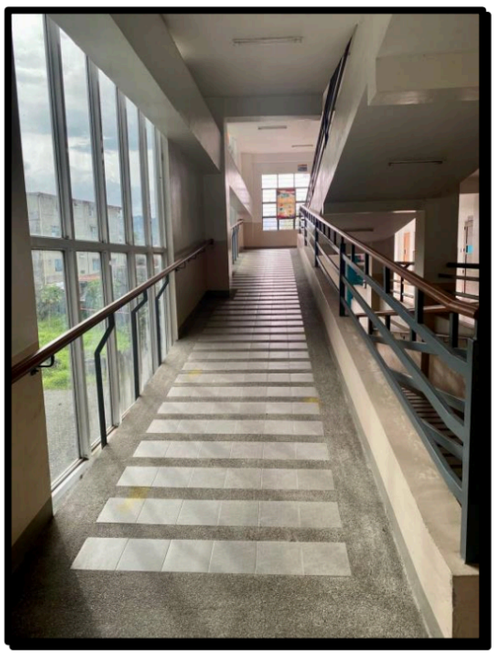


Ramps









Non-Discrimination Policies By Age

Excerpt from the Academic and Administrative Employment Manual for Higher Education, 2023 edition – Employment Policies for Academic Personnel, p. 113

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.

SMU's Noncontributory Retirement Plan
Excerpt from the Academic and Administrative Employment Manual for Higher Education, 2023 edition

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

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.

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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

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

SMU's Employees Ethnolinguistic Data Summary

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
COMMUNITY ENGAGEMENT AND INDIGENOUS PEOPLES STUDIES CENTER

SAINT MARY'S UNIVERSITY EMPLOYEES ETHNOLINGUISTIC DATA SUMMARY

I. Demographic Profile of Respondents

This section presents the demographic characteristics of respondents from Saint Mary's University (SMU) based on the Ethnolinguistic Group survey. The profile includes their distribution across academic and administrative units, gender composition, and highest educational attainment.

A. Population Distribution by Academic and Administrative Units

The distribution of employees across academic and administrative units reflects significant variation (see Figure 1, Table 1). The School of Teacher Education and Humanities (STEH) has the largest share at 21% (n = 55), followed by the Office of Personnel (OP) with 19% (n = 50). This underscores both the centrality of teacher education as SMU's flagship program and the importance of administrative services in sustaining operations.

Meanwhile, relatively balanced representation is observed in the Senior High School (11%), Junior High School (11%), School of Accountancy and Business (10%), School of Health and Natural Sciences (10%), and the School of Engineering, Architecture, and Information Technology (11%). In contrast, the Grade School has the smallest proportion at 7% (n = 19), reflecting a leaner structure at the elementary level.

These patterns suggest that ethnolinguistic diversity is most pronounced in larger groups such as STEH and OP, while smaller units may exhibit greater internal cohesion.

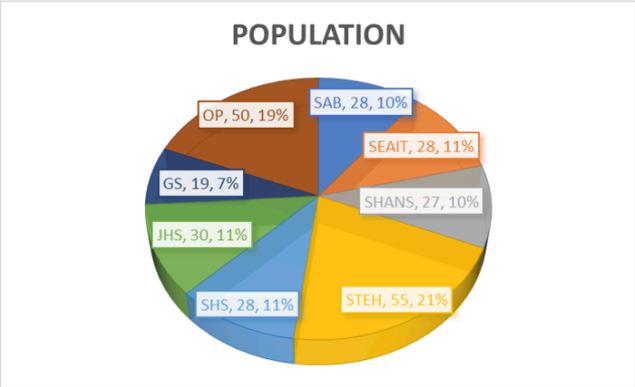
Table 1

Population Distribution of Respondents by Academic and Administrative Unit

Academic/Administrative Unit	Frequency	Percentage
School of Teacher Education and Humanities (STEH)	55	21%
Office of Personnel (OP)	50	19%
Senior High School (SHS)	28	11%
Junior High School (JHS)	30	11%
School of Accountancy and Business (SAB)	28	10%
School of Health and Natural Sciences (SHANS)	27	10%
School of Engineering, Architecture, and IT (SEAIT)	28	11%
Grade School (GS)	19	7%
Total	**265**	**100%**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
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Figure 1. Population Distribution of SMU Employees by Academic and Administrative Unit.



B. Gender Composition

As shown in Table 2 and Figure 2, the workforce is predominantly female (58%, n = 154), followed by male employees (38%, n = 101), and LGBTQIA+ employees (4%, n = 10). This pattern reflects broader national trends in the Philippine education sector, where women comprise the majority of both teaching and non-teaching staff. The inclusion of LGBTQIA+ employees, though smaller in number, indicates recognition of gender diversity and inclusivity within the institution.

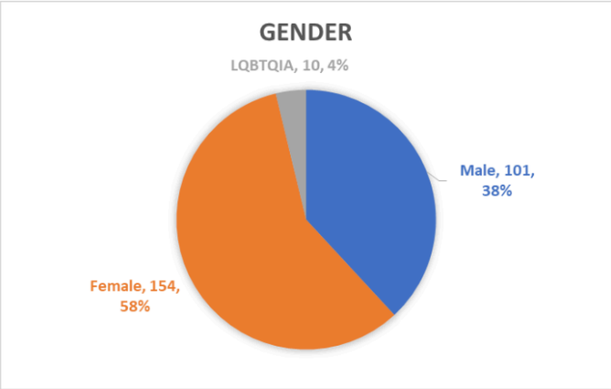
Table 2

Gender Distribution of Respondents

Gender	Frequency	Percentage
Female	154	58%
Male	101	38%
LGBTQIA+	10	4%
Total	**265**	**100%**

SAINT MARY'S UNIVERSITY
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Figure 2. Gender Distribution of SMU Employees.



C. Highest Educational Attainment

Table 3 and Figure 3 present the highest educational attainment of respondents. More than half hold a bachelor's degree (54%, n = 142), while 30% (n = 80) have earned a master's degree and 7% (n = 20) hold a doctorate. Additionally, 8% (n = 20) did not indicate their attainment, while 1% (n = 3) reported "others."

These findings suggest that while most employees meet the minimum professional requirements, a significant proportion have pursued advanced studies. This underscores SMU's culture of excellence through continuous learning, professional development, and academic competency.

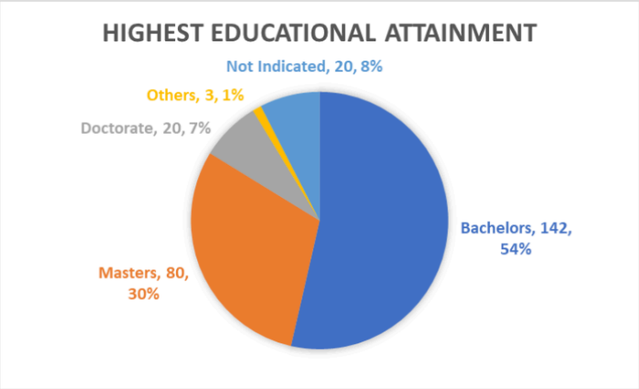
Table 3

Highest Educational Attainment of Respondents

Highest Educational Attainment	Frequency	Percentage
Bachelors	142	54%
Masters	80	30%
Doctorate	20	7%
Not Indicated	20	8%
Others	3	1%
Total	**265**	**100%**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
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Figure 3. Highest Educational Attainment of SMU Employees.



II. Ethnolinguistic Group

The ethnolinguistic composition of SMU employees is summarized in Table 4 and Figure 4. A majority are Non-Indigenous Peoples (Non-IP), comprising 83% (n = 219), while Indigenous Peoples (IP) represent 17% (n = 46). Although IP employees form a smaller proportion, their presence is meaningful in advancing inclusivity, particularly in Nueva Vizcaya, a province noted for ethnolinguistic diversity.

Table 4

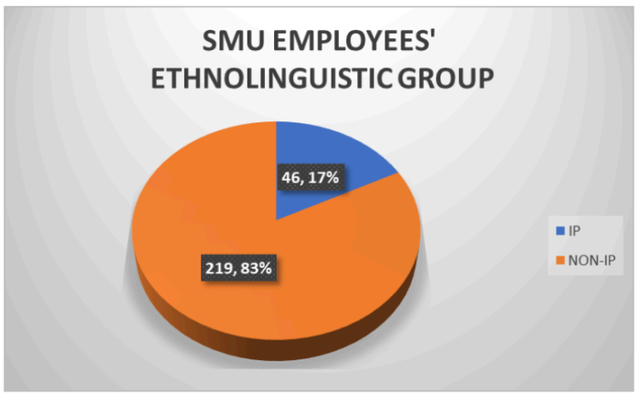
Ethnolinguistic Group Distribution of SMU Employees

Ethnolinguistic Group	Frequency	Percentage
Indigenous Peoples (IP)	46	17%
Non-Indigenous Peoples (Non-IP)	219	83%
Total	**265**	**100%**

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

COMMUNITY ENGAGEMENT AND INDIGENOUS PEOPLES STUDIES CENTER

Figure 4. Distribution of SMU Employees by Ethnolinguistic Group.

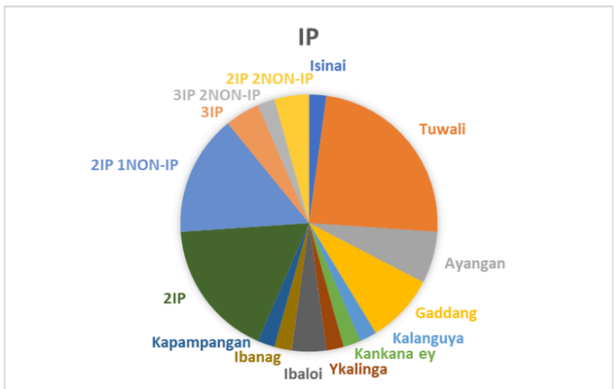


A. Indigenous Peoples

Within the IP group, the largest subgroup is the Tuwali, followed by Ayangan, Gaddang, Kalanguya, and Isinai (see Figure 5). Smaller shares include Ibaloi, Kankana-ey, and Kalinga, while intercultural backgrounds such as 2IP-1Non-IP and 3IP reflect blended identities.

This diversity underscores SMU's role as a cultural haven of Northern Luzon, where indigenous communities maintain distinct identities while also adapting to intercultural dynamics.

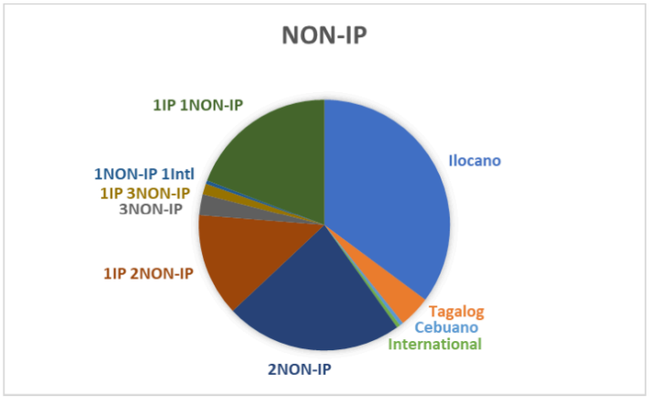
Figure 5. Distribution of SMU Employees by Indigenous Ethnolinguistic Group.



B. Non-Indigenous Peoples

Among Non-IPs, the Ilocanos comprise the largest group, consistent with their historical dominance in Northern Luzon (see Figure 6). Other groups include Tagalog and Cebuano, along with mixed affiliations (1IP-2Non-IP, 1Non-IP-1Intl, 3Non-IP). The presence of a small number of international employees highlights SMU's openness to global academic exchange.

Figure 6. Distribution of SMU Employees by Non-Indigenous Ethnolinguistic Group.



III. Ethnolinguistic Group and Multi-Ethnic Representation

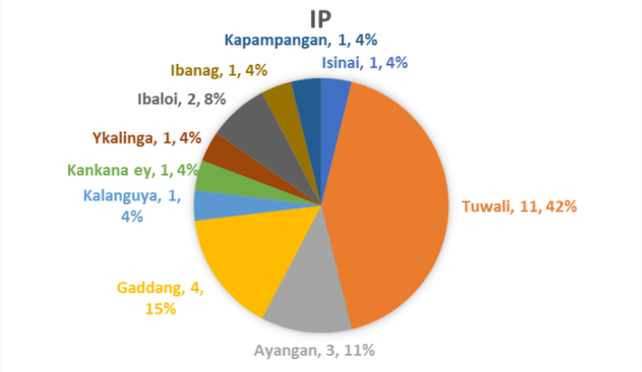
In addition to the broad IP and Non-IP categorization, a closer examination of the data reveals that Saint Mary's University employees come from a wide spectrum of ethnolinguistic groups, including those with mixed or multi-ethnic heritage. Figures 5 to 14 illustrate this internal diversity.

A. Indigenous Peoples (IP) Groups

Within the IP category, the Tuwali group forms the largest share at 42% (n = 11), followed by Gaddang (15%, n = 4), Ibaloi (8%, n = 2), and Ayangan (11%, n = 3). Smaller but equally significant representations include Isinai, Kapampangan, Kankana-ey, Kalanguya, Ykaliga, and Ibanag, each with 4% (n = 1). This reflects the strong cultural presence of indigenous groups from Nueva Vizcaya and the Cordillera region, whose traditions and worldviews remain vital to local identity and heritage (Prill-Brett, 2015; NCIP, 2020).

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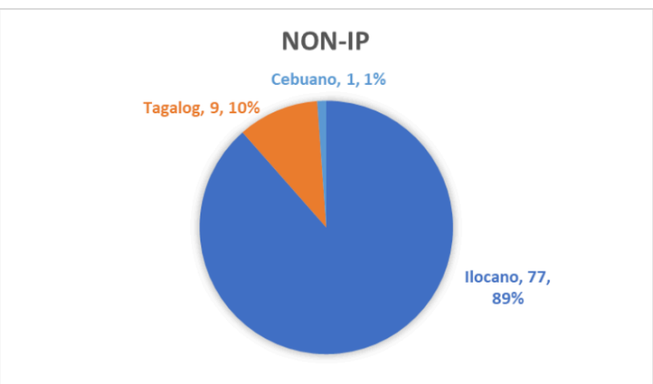
Figure 7. Distribution of SMU Employees by IP Groups



B. Non-Indigenous Peoples (Non-IP) Groups

Among Non-IP employees, the majority identify as Ilocano (89%, n = 77), which is consistent with the demographic dominance of Ilocanos in Northern Luzon. Smaller groups include Tagalog (10%, n = 9) and Cebuano (1%, n = 1),

Figure 8. Distribution of SMU Employees by Non-IP Groups



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

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C. Multi-Ethnolinguistic Backgrounds

Notably, a substantial portion of employees identify with two or more ethnolinguistic groups, underscoring increasing intercultural marriages and family lineages.

Two Ethnolinguistic Groups: 67% (n = 102) of employees fall into this category, with combinations such as 2 Non-IP (50%), 1 IP + 1 Non-IP (42%), and 2 IP (8%).

Three Ethnolinguistic Groups: 28% (n = 43), with 1 IP + 2 Non-IP (66%), 2 IP + 1 Non-IP (16%), and 3 Non-IP (14%).

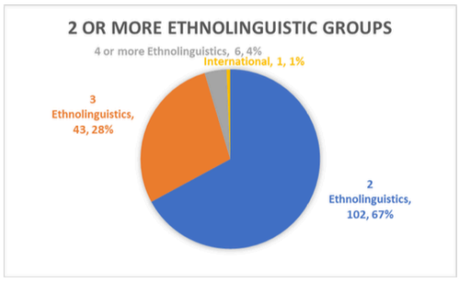
Four Ethnolinguistic Groups: 6% (n = 6), divided into 1 IP + 3 Non-IP (60%) and 2 IP + 2 Non-IP (40%).

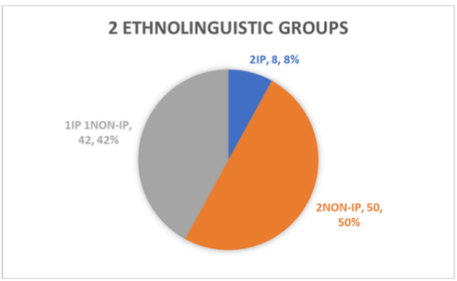
Five Ethnolinguistic Groups: 1% (n = 1), entirely represented by 3 IP + 2 Non-IP.

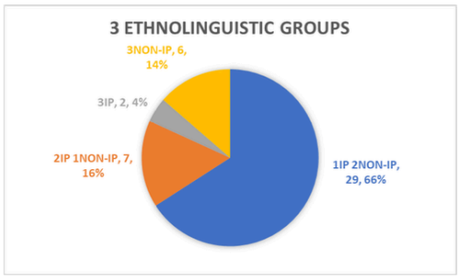
International Representation: At least 1 employee (1%) self-identified as 1 Non-IP + International, reflecting global mobility and multicultural integration.

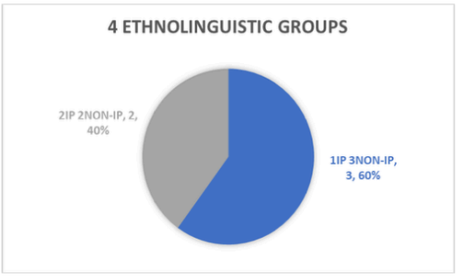
This significant proportion of employees with hybrid ethnolinguistic identities suggests that SMU is not merely a reflection of local indigenous and non-indigenous communities but also a site of cultural convergence where multiple heritages coexist.

Figures 9-14. Distribution of SMU Employees by Multi-Ethnolinguistic Group Categories.



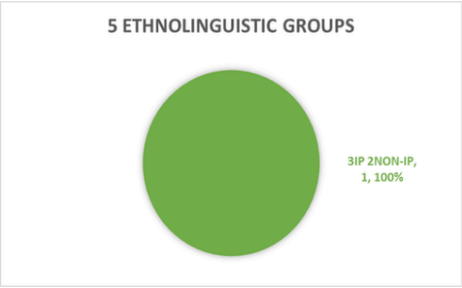


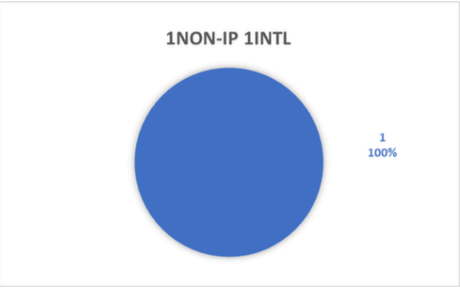




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IV. Summary

The demographic and ethnolinguistic profiles of SMU employees highlight both structural diversity (across units, gender, and education) and cultural diversity (across IP and Non-IP groups). While Non-IPs dominate numerically, the meaningful representation of IP groups such as Tuwali and Ayangan strengthens SMU's intercultural character. These findings align with NCIP's (2020) call for greater IP integration in education and UNESCO's (2019) advocacy for interculturality in higher education.

Celebrating Ethnolinguistic Diversity

Indigenous Peoples and Museum Month 2024

https://smu.edu.ph/smu-opens-indigenous-peoples-and-museum-month-2024/

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By webmaster / October 7, 2024

SMU opens Indigenous Peoples and Museum Month 2024



The Indigenous Peoples and Museum Month 2024 officially commenced on October 1, showcasing a series of meaningful events designed to celebrate and preserve Indigenous culture. This year's theme, "Championing Heritage: Empowering Communities for Cultural Identity Preservation," highlights the critical role of community engagement in safeguarding cultural legacies.

A significant highlight of the opening ceremony was the blessing and soft launch of the *Pansin-uuh'mu-an* or the Indigenous Knowledge and Learning Hub. This innovative hub aims to become a vital resource for education, research, and the promotion of Indigenous traditions and knowledge, serving as a beacon of learning for students, faculty and staff, scholars, and community members.

The event attracted a diverse array of visitors from outside the Marian community, including local artists, educators, and administrators, as well as faculty and students of SMU. The blessing was led by Rev. Fr. Charlie Magne G. Buyayo, CICM, who offered heartfelt prayers for the hub's success in fostering respect and understanding for Indigenous heritage.

Following the hub's launch, attendees were invited to the *Museo de Maria* for the unveiling of the CICM and *Bungkos* Exhibits. Dr. Christopher Allen S. Marquez, Director of Community Engagement and Indigenous Peoples Studies Center (CEIPSC), welcomed guests and expressed gratitude to everyone involved in the exhibit's opening. The exhibits feature a vibrant collection of cultural artifacts and artworks and CICM history, reflecting the deep ties between faith, community, and Indigenous identity.

Supportive messages were shared by distinguished guests, including Dr. Concepcion D. Absalon, Education Program Supervisor and Alternate Regional IPED Focal person of the Department of Education, Nueva Vizcaya; and Mrs. Marichelle O. Costales, Acting Provincial Tourism and Culture Officer of Nueva Vizcaya. The PTCO also temporarily donated a collection of 78 Vizcayana books and research materials to SMU for their proper care. Additionally, Mr. Ronie P. Caanawan, Provincial Officer of the National Commission on Indigenous Peoples, expressed his appreciation for the university's efforts in highlighting Indigenous contributions.









The celebration continued with an Ethnicity Mass, presided over by Fr. Charlie, where the SMU community, including students, faculty, and staff, and student leaders from the different CICM school participating in the 2024 CICM Schools Student Leaders' Convergence gathered to give thanks and pray for the continued protection and empowerment of Indigenous peoples. The mass was a solemn and colorful event, as participants, dressed in traditional attire, offered prayers and songs in honor of their heritage. Fr. Charlie, in his Homily, emphasized the importance of recognizing the dignity and rights of Indigenous communities, reminding everyone that our shared humanity is enriched by the diversity of our cultures and traditions.

As Indigenous Peoples and Museum Month 2024 unfolds, a series of engaging activities will be conducted throughout the month. Each event aims to celebrate the beauty and richness of Indigenous cultures while fostering greater awareness and support for Indigenous rights, ultimately empowering communities to preserve their cultural identities. This month promises to be a vibrant celebration of the resilience and strength of Indigenous heritage.

Written by:Heidee L. Lamoste, CEIPSC Staff

Photos by: Jenzon Baquiran and Avril Rombaoa, The Marian

