8.2.4. Does your university, as a body, have a policy commitment against forced labor, modern slavery, human trafficking, and child labor?

Educational Organization Management System (EOMS) Policy Aligned with ISO 21001:2018



EOMS Policy

"We at Saint Mary's University commit to the integral formation of persons inspired by Christ's mission and driven by excellence. We strive for continual improvement through socially responsive, ethical, and effective educational practices."

Philippine Statistics Authority (PSA) -verified birth certificate requirements

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

Document Code	EOMS-HRD-FO-004, Rev. 00
Effectivity Date	2024/12/08
Page/s	1 of 1

CHECKLIST OF JOB APPLICANT'S REQUIREMENTS

DOCUMENTS TO BE SUBMITTED BY APPLICANT	REMARKS
PRIMARY REQUIREMENTS	
1) Application letter addressed to the University President: **DR. JOHN OCTAVIOUS S. PALINA** University President Saint, Mary's University	
2) 1 copy of 2x2 ID picture (colored)	
3) Updated Resume	
4) Certified True Copy of Diploma/Certificate	
Bachelor	
Masteral	
Doctoral	
5) Certified True copy of Transcript of Records with SO No.	
Bachelor	
Masteral	
Doctoral	
6) Photocopy of PSA Birth Certificate	
7) Photocopy of Certificate of Good Moral Character, if fresh graduate	
8) Photocopy of Professional License and board exam results, if applicable	

Verified /Checked by:

_____
Director, HRDO

Forwarded to:

President's Office

_____ For selection
_____ For future references
_____Others:_____
___

_____
University President

Commendation and Complaints Form

CONTROLLED COPY

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
Signature: _____ Date: 12.2.24

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

Document Code	EOMS-VPA-FO-037, Rev. 00
Effectivity Date	2024/12/08
Page/s	Page 1 of 2

Revision No.	Approval Date	Author	Description of change
00	Dec. 8, 2024	Mary Joy A. Ahute	Initial Issue

COMMENDATION/COMPLAINT/SUGGESTION SHEET

Date Today:	I am a
Name:	___Student: Course & Year:____
Address:	___Parent
	___Visitor
	___Alumni
	___Others_____
Contact Number/s:	

Student/employee Being Commended/Complained of:
School/Office/Unit:
Date and Time the Incident Transpired:
Detail/s of the Incident that Gave Rise to this Commendation/Complaint:

(You may continue at the back page if the space is not enough)

I HEREBY CERTIFY TO THE TRUTH OF THE FOREGOING:

_____
Signature Above Printed Name

PLEASE READ:

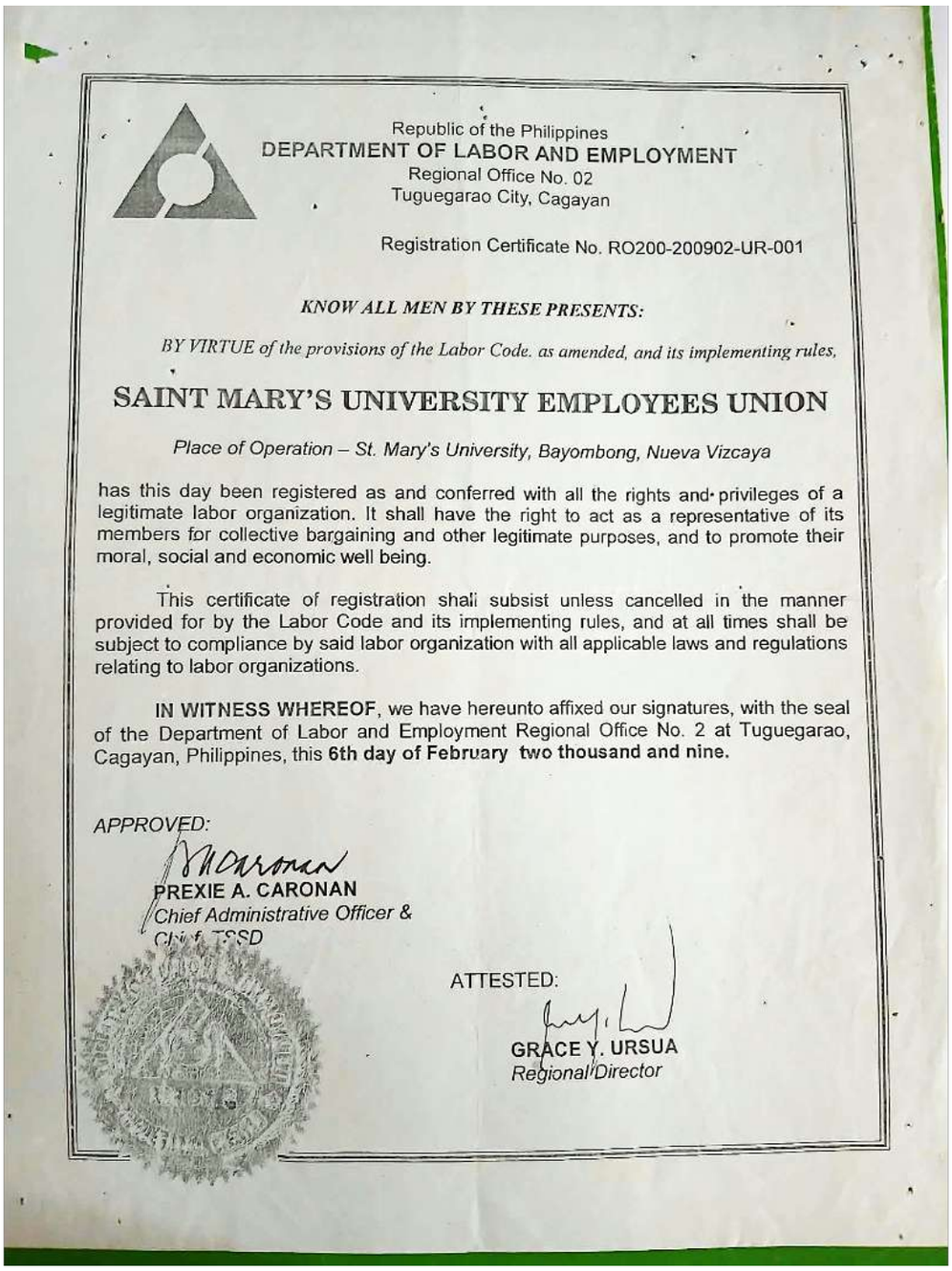
1. THIS IS OUR UNIVERSITY. Hence, this Commendation/Complaint/Suggestion Sheet is predicated on improving the services being rendered by the different offices/units of the University and in improving the relationship of the members of the Marian community.
2. This Commendation/Complaint/Suggestion Sheet should be filed in the following offices:
   - If the complaint is file **against a student** of Saint Mary's University, this should be filed before the **Office of the Dean of Student Affairs and Services (ODSAS) at Room A-218,**
   - If the complaint is filed **against an employee of an office/unit**, this could be filed in ANY of the following offices:
     a. **Head of Office/Unit;**
     b. **Human Resource Development Office (Room A-201); or**
     c. **Office of the Vice President for Administration (Rom A-203);**

1

- If the complaint is filed **against a head of office/unit**, this could be filed in ANY of the following offices: **Office of the Vice President for Administration** or **Office of the University President (Room A-206).**

3. As a matter of rule, the University Administration cannot deal with a complaint unless it is reduced onto writing. Any person (employee/student/alumni/client/visitor) who wants to have his complaint properly acted upon should take it upon himself/herself to fill up this form as accurately and as detailed as possible. **If you really care for the improvement of our University services, this should not be too much to ask of you. Complainants should not be afraid of reprisal from the student/employee complained of since such an act warrants the imposition of a stiffer administrative penalty.**
4. If the University Administration finds that there is a strong ground to hold the employee complained of administratively liable, it shall activate the proper grievance procedure. The complaint may be called upon during the investigation to substantiate his/her complaint.
5. Administrative sanction/s against the student/employee complained of shall only be imposed after compliance with the requirements of due process.
6. Complaints that are found to have been filed maliciously or without any factual basis shall be dealt with in accordance with existing and pertinent University rules and policies.

SMU Employees' Union Registration Certificate



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 02
Tuguegarao City, Cagayan

Registration Certificate No. RO200-200902-UR-001

KNOW ALL MEN BY THESE PRESENTS:

BY VIRTUE of the provisions of the Labor Code. as amended, and its implementing rules,

SAINT MARY'S UNIVERSITY EMPLOYEES UNION

Place of Operation – St. Mary's University, Bayombong, Nueva Vizcaya

has this day been registered as and conferred with all the rights and privileges of a legitimate labor organization. It shall have the right to act as a representative of its members for collective bargaining and other legitimate purposes, and to promote their moral, social and economic well being.

This certificate of registration shall subsist unless cancelled in the manner provided for by the Labor Code and its implementing rules, and at all times shall be subject to compliance by said labor organization with all applicable laws and regulations relating to labor organizations.

IN WITNESS WHEREOF, we have hereunto affixed our signatures, with the seal of the Department of Labor and Employment Regional Office No. 2 at Tuguegarao, Cagayan, Philippines, this **6th day of February two thousand and nine.**

APPROVED:

PREXIE A. CARONAN
Chief Administrative Officer &
Chief TSSD

ATTESTED:

GRACE Y. URSUA
Regional Director

SMU Employees' Union Officers 2022-2026

SAINT MARY'S UNIVERSITY EMPLOYEES' UNION
Bayombong, Nueva Vizcaya

May 27, 2024

DR. JOHN OCTAVIOUS S. PALINA
University President
Saint Mary's University

VPA 5-29-24
VPAA 29 MAY
VPA 5-29-24
VPF
LC

Dear Sir,

Warmest greetings!

I am writing to inform you about an important update regarding the SMU Employees Union. Following our recent elections last May 22, we are pleased to announce the new officers who will lead our union for the 2024-2026 term.

The elected officers are as follows:

President: Dr. Erwin D. Naval
Vice President for Academics Personnel: Mr. Jonathan P. Vergara
Vice President for Non-Academic Personnel: Mr. Dennis S. Abosejo
Secretary: Mrs. Lorna C. Aban
Treasurer: Mrs. Angela C. Garra
Auditor: Mrs. Pearl V. Ludan
PIO: Miss Shiellah Mae T. Barsicula
Business Managers: Miss Kristelle Anne Jhoyce B. Respicio
Mrs. Madonna A. Blando
Sgt. at Arms: Mr. Albert C. Cabullos
Mr. Mark Noren U. De Vera
Board of Directors:
Grade School - Renz Gabriel R. Jubay
Junior and Science High School – Christian Jos T. De Jesus
SEAIT – Miss Evelyn J. Rizardo
STEH – Mrs. Leilanie Cristie O. Sagabaen
Non-Academic Personnel – Mr. Angelito C. Buccahan

c.f. VPs & LC
29 MAY 2024

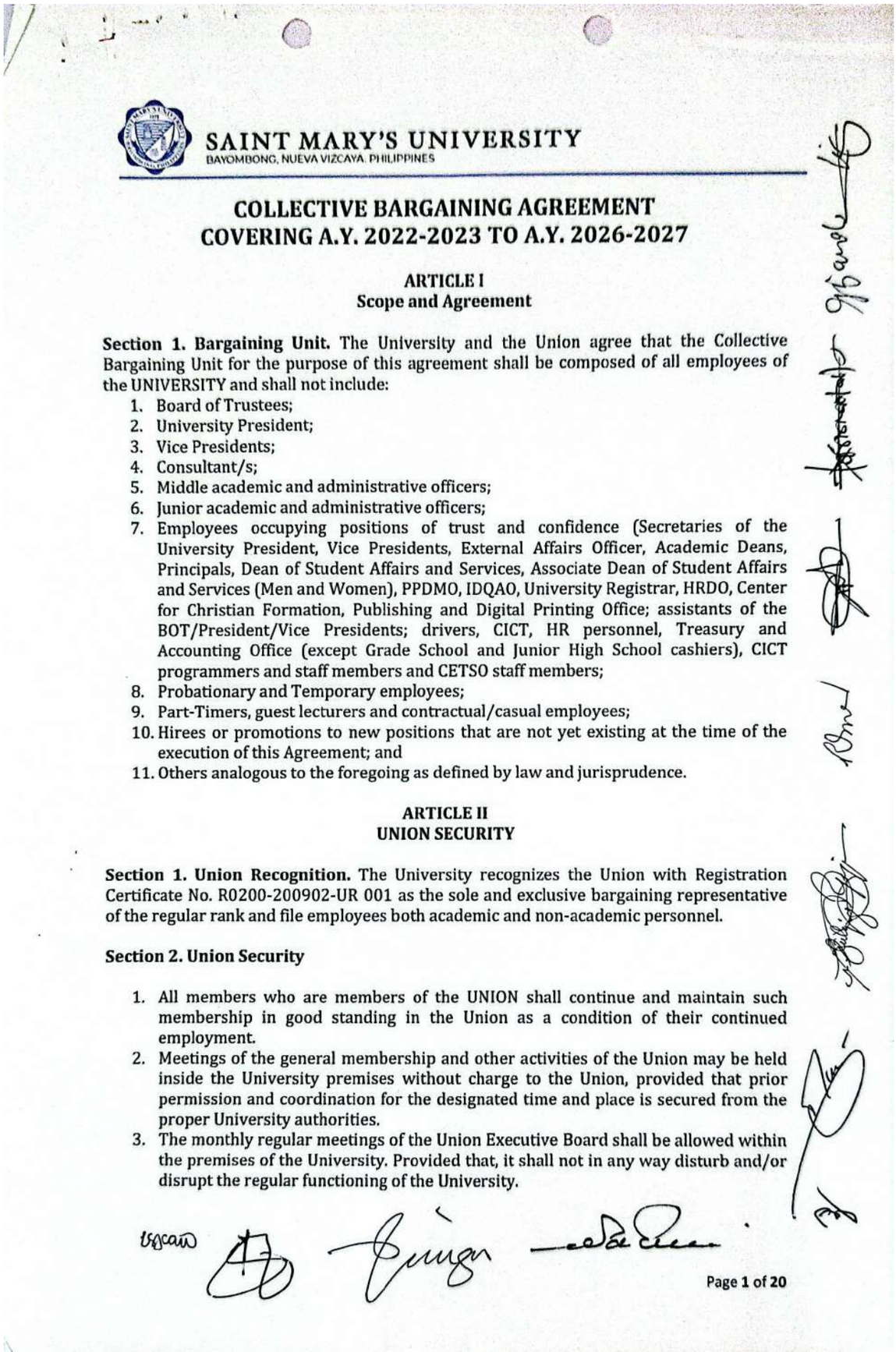
The members elected them for their dedication, leadership qualities, and commitment to represent the interests and well-being of all union members. Their term of service will begin on June 1, 2024, until May 31, 2026. We are confident that under their leadership, the SMU Employees' Union will continue to thrive, effectively represent our rank-and-file and, most importantly, be your partner in developing administrative policies.

Thank you for your continued support and care for the welfare of our union members. Together, we can work towards achieving industrial peace in our university.

Truly yours,

Erwin D. Naval, DPA
President

Collective Bargaining Agreement



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

COLLECTIVE BARGAINING AGREEMENT
COVERING A.Y. 2022-2023 TO A.Y. 2026-2027

ARTICLE I
Scope and Agreement

Section 1. Bargaining Unit. The University and the Union agree that the Collective Bargaining Unit for the purpose of this agreement shall be composed of all employees of the UNIVERSITY and shall not include:

1. Board of Trustees;
2. University President;
3. Vice Presidents;
4. Consultant/s;
5. Middle academic and administrative officers;
6. Junior academic and administrative officers;
7. Employees occupying positions of trust and confidence (Secretaries of the University President, Vice Presidents, External Affairs Officer, Academic Deans, Principals, Dean of Student Affairs and Services, Associate Dean of Student Affairs and Services (Men and Women), PPDMO, IDQAO, University Registrar, HRDO, Center for Christian Formation, Publishing and Digital Printing Office; assistants of the BOT/President/Vice Presidents; drivers, CICT, HR personnel, Treasury and Accounting Office (except Grade School and Junior High School cashiers), CICT programmers and staff members and CETSO staff members;
8. Probationary and Temporary employees;
9. Part-Timers, guest lecturers and contractual/casual employees;
10. Hirees or promotions to new positions that are not yet existing at the time of the execution of this Agreement; and
11. Others analogous to the foregoing as defined by law and jurisprudence.

ARTICLE II
UNION SECURITY

Section 1. Union Recognition. The University recognizes the Union with Registration Certificate No. R0200-200902-UR 001 as the sole and exclusive bargaining representative of the regular rank and file employees both academic and non-academic personnel.

Section 2. Union Security

1. All members who are members of the UNION shall continue and maintain such membership in good standing in the Union as a condition of their continued employment.
2. Meetings of the general membership and other activities of the Union may be held inside the University premises without charge to the Union, provided that prior permission and coordination for the designated time and place is secured from the proper University authorities.
3. The monthly regular meetings of the Union Executive Board shall be allowed within the premises of the University. Provided that, it shall not in any way disturb and/or disrupt the regular functioning of the University.

Page 1 of 20

Section 3. Option to Accept Promotion

1. Whenever the UNIVERSITY desires to promote employee/s within the appropriate bargaining unit to management position or the like, the employee concerned shall have the option to accept or reject the promotion.
2. In the event that a member of the present bargaining unit is appointed, transferred or promoted to a management position or the like, and the same is accepted, the concerned employee shall be excluded from the exclusive bargaining unit and shall automatically be deemed resigned from the UNION and accordingly relieved of the responsibilities appertaining thereto.
3. No Union officer and/or Union panel member may be appointed to an excluded position in the University during the recognition period.

Section 4. Dues and Assessments

1. The University shall make payroll deductions of regular Union assessments from the members of the Union, provided that no deductions shall be made except as permitted by law or as expressly authorized by the concerned employee.
2. Other than for mandatory activities under the Labor Code, no attorney's fees, negotiation fees or other extraordinary fees may be checked off from any amount due to an employee without any individual written authorization duly signed by the employee concerned.
3. All assessments or mandatory activities under the Labor Code shall be stated in a resolution made by the Union Executive officers and the Board of Directors, and approved by the majority of Union members. A copy of the approved resolution and written authorization of the members shall be transmitted to the UNIVERSITY.
4. No check-off shall be made on employees during periods when they do not earn.
5. Approved Special assessment shall be checked-off in advance, that is, quincena before the intended labor-related activity to be conducted by the UNION, provided that the Union's advice thereon is communicated in writing to the UNIVERSITY at least fifteen (15) days prior to the preparation of the payroll for the quincena.
6. The University agrees to make payroll deductions for agency fees from employees who are not members of the UNION but who are within the scope of the bargaining unit and who have accepted the benefits granted under this Agreement, provided that the amount of the agency fee shall be equivalent to the dues assessed by the UNION from its members in accordance with the Labor code.
7. Within ten (10)working days after payroll deductions, the University shall turn over to the treasurer of the Union the fees and assessments together with the list of employees charged of the fees.

Section 5. Union Meetings & Quarters

1. The UNIVERSITY shall provide the UNION with an office free of rent and/or without any charge/s. Basic maintenance of the Union office shall be provided by the UNIVERSITY.
2. Meetings of the general membership of the Union may be held inside the University premises without charge to the Union, provided that prior permission and coordination for the designated time and place is secured from the proper University authorities.
3. The monthly regular meetings of the Union Executive Board shall be allowed within the premises of the University, specifically at the Office designated by the University to the Union. Provided that, it shall not in any way disturb and/or disrupt the regular functioning of the University.

ARTICLE III
Union Rights and Privileges

Section 1. The UNION shall have the right to exercise the prerogatives of a legitimate labor organization as provided for under the Constitution and other laws.

Section 2. The Union members shall have the right to be free from any kind of harassment, discrimination, compulsion, unfair treatment or any oral or written abuse from management.

Section 3. Any union member shall have the right to report any kind of harassment, discrimination, compulsion, unfair treatment or any oral or written abuse from management to the UNION or to any Union member or the UNIVERSITY or any member of the community of the University.

ARTICLE IV
Obligation of Both Parties

Section 1. Justice and Fairness

1. The MANAGEMENT and the UNION shall not discriminate against any employee because of his membership or non-membership in the UNION.
2. Recognizing that without a strong business foundation, there could be no employer and employee relations, much less job security, the UNION and the UNIVERSITY hereby agree to extend full support and cooperation to each other towards industrial peace and shall uphold the Mission and Identity of the University.
3. The UNIVERSITY shall listen to the counsel and welcome the inputs of the UNION relative to university rules and regulations that affect employees.

ARTICLE V
Union Representations

Section 1. The UNION President or his representative may be allowed to have a seat in boards or committees that do not exercise management prerogatives. The UNIVERSITY shall not request that management representative be seated as part of the executive board (or the like) of the UNION. In cases where the UNION President or his/her representative may be seated, he/she shall be as Honorary Member with full recommendatory powers.

Section 2. The UNION President or his representative is a member of the Personnel Selection, Rank and Tenure Committee (PSRTC).

The function of the PSRTC is to recommend to the University President:

a. the hiring and initial rank of personnel;
b. the appropriate rank of personnel at the start of every school year based on performance evaluation;
c. the conferment of tenure appointments to personnel;
d. rank classification and salary adjustment;
e. policies and procedures on hiring, ranking and performance evaluation; and
f. other personnel issues and concerns that need to be resolved.

ARTICLE VI
Qualifications, Status and Classifications of Faculty Members and Non-Teaching Employees

Section 1. Classification. Personnel may be classified as Full-Time or Part-Time.

A. Academic Personnel

1. Full-time academic personnel are those who meet all the following requirements:
   a. Who possess the minimum academic requirements prescribed by the Department of Education (DepEd) for basic education, Commission on Higher Education (CHED) for tertiary education, Legal Education Board for Juris Doctor and other institutional requirements.
   b. Who have no other full-time remunerative occupation elsewhere or requiring regular hours of work that will conflict with the working hours in the University.
   c. **For Academic Teaching:** Who are paid monthly based on the full teaching load or regular teaching load of 24 units or equivalent hours for college faculty or 21 units for grade school/high school.
   d. **For Academic Non-Teaching:** Whose regular working day of not less than eight (8) hours a day or 48 hours per week is devoted to the school.
2. Part-time academic personnel are those who do not meet one or more of the requirements for full-time academic personnel.
3. Part-time academic personnel are those whose teaching load does not exceed 17 units or equivalent hours.
4. Part-time academic personnel are given part-time work load, but because of exigencies of service, may be given full work load although their employment status remains part-time.
5. Academic teaching personnel who are credited with units for non-teaching assignments render the equivalent of two (2) hours per week for every unit assigned.

B. Non-Academic Personnel

1. Full-time non-academic personnel are those whose regular full work load is eight (8) hours of work a day from Monday to Saturday (or under flexible schedule from Monday to Friday under the compressed work-week scheme) for a total of 48 hours a week.
2. Part-time non-academic personnel are those who render less than the work time of full-time non-academic personnel.

C. **Part time Personnel (Academic or Non-academic)** cannot attain permanent status and hence, may be terminated from service when qualified personnel become available.

Section 2. Tenure. Qualified employees acquire regular status after meeting the requirements set under the SMU AEM (Administrative and Employment Manual) and the minimum requirements set forth by the CHED or DepEd, the Labor Code and other pertinent laws.

Those who have been temporary for at least two years and subsequently attained the minimum qualification may be granted a shortened probationary period as follows:

1 The three years 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.

2 A temporary personnel's performance evaluation rating that slides down within the Satisfactory level will require an extended one year probationary period.

3. As provided in page 85-86 of AEMAP, 2015 edition:

Probationary Academic Personnel. *A full-time Academic Personnel who holds the required minimum qualifications for his position who is on trial basis by the University, but has been in the employ of the University for less than six consecutive semesters with at least a satisfactory (75%) performance rating to*

attain a regular status. Teaching stint of ATP during the summer term shall not be computed for the purpose of determining the probation period (as stated in the MORPHE).

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 probation may be waived for every year of outstanding performance, but in no way can it be less than two (2) years.

4 The personnel's employment period prior to the attainment of minimum qualification will remain as temporary/part-time employment.

5 The counting of years of service as basis for the longevity award and other benefits remains as presently practiced.

Section 3. Criteria for Promotion

1. The normal (yearly) promotion in rank or step is not automatic, but depends mainly on performance of the employees. For maintenance, general services and office personnel and basic education teachers, promotions are by step. For all other employees with faculty rank, the promotions are by rank.
2. When the years of service of an employee merit promotion, it is considered efficient service. For full-time faculty/staff, a year of service with promotion is considered 1 year of efficient service. For part-time faculty, a year of efficient service merits a promotion of one half (1/2) year.
3. Promotion through the merit system shall be based on the following criteria:
   a. Excellence
   b. Innovation
   c. Communion
   d. Christ's Mission
4. An employee has to have at least 70% of "satisfactory" performance rating to be qualified for promotion. Those who get below 70% or "Unsatisfactory" rating are retained. For Probationary Academic and Non-Academic Personnel, a "Satisfactory" performance rating of at least 75% shall attain regular status.
5. The final decision on promotion/retention is made by the PSRTC based on the evaluation rating except for extraordinary cases where other factors have to be necessarily considered. Thus, the administration reserves the right to promote/retain faculty members and staff due to reasons other than the performance evaluation rating.

Section 4. Academic Ranking.

The college academic ranks are:

Years of efficient service in SMU or according to appointment		Academic Rank
1st	to 3rd yr.	Assistant Instructor
4th	to 5th yr.	Instructor 1
6th	to 8th yr.	Instructor 11
9th	to 11th yr.	Senior Instructor
12th	to 13th yr.	Assistant Professor 1
14th	to 15th yr.	Assistant Professor 11
16th	to 17th yr.	Assistant Professor 111
18th	to 19th yr.	Associate Professor 1
20th	to 21st yr.	Associate Professor 11
22nd	to 23rd yr.	Associate Professor 111
24th	and up	Professor

The Basic Education step ranks are:

Years of efficient service in SMU or according to appointment	Scale B (Basic Education Teachers)
1	Step 1
2	Step 2
3	Step 3
4	Step 4
5	Step 5
6	Step 6
7	Step 7
8	Step 8
9	Step 9
10	Step 10
11	Step 11
12	Step 12
13	Step 13
14	Step 14
15	Step 15
16	Step 16
17	Step 17
18	Step 18
Subsequent years	One step rank each efficient year

Section 5. Non-Academic Ranking.

The ranks for the non-academic employees are:

Years of efficient service in SMU or according to appointment	Scale 1 (Office Personnel)	Scale 2 (With Certificate) and 3 (Without Certificate) and Scale 4 (General Services)
1	Step 1	Step 1.1
2	Step 2	Step 1.2
3	Step 3	Step 1.3
4	Step 4	Step 2.1
5	Step 5	Step 2.2
6	Step 6	Step 2.3
7	Step 7	Step 3.1
8	Step 8	Step 3.2
9	Step 9	Step 3.3
10	Step 10	Step 4.1
11	Step 11	Step 4.2
12	Step 12	Step 4.3
13	Step 13	Step 5.1
14	Step 14	Step 5.2
15	Step 15	Step 6.1
16	Step 16	Step 6.2
17	Step 17	Step 7.1
18	Step 18	Step 7.2
Subsequent years	One step rank each efficient year	2 efficient years in each step

ARTICLE VII
Teaching Load

Section 1. Teaching Load

1. In accordance with CHED, DepEd, institutional requirements and related laws, the normal teaching load shall be as follows:
   a. Tertiary: for Tenured and Probationary 24 unit-hours per week

b. Basic Education: 21 units, which include 21 teaching hours within 40 -hour workload per week.

2. Every faculty member shall be paid in accordance with his/her load.
3. Job vacancies shall be made known to all. The University however retains the management prerogative on whom to hire.
4. The University shall, as much as possible, maintain a class size of specific number of students per class based on CHED and DepEd regulations and regulations of other accrediting agencies. However, flexibility on both sides will be respected based on the realization of the objectives and mission of the university.

Section 2. Teaching Load Assignment

The Teaching Loads shall be assigned following the order of priority indicated below:

1. Permanent full time faculty
2. Probationary faculty
3. Department Heads
4. Academic and Administrative officers
5. Faculty in office with fixed units
6. Faculty in office without fixed units
7. Office personnel (maximum of 6 units only per semester)

Section 3. Four-Preparation Limit.

An Academic personnel may be given a maximum of four preparations, except in exceptional cases where the expertise and availability of the academic personnel is needed or required.

Section 4. Thesis Mentorship and Panel Membership. Faculty members handling undergraduate thesis advising (maximum of 5 researches) and thesis panel evaluation shall be entitled to a reasonable honorarium. Faculty members, however, are proscribed from declining thesis mentorship and panel membership.

ARTICLE VIII
Working Conditions

A. Academic Personnel

Section 1. Classrooms. All classrooms must be provided with proper lighting and proper ventilation.

Section 2. Change in Teaching Assignment. The subject assigned to an academic personnel shall not be changed if the academic personnel has already met the class for at least 6 hours, except in the following cases:

a. If the subject is abolished;
b. If the newly opened subject is in conflict with the given subject of the academic personnel qualified to teach the subject;
c. If the subjects are merged, without prejudice to the number of students allowed per class; and
d. Contingencies beyond university's control.

Section 3. Absences. Absences on official business do not affect performance evaluation and pay. Absences that affect performance evaluation are personal absences excluding death of immediate family member, sickness with medical certificate and emergency cases as assessed by the supervising head.

Section 4. Submission of Final Grades. Final grades shall be submitted within 3 days after the last day of the final exams excluding Sundays or holidays.

Section 5. Faculty Rooms. The UNIVERSITY shall ensure that the faculty rooms for the academic teaching personnel are conducive for efficient performance of functions by providing proper lighting, ventilation, and reasonable access to restrooms.

B. NON-ACADEMIC PERSONNEL

Section 1. Office Schedule. The regular office schedule is from 7:30 a.m. to 12:00 noon and 1:00 p.m. to 5:30 p.m. from Monday to Thursday and 7:30 a.m. to 11:30 a.m. and 1:00 p.m. to 5:00 p.m. on Friday. Deviations from the usual work hours can be recommended by the head of office subject to the approval of the Vice President for Administration.

Section 2. Break Time. Non-academic personnel are allowed a 15-minute break in the morning and in the afternoon. The Head of Office shall ensure, however, that the break be availed by the personnel on rotation basis so as not to disrupt the services of the office.

Section 3. Absences. Absences on official business do not affect performance evaluation and pay.

Section 4. Tardiness. The UNIVERSITY expects all personnel to have a professional attitude towards attendance and punctuality at work. A personnel is given a daily grace period of five minutes. Accumulated tardiness beyond five minutes shall be deducted from their salary in the succeeding month. Such grace period shall not be a mitigating factor in considering the personnel's performance evaluation and promotion.

Section 5. Office Conditions. The UNIVERSITY shall ensure that the workplace for the non-academic personnel is conducive for efficient performance of functions by providing proper lighting, ventilation, and reasonable access to restrooms.

ARTICLE IX
Career Advancement

Section 1. Professional Development. The academic and non-academic personnel may be allowed to attend trainings, seminars, workshops relevant to their work, upon recommendation of the office head, with financial subsidy from the University.

Section 2. Study Grant Program

A. Academic Personnel

1. Regular and tenured academic personnel.
   As a special benefit, regular and tenured academic personnel can avail of the study grants within the University in line with the University's Faculty and Staff Development Program.

   a. Employees have to seek the Administration's approval of their intended program/studies to be taken up in SMU.

   b. Only the employees enrolled in the graduate school for masters or doctoral programs which have been approved by the Administration shall enjoy free tuition and miscellaneous fees. If the employee resigns in the middle of the

semester, he/she will be charged pro-rata. Those who pursue undergraduate studies related to their field of teaching enjoy full discount on fees. They should however have their scholarship approved by the Supervising Vice President.

c. Employees on study grant will be charged correspondingly all fees for failing marks, incomplete grades and dropped subjects.
d. Study grants shall be endorsed by the immediate superior and the HRDC Director to the Supervising Vice President.
e. For part-time employees, the discount will be pro-rated based on the number of units.
f. The privilege shall not apply to the course Juris Doctor
g. Further, the employee is given only six (6) years to finish the course.

2. Probationary academic personnel. Probationary faculty members are given one hundred percent (100%) tuition fee discount if enrolled in the University after at least one school year of full-time teaching in the University, provided that they are also teaching in the institution during the semester when they enjoy this benefit and provided further that the following shall be observed:
   a. He/she should finish the degree within a period of three (3) years.
   b. He/she should earn satisfactory grades in all subjects.
   c. He/she should render service equivalent to one (1) year for every year of study, starting from the time he/she obtains the master's degree
   d. Violations of the conditions shall entail the employee to pay back the total fees without prejudice to other legal remedies available to the University.

3. Grantees of this program are bound to comply with the following service payback requirements, counted from the time of completion of the last unit :

Total Units Completed	Service Requirement	Total Unit Completed	Service Requirement
3-9 units	1 year	33-39 units	6 years
10-15 units	2 years	40-45 units	7 years
16-21 units	3 years	46-51 units	8 years
22-27 units	4 years	52-57 units	9 years
28-33 units	5 years	Above 57 units	10 years

4. For faculty members sent to study outside the University, the return year of service shall be as follows, unless otherwise specified in the contract of studies outside SMU:

   a. Four (4) years for every year of full-time study leave
   b. Three (3) years for every year of study leave with part-time work
   c. Two (2) years for every year of full-time work with studies

5. Should the employee decide not to complete the service payback, he/she shall be obliged to pay the following:
   a. Cost of studies to include school fees, stipends, travel allowances and salaries covering the deloaded units for the studies.
   b. Legal interest of 6% per annum compounded annually.
   c. Liquidated damages in the amount of Php 25,000.00 for scholars solely supported by SMU and Php 50,000.00 for scholars supported both by SMU and other agencies.
   d. Attorney's fees of 10% of whatever is due to the University.
   e. Cost of litigation

B. Academic and Non-academic Personnel Studying on their own Expense

a. 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 masterate degree program, and 10% discount on tuition fees if enrolled in the doctorate and Juris Doctor programs."
b. The employee is required to accomplish the permit to study to avail the discount.
c. Academic personnel with full work load in the University (teaching and non-teaching) and who are enrolled on their own expense, may avail of the 50% discount on tuition fees if enrolled in allied/aligned masterate degree program in SMU.
d. Permit to study and progress reports are required to be accomplished.

Section 3. Payback for Trainings, Seminars, Workshops and Travels

An employee who decides to leave Saint Mary's University is obliged to pay those enumerated below if he/she availed of support from university for trainings, seminars, workshops and travels requiring an absence on official business of 3-20 days, in the past 12 months or an absence on official business for more than 20 days in the past 24 months.

a. Cost of training, etc. (such as registration fees, travel expenses, accommodation, allowances, salaries for the period while on training, etc.)
b. The reckoning period of computation of payback should be the time of resignation. Simple interest is to be applied for the first year but if not paid within a year, compound interest will be applied.

ARTICLE X
Scholarships

Section 1. Dependents' (children) Scholarship Educational Benefits for Employee Dependents.

1. Legal dependents (of age 24 years or less) of regular and tenured employees enjoy 100% tuition and miscellaneous fees discount when enrolled at Saint Mary's University (from Kindergarten 2 to College).
2. The discount does not include higher computer laboratory fees, laboratory fees for all major subjects and RLE fees for Nursing, Midwifery and other health-related courses.
3. No refund of excess scholarships will be allowed. Government grants, subsidies and scholarships shall be credited to the account of the students. The discount for being an academic scholar will be applied to the remaining charges not covered by the dependent discount.
4. The benefit does not include masteral and doctoral degrees, Juris Doctor, and a second undergraduate degree, even if the first was obtained in another school.
5. Failed subjects, unremoved INC marks and UW subjects after the close of the petition period shall be paid by the employee.
6. This benefit shall be cancelled when the personnel resigns or is terminated for a cause.
7. When the employee goes on leave without pay for up to one (1) year, the study grant of his/her dependent continues. However, if the employee does not report back to work after the leave, the study grant will be revoked and he will be charged to 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 employee.
9. Effective SY 2017-2018, there will be no more limit in the number of legal dependent children who will enjoy the educational benefits provided for regular and tenured employees.

ARTICLE XI
Provisions for Salaries and Other Economic Benefits

Section 1. Incremental Proceeds.

1. In its exercise of valid management prerogative, the University shall retain the right to distribute incremental proceeds from tuition fee increase provided that it shall comply with the 70% - 20% - 10% division as provided by law.
2. In computing the gross tuition fees and incremental proceeds, which may serve as sources of salary and benefit increases, the actual number of units and the incremental proceeds law and Supreme Court ruling on incremental proceeds shall be used as bases.
3. For purposes of determining the gross tuition fees and incremental proceeds, and the seventy percent (70%) thereof, the University agrees that the Union officers or their authorized representatives shall have access to student assessment forms, list of scholars and other relevant records or documents.
4. For Academic Year 2022-2023, the University shall grant an equitable 2% across the board increase in basic salary.

Section 2. Pay Days. The salaries of all personnel shall be paid twice a month not later than the fifteenth (15th) day and the end of the month.

Section 3. Paternity, Maternity, Employee Insurance and Sickness Benefits.

1. The University shall assist teaching and non-teaching employees in securing their paternity, maternity, and sickness benefits in accordance with Law.
2. The University shall comply with the SSS Law.
3. The University shall give in advance (within one month from the expected delivery) the full amount of the computed SSS benefits.

Section 4. Service Incentive Leave and Other Paid Vacation Leaves. Employees shall enjoy the following leaves:

1. 7 days service incentive leave, which is monetized, if unused.
2. 5 days sick leave with pay, which is not monetized if unused.
3. 10 days Christmas vacation leave with pay.
4. Two (2) days field trip leave with pay for non-academic personnel, Non-teaching academic personnel and administrators rendering mainly office work.
5. 3 days Holy Week leave covering Holy Monday, Holy Tuesday and Holy Wednesday.
6. 10 days semestral vacation leave for College faculty (after the first semester; after the second semester and after the midyear term)
7. One (1) month vacation leave with basic pay for basic education teachers between the end of the school year and start of the new school year.

Section 6. Birthday Leave. All regular, probationary and temporary employees shall be entitled to one day birthday leave with pay. Permanent employees will be granted a Php1,000 birthday cash gift which may be claimed one day before birth date.

Section 7. Bereavement Leave. 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.

The bereavement leave covers the demise of the following legitimate immediate family members:

1. Parents
2. Brothers/sisters, half-brothers/half-sisters
3. Spouse
4. Children
5. Parents-in-law

Section 8. Leave of Absences

1. **Union Leaves.** The Union may request any of its officers to avail a total of fifteen (15) day union leave per year with pay to engage in research on labor and industrial relations, or labor disputes, or to undertake activities that are intended to resolve intra- or inter- Union activities and other union-related activities provided that a proper permission be secured by the Union within a reasonable time prior to availing such leave. In no circumstance should this leave affect the performance efficiency rating of the faculty member or employee allowed by the union to use this leave.
2. **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 provided that:
   a. The chief purpose for such leave may be protection or recovery of health and board or bar examination review;
   b. Such leave of absence shall take effect at the start of a semestral or short term. A one-semester leave is preferably granted during the second semester. A short term leave may only be arranged with the Dean;
   c. The period of such leave shall not be less than one semester and not more than a year. It should either be a semester, two semesters, a semester and a mid-year term, or two (2) semesters and a mid-year term;
   d. During the period of the leave, the employee shall not accept employment outside of Saint Mary's University. To do so would be tantamount to resignation;
   e. Under ordinary circumstances, the leave of absence shall be filed at least thirty (30) days before the affectivity;
   f. Upon return, the employee shall carry the rank/step held before the leave;
   g. 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 considered resigned from the University after noncompliance with the return to work notice;
   h. This Leave of Absence shall not be included in the computation of the actual years of services rendered;
   i. The employee who propose to take a leave should apply to the Dean or Head of Office who shall make the necessary recommendation to the Advisory Board; and
   j. In special circumstances where a personnel who has served for less than 10 years and who has already availed of the Leave of Absence without Pay applies for a leave, the Advisory Board shall review the application and make the decision. The leave shall not be more than six months.

Section 9. Death Benefits.

1. In the event that a member dies from any cause except self-inflicted injuries, his/her officially nominated beneficiaries shall be entitled to receive a death benefit in 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 Php50,000.00.

2. The officially nominated beneficiaries of a deceased member shall be granted a funeral benefit of Php50,000.00.

Section 10. Longevity Pay/Loyalty Awards.

1. Employees who have rendered 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of full-time service are entitled to awards as follows:

Years of Full Time Service	Award
5	Php4,000
10	Php8,000
15	Php12,000 plus a Certificate of scholarship for one (1) ward from Kindergarten 2 to college of single/childless married employee
20	Php20,000
25	Php10,000 plus a Certificate of Scholarship for one (1) ward from Kindergarten 2 to college
30	Php30,000
35	Php35,000
40	Php40,000

Section 11. Medical and Dental Benefits.

1. The University shall provide all employees free medical and dental consultation and basic first aid in the university clinics.

2. The University shall provide probationary and permanent employees an annual medical examination free of charge 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.

Section 12. Insurance Protection.

All full time employees are covered (on a rider policy, as negotiated by Administration) by the group accident insurance package that covers all enrolled students of the University which may vary 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 max/accident confinement)
- Daily Cash Allowance (60 days max/sickness confinement provided not congenital)
- 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 – covered.
- Food poisoning – covered.

Section 13. Overtime Pay and Field Work.

1. Employees, except those with administrative pay, who render overtime work with prior written approval by the VP Administration and VP Finance shall be paid in accordance with the law.
2. Field workers, including faculty who escort students to competition are given travel, meal and lodging allowances.

Section 14. Mid-year term Pay

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

Section 15. Retirement Benefits

Please see Annex A – SMU Retirement Plan rules and regulations.

Section 16. 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%
50 but less than 20	40%
20 but less than 25	60%
25 but less than 30	80%
30 years and over	90%

Section 17. Sabbatical Leave

1. All full-time faculty and staff 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. For the faculty, the sabbatical leave applies only to faculty members who are teaching in the college level and to non-academic personnel. Elementary and high school faculty already enjoy a similar privilege during mid-year term.
3. The chief purpose of the sabbatical leave is for the personnel to be re-energized to continue efficient service to the University.
4. The sabbatical leave pay is based on the salary corresponding to the rank/step of the employee or the total salary for fixed units for those with fixed units.
5. 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
6. In a given year, the number of grantees to avail of the sabbatical leave shall not be more than 5.
7. 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.
8. The sabbatical leave preferably should not be during peak periods. The recommended periods are second semester or mid-year term.
9. Upon return, the employee shall carry at least the basic load for the semester.
10. The leave shall not be considered as a disruption in the service of the employee.
11. One who is granted sabbatical leave and does not immediately return for work at the end of the sabbatical leave period shall be considered resigned from the university after non-compliance with the return to work notice. The employee shall immediately reimburse the benefit granted through deduction from whatever amounts are due to the employee. 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. If the sabbatical leave is not availed of by a qualified employee whose application is constantly denied by the Advisory Board/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.

Section 18. Substitution Pay

1. When absence is less than 1 week, the substitute teachers are not paid but merit points are given.
2. When the absence is at least 1 week or more, the substitute teachers are paid.
3. The nature of the absence should be considered for determining merit points and paid substitution.
   - Direct instruction- Paid
   - Supervision (example: teacher attends a meeting)-Merit points
4. Substitution of less than 21 units becomes merit points.
5. For a substitution to be paid, Principal's recommendation and approval by the VPAA are required.
6. The hierarchy in the assigning of substitutes will be followed.
7. Guidelines will be crafted in the revision of the Administrative and Employment Manual for Academic Personnel.

Section 19. Other Benefits.

The Administration:

1. shall pay the 13th month pay of employees in two installments: midyear 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. 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.

   ***Honorarium-based pay refers to remuneration for subjects/courses/sections that are kept open though the required minimum number of students are not met, and where the instructors who handle the subjects are paid on honorarium.**

2. may grant a qualified borrower, who must be a regular and tenured employee and a member of the Union in good standing, a salary loan or retirement loan. The prevailing interest rate will be charged to the loan and the existing lending policy of the University shall be applied.
3. shall give a Christmas cash gift of Php 6,000 to every employee (pro-rated based on actual number of months served).
4. give a monthly rice allowance of Php1,500.00 to permanent and probationary employees.
5. shall provide an annual uniform allowance of Php1,500.00 to permanent and probationary employees.

Section 20. Signing Bonus

Once a collective bargaining agreement has been approved by both the University and the Union negotiation team, the Union members as of August 1, 2022 shall be given a signing bonus of Five thousand Pesos (Php5,000.00).

Section 21. Non-Economic Benefits.

1. The employees' share in the incremental proceeds of tuition fee increase shall be distributed not later than three (3) months from the beginning of the school year subject to CHED guidelines.
2. Justifiable absences shall not be taken against the employee in the evaluation. For this purpose, the following are considered justifiable absence:
   a. Sick leave (with medical certificate if sick leave is for 2 days or more)
   b. Absences approved by the University as leaves with pay for a maximum of 10 days
   c. Bereavement leave of 7 working days
   d. 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 only
   e. All other institutional and legally granted leaves.
3. The University shall notify the Union of any dismissal for authorized causes or retrenchment of an employee within 30 days prior to the occurrence of such event.
4. The employees shall be informed of the results of their evaluation made by the students, colleagues and/or superiors, as well as the ranking/re-ranking points they earned. This is without prejudice to the right of the concerned employee to inquire how the evaluation was done.
5. The University shall provide a child care facility in AY 2022-2023.

ARTICLE XII
Labor-Management Cooperation (LMC)

Section 1. Declaration of Principles. The parties hereto agree on the principle that all disputes and issues between labor and management may be solved through friendly negotiations, that the parties have the same interest in the continuity of work until all points in controversy shall have been discussed and settled; that an open conflict in any form involves losses to the parties and that every effort shall be exerted to avoid such open conflict.

Section 2. Labor-Management Consultation. The Union shall be consulted in all matters affecting the employment relations and welfare of employees, including revision of rules and policies provided in the Administrative and Employment Manual and other documents.

Section 3. Meetings. Meetings may be called by any party as necessary.

ARTICLE XIII
Termination of Services

Section 1. Resignation and Leave of Absence Without Pay.

1. Except on account of serious illness or when the University deems it necessary, no resignation, leave of absence without pay, or relinquishment of part or all of an official teaching load or working assignments during a school term shall be allowed. Provided it does not violate any contract entered into by the employee and the University.
2. No resignation shall be accepted and no relinquishment of assignment shall be authorized unless:
   a. for a cause
   b. a written notice thereof is given to the University President at least thirty (30) days before it is to take effect.
   c. a clearance for financial and property accountability to the institution is secured and attached to the resignation or relinquishment application, and
   d. it does not violate any contract of commitment signed by the employee.
3. Acceptance of resignation does not carry with it any waiver of financial or property responsibility.
4. An employee who (a) does not report for assignment in any given semester, (b) goes on leave for whatever reason without filing an application therefore, or (c) does not return for duty upon notice that the application for leave has been disapproved and/or any other similar or analogous situation, shall be considered absent without leave (AWOL) and, after fifteen (15) days automatically be terminated from the service for abandonment of duty. In like manner, those who fail to report on duty within thirty (30) days from the expiration of their leave and are not heard from shall be deemed as having abandoned the service and shall be automatically separated without need of notice.
5. An employee who has resigned, with or without separation pay, or has been retrenched with separation pay from the service, and reapplies and is reinstated shall be considered as newly hired employee, and is required to satisfy the conditions for regular permanent or tenured status as provided for our Labor laws or CHED/DepEd regulations and the University's policies, rules and regulations.

Section 2. Termination of Services. The services of an employee may be terminated due to causes as enumerated under the Labor Code or the SMU Administrative and Employment Manual, Code of Proper Conduct, MRPS, MORPHE or other applicable laws, rules and regulations, and/or this agreement.

Section 3. Termination Proceedings.

a. A violation of any of the grounds under the law or rules enumerated above shall be properly investigated and decided within a reasonable period from the filing of formal written complaint.
b. A faculty member or employee may undergo preventive suspension without pay during the pendency of the case. The same, however, shall not exceed thirty (30) days. The University shall have the option of extending the preventive suspension after 30 days but already with pay, in accordance with the provisions of the Labor Code and the SMU Administrative and Employment Manual.

ARTICLE XIV
Grievance Procedure

Section 1. Declaration of Principles.

a. The parties shall agree on the principle that all dispute between the University and the Union may be solved through friendly bargaining and negotiations, that an open conflict in any form involves losses to the parties and that, therefore, every effort shall be exerted to avoid such an open conflict. In line with these principles, the grievance procedure must be followed.
b. In the furtherance of the foregoing principle, the parties shall agree to (1) provide opportunity for discussions of any complaint and (2) establish a procedure for the processing and settlement of grievances.

Section 2. Grievance Procedure

a. Grievance as defined by the Labor Code is any question by either the employer or the union regarding the interpretation or application of the CBA or university personnel policies or any claim by either party that the other is violating any provision of the CBA or university personnel policies.
b. The intention of the parties is to establish the means for prompt disposition and amicable settlement of all complaints arising out of the interpretation, application and compliance with the terms and conditions of the CBA to prevent any interruption or disturbance of the University's operations.
c. Should differences arise, an earnest effort shall be made to settle such matters exclusively in accordance with the following procedures:
   1. The aggrieved party shall submit a written complaint to the University President and the Union President and/or their authorized representatives within three (3) working days.
   2. If the grievance is meritorious, the University President and the Union President and/or his representative shall meet and initially discuss the matter. At his level, best effort to settle the complaint shall be made within five (5) working days.
   3. In the event of non-settlement, a Grievance Committee shall be convened within a reasonable time. It shall be composed of 4 members – two from the University and 2 from the union. The chairman shall be appointed by the University President and the Union President. He shall only vote in case of a tie. The grievance shall as much as possible be settled within seven (7) working days from submission to the Grievance Committee.
   4. The decision of the Grievance committee shall be final and executory unless appealed within seven (7) working days from the date of receipt of the decision.
   5. Any party not satisfied by the decision of the Grievance Committee can refer the issue to the National Conciliation Mediation Board (NCMB).

ARTICLE XV
Strike and Work Stoppage

Section 1. Declaration of Principles.

1. The University and the Union being in agreement that the way to preserve job security and improve the welfare of the employees is to increase the goodwill of the University and that this is accomplished in large part through prompt, courteous, interested, loyal and complete service to the student body and the general public on the part of the employees and it, therefore being to the mutual interest of the University and the Union that the affairs of the University shall continue without inconvenience to the students, the University and the Union shall agree as follows:

   a. Work Stoppage. The Union agrees that there shall be no strike, walk-out, stoppage or slowdown of work, boycotts, secondary boycotts, picketing, sit-down strikes, or any form of stoppage of the operations of the University, provided that the University complies with the provisions of the Collective Bargaining Agreement.
   b. Lock-out. The University agrees that there shall be no lock-out while such agreement is in force and the Union respects the management prerogatives of the University.
   c. Nothing contained in this section shall be construed as a limitation of any of the legal rights of the University or the Union, or to any legal remedy each may have.

ARTICLE XVI
Family Planning, Measures Against Drug Addiction and Sexual Harassment, Cooperation Schemes, and Others

Section 1. Family Planning, Measures Against Drug Addiction and Sexual Harassment.
The University and the Union shall agree to promote family planning education in accordance with the teachings of the Catholic Church, to maintain a school environment free from drug addiction and other drug-related problems, and to condemn and sanction any act of sexual harassment committed by any personnel in all sectors of the University.

Section 2. Cooperation Schemes.
The University and the Union are free to find ways and means by way of cooperation schemes to increase productivity and share benefits resulting there from, worker's education, reduction of monotony of work and recreational activities and job enrichment in accordance with law.

ARTICLE XVII
Effectivity and Duration of Agreement

Section 1. Effectivity and Duration.

This agreement shall be in full force and effect at the start of the academic year 2022 -2023 (August 1, 2022).

The term of such Agreement is five (5) years thereafter or until July 31, 2027 insofar as the non-economic provisions are concerned.

The economic provisions of such Agreement shall be renegotiated within (60) days before the expiration of the third year. Either party may then give notice to the other of its intention to renew, modify or amend the economic provisions of such Agreement in accordance with law.

The terms of this Agreement shall remain in force during the negotiation for a new Agreement and until such new Agreement is finally reached and entered into.

Section 2. Separability Clause.

Should any part or provision of this Agreement be rendered invalid by existing or subsequently enacted legislation/decree or any law, such invalidation of said particular provision shall not affect the other remaining portions of this Agreement which shall be deemed to be in full force and effect.

This Agreement is entered into by and between the Saint Mary's University and Saint Mary's University Employees' Union (SMU-EU).

Signed this 27th day of October 2022 at the Saint Mary's University Boardroom.

SAINT MARY'S UNIVERSITY (SMU)

Represented by:

Dr. John G. Tayaban
Vice President for Administration

Rev. Fr. Philip A. Yu Jr. CICM
Vice President for Mission and Identity

Dr. Moises Alexander T. Asuncion
Vice President for Academic Affairs

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

Atty. Epifanio Delbert G. Galima III
Legal Counsel

Mrs. Ruby Lyn R. Nuestro
HRDO Director

SAINT MARY'S UNIVERSITY EMPLOYEES' UNION (SMU-EU)

Represented by:

Mrs. Dorilyn C. Tiongson
President

Dr. Erwin D. Naval
Vice President for Faculty

Mr. Dennis Abosejo
Vice President for Office Personnel

Miss Evelyn J. Rizardo
Board of Director

Mr. Francisco L. Lopez Jr.
Board of Director

DR. JOHN OCTAVIOUS S. PALINA
University President

Third-Party Service Provider Contract that Ensures Compliance with Institutional Standards, including Prohibition of Child Labor

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

CONTRACT OF GUARD SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This contract made and executed this **4th day of June 2024** at Saint Mary's University, Bayombong, Nueva Vizcaya by and between: **SAINT MARY'S UNIVERSITY**, duly organized and existing corporation under Philippine laws, with office address located at Ponce St., Don Mariano Marcos, Bayombong, Nueva Vizcaya here in represented by its representative **DR. JOHN OCTAVIOUS S. PALINA, University President** here in after referred to as **"CLIENT"**

And

DOUBLE M SECURITY AGENCY, A security service company, duly organized and licensed to do business under Philippine laws, with office address at **Purok 5, Provincial Road, Soyung, Echague, Isabela**, herein represented by its General Manager, **COL ARNEL ACOSTA PA (RET)** , herein after referred to as the **"SECURITY AGENCY".**

WITNESSETH:

Whereas, the CLIENT desires to engage the services of the Security Agency for the purpose of maintaining law and order in the premises located at SAINT MARY'S UNIVERSITY, BAYOMBONG NUEVA VIZCAYA by protecting and guarding its property from theft, robbery, arson, destruction, or damage as well as enforcing, protecting its officers, employees, students, visitors, and guests from assault, harassment, threat, or policies and regulations relative to the maintenance of security and safety there at and doing such other related security service;

Whereas, the SECURITY AGENCY, is a duly licensed and bonded security agency operating under the provisions of Republic Act. No. 5487, as amended and is willing to render investigation and Security to the client;

NOW, therefore, for and in consideration of the foregoing premises and of the mutual covenants and provisions here after set forth the parties here to have agreed and do hereby agree, as follow:

1. **PLACE AND LOCATION**

The SECURITY AGENCY shall provide security guards to the CLIENT at its premises located at SAINT MARY'S UNIVERSITY, BAYOMBONG, NUEVA VIZCAYA.

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: JUN 25 2024

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

2. FUNCTION AND DUTIES OF GUARDS

The guard shall be posted in order to maintain peace, and order at the aforementioned premises to watch, safeguard and protect the property of the CLIENT from theft, robbery, arson, and destruction or damage; to protect the directors, officers, employees, students, visitors, and guests of the CLIENT from assault, harassment, threat or intimidation; to enforce and implement rules, policies and regulations of the CLIENT aimed at maintaining security and safety there at; and to do such other related security services as maybe required by CLIENT.

3. GUARD FORCE

The SECURITY AGENCY shall provide the CLIENT with initial **twenty five (25)** guards who shall normally render Eight (8) hours services per day for six days a week simultaneously or alternating duty. The number of contracted guards may be increased or decrease at any time upon written request of the CLIENT. The actual work hours and work days may be adjusted by the SECURITY AGENCY upon approval by the CLIENT based on specific needs of the CLIENT at a given time.

4. QUALIFICATIONS OF GUARDS

The security guards to be assigned by the SECURITY AGENCY to the CLIENT shall :

a. be of good moral character and reputation, alert, and without criminal or police record;
b. be physically and mentally fit and not less than 21 not more than 40 years old and at least five feet four inches (5'4") in height;
c. be duly licensed and properly screened and cleared by the PNP and such other governmental offices issuing clearances for employment.
d. be in proper uniform, armed with a rifle, shotgun, pistol or revolver, with sufficient ammunitions at all times during his tour of duty;
e. have passed a neuro-psychiatric examination;
f. be In possession of such other qualification required by Republic Act No. 5487 as amended;
g. have undergone training and seminars related to security matters before being deployed on the premises of the CLIENT; and
h. Such other qualifications that the CLIENT may require on the security guards.

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: JUN 24 2024

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

5. TRAINING OF GUARDS

The security agency shall provide its guards with regular training and development opportunities to enhance their skills and knowledge. The training shall include topics such as emergency response, conflict resolution, and customer service, gender-based anti-sexual harassment among others. The security agency shall maintain records of all training provided to its guards.

6. MODE OF PAYMENT

a. For and in consideration of the above services and during the affectivity of its contract, the CLIENT shall pay the SECURITY AGENCY the amount in pesos as computed in the attached Computation of Fees per guard per month, based on the actual services rendered provided that one half (1/2) shall be paid every 20th of the current month and the other half every 5th day of the next month, the same to be paid five (5) days after receipt of bi-monthly billing statements without need of any demand; the breakdown/cost distribution of the said amount is attached to this contract as Annex A.

b. It is understood that a portions of the above payment equivalent to that amount to which the security guards is / are entitled by way of salary compensation shall be received by the SECURITY AGENCY from the CLIENT in TRUST only for said guards.

c. From the amounts paid by the CLIENT to the SECURITY AGENCY in trust for the security guards, the SECURITY AGENCY must promptly pay the security guards and promptly remit to the proper government agency the social benefits due to the guard such as SSS Premium, Philhealth premium, Employees Compensation, and Pag Ibig premium.

d. For and in consideration of this services to be rendered by each security personnel the CLIENT shall pay the security services contractor the amount as indicated in ANNEX A which shall include the standard administrative fee of ***Two Thousand one hundred twenty seven pesos and 51 centavos (2,127.51) per guard per month.***

7. ESCALATION PROVISION

Should anytime during the duration of this contract there be adjustments in minimum wage and other benefits affected by wage order legislation, decrees, executive orders, and such other similar statutory sanction, automatic adjustments based on provision of law shall be instituted, in a manner mutually negotiated by both parties of the contract, the document contract of which shall be made integral there of;

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: JUN 24 2024

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagencyl@gmail.com

8. PAYMENT DEFAULT

Failure on the part of the CLIENT to pay the SECURITY AGENCY the equivalent amount corresponding to three (3) consecutive payments shall be sufficient cause for the SECURITY AGENCY to terminate this Contract without prejudice to the rights to full indemnification, inclusive interest not less than three percent (3%) per month, including attorney's fees. And such other obligations/liabilities that the CLIENT may incur, monetary or otherwise, that might arise as a result of such;

9. SUPERVISION AND CONTROL

The SECURITY AGENCY shall exercise discipline, supervision, control and administration over its guards in accordance with laws, ordinance, and pertinent governmental rules and regulations as well as the rules and policies laid down by the CLIENT on the matter. The Security Inspector shall regularly report to the CLIENT's Vice President for Administration at least twice (2x) a month.

10. EQUIPMENT AND UNIFORM

The SECURITY AGENCY shall equip the guards with duly licensed firearms, ammunition, nightsticks, uniforms, flashlights, radios, umbrellas, rubber boots and other personal protective equipment and paraphernalia for security purposes. The SECURITY AGENCY shall provide the CLIENT with the list of equipment and paraphernalia provided including any government permits required such firearms permits, radio permits, etc.

The SECURITY AGENCY shall likewise provide twelve (12) pieces of High definition color CCTV camera, and four (4) data recorders and four (4) TV monitors to be installed in the entry and exit gates in the college campus and at the accounting office premises to help monitor security.

11. LOSS OR DAMAGE TO CLIENT'S PROPERTY

The SECURITY AGENCY shall be responsible in case of loss or damage to the property of the CLIENT except those which can be easily transported or disposed of or which cannot be considered bulky such as, but not limited to pocket calculators, jewelry and cash, occurring or taking place during the tour of duty of the guards or the SECURITY AGENCY and made known in writing to the latter within TWENTY-FOUR(24) hours from the time of occurrence, provided, further, that the SECURITY AGENCY shall be responsible only in case of loss or damage to the reported property of the CLIENT whenever there is a clear showing that the door, window or other points of entrance/ exit were the subject to force.

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: JUN 24 2024

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

The SECURITY AGENCY shall not be liable for losses and or damages due to:

a. Fortuitous events or Force majeure; and
b. Orders of the CLIENT beyond the SCOPE of this Contract.

12. REPLACEMENT OF ANY GUARD

At any time, the CLIENT may request the security agency to change or replace any security guards whose work is found or believed to be below standard, or whose conduct does not suffice the security standard of the CLIENT. The judgment of the CLIENT on such matter shall be final, binding and enforceable.

13. ASSUMPTION OF LIABILITY

The SECURITY AGENCY shall assume any and all responsibilities or obligation arising from this contract and which are caused by the acts or omission of its security guards and which are damaging or injurious to the CLIENT as well as to third parties. In other words, SECURITY AGENCY shall free and absolve the CLIENT from any and all liabilities arising from the acts of omissions of its security guards, as here in referred to.

14. CONFIDENTIALITY

The SECURITY AGENCY including the guards they deploy shall maintain strict confidentiality regarding any CLIENT'S business operations, sensitive information or trade secrets or other personal data of employees, students and visitors of the CLIENT they may come across during the course of their duties such as CCTV footage, security logbook data, and others. They shall not disclose such information to any third party without the CLIENT'S express written consent. This obligation shall continue even after the termination of this Agreement.

15. TERM OR CONTRACT

This contract shall commence at ***3:00 o'clock PM on June 4, 2024 until 3:00 o'clock PM on June 4, 2025.*** Thereafter, It shall be renewed for the same period unless either party notified the other party in writing not later than thirty (30) days before the expiry date of its intent not to renew.

16. MODIFICATIONS OF CONTRACT

Any amendments or modifications to this contract shall be valid and enforceable only if executed through a written agreement duly signed by both the CLIENT and the SECURITY AGENCY.

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: JUN 24 2024

DOUBLE M SECURITY AGENCY
P-5 Provincial Road Soyung Echague , Isabela
Email add: doublemagency1@gmail.com

17. TERMINATION OF CONTRACT

Either party may terminate this contract; any time by a written notice given to the other party at least thirty (30) days prior to or before the intended date of termination.

18. VENUE OF LITIGATION

In the event of a dispute arising between the parties involved, they shall first attempt to resolve the matter through mediation or other alternative dispute resolution methods. If such methods are unsuccessful, any legal action related to this contract shall be exclusively brought in the courts located in Bayombong, Nueva Vizcaya.

WITNESS hereof, parties have here unto set their hands at the place and on the date first above written.

BY: **SAINT MARY'S UNIVERSITY**

DR. JOHN OCTAVIOUS S. PALINA
University President

By: **DOUBLE M SECURITY AGENCY**

COL ARNEL D. ACOSTA
Director/Owner

Witness:

DR. JOHN G. TAYABAN
VP for Administration

MRS. MARIA TERESA LIM ACOSTA
Administrative Officer

SUBSCRIBED AND SWORN TO before me this ___ of JUL 03 2024 at Solano, Nueva Vizcaya, Philippines.

EPIFANIO D. BALIMA, III
Notarial Commission No. 25-23
Notary Public Until 12-31-2025
Saint Mary's University
Roll of Attorney's No. 57865
IBP Lifetime, 1086895, 1/4/18;
PTR No. 2809834, 12/1/2023

Doc No. 329;
Page No. 65;
Book No. CCCVIII;
Series of 2024;

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: JUN 24 2024

Sample Supplier Accreditation Form

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
TREASURY AND ACCOUNTING OFFICE

Document Code	EOMS-PRO-FO-006, Rev.00
Effectivity Date	2024/12/08
Page/s	1 of

SUPPLIER ACCREDITATION PROCEDURE AND CHECKLIST

Instructions:

As a supplier / service provider of the University, may I request for you:

1. to fill up all details in our Supplier's Accreditation Form (attached file)
2. provide the necessary requirements as follows:

    a) company profile,
    b) mayor's permit and business license, updated
    c) BIR certificate of registration,
    d) VAT registration and sample, updated
    e) official receipt,
    f) list of previous and current clients with address and contact number....

3. send it to:

    a) email address: grace@smu.edu.ph
    b) messenger account: Marie Grace Sadangsal
    c) submit it at the Treasury and Accounting Office (CP / Viber # 0936 286 7286)

SAINT MARY'S UNIVERSITY BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES TREASURY AND ACCOUNTING OFFICE	Document Code	EOMS-PRO-FO-001, Rev.00
	Effectivity Date	2024/12/08
	Page/s	1 of

Supplier Accreditation Application Form

(Applicant to fill—out required information, letters A to G)

A. BACKGROUND INFORMATION

Registered Name of Company	Date Business Operations Started
[redacted] ncorporated	March 10, 2023
Office Mailing Address: [redacted], Bayombong, Nueva Vizcaya	
Warehouse / Store Mailing Address: [redacted] Nueva Vizcaya	
Office Telephone Numbers (Landline & Mobile): [redacted]	Office Fax Numbers:
Main Owner / Proprietor: [redacted]	Authorized Company Representative: [redacted]
Email Address: [redacted]	Email Address: [redacted]

B. BUSINESS ORGANIZATION

Type of Business Organization:	Type of Business Operation:
☐ Single Proprietorship ☐ Cooperative	☐ Manufacturing ☑ Exclusive Distributor
☐ Partnership ☑ Corporation	☐ General Trading ☐ Service Company
☐ Others, please specify _____	☐ Others, pleas specify _____

C. BUSINESS REGISTRY

Indicate existing permit numbers. Write "N.A." if not applicable. Attach a photocopy of applicable permits indicated

Type of Permit	Permit No.	Date Issued	Expiration Date
Securities and Exchange Commission	2[redacted]4		N/A
Department of Trade and Industry	N/A	N/A	N/A
Business Permit from the Office of the Mayor	[redacted]		December 31, 2024
Philippine Contractors' Accreditation Board	N/A	N/A	N/A
VAT Registry No. (BIR 2303)	G[redacted]24		N/A

D. PRODUCT LINE

Enumerate major product lines (or service). List of Products may be attached.

- ✓ Generic and Branded Medicines
- ✓ Medical supplies and consumables
- ✓ Nursing Bag / OB Bag
- ✓ Premium Tackle Box

E. ASSETS & LIABILITIES

From most recent fiscal or calendar year. Attach a photocopy of latest Audited Balance Sheet and Income Statement or BIR Tax Return.

Total Equity	Total Current Assets	Total Current Liabilities	Gross Income
For the Year Ended ☐ Calendar Year ☐ Fiscal Year			(MM/YYYY)

F. ADDITIONAL SUPPLIER INFORMATION

Number of Years the establishment has been in business as supplier/contractor: 1yr and 6 months

Name of establishment indicated in the Official Receipt: ACG Legacy Incorporated

G. LIST OF CURRENT CLIENTS

Name of Clients	Address	Contact Number
1. PLT college, inc.	33 Zulueta St. Bayombong N.V	0918-492-2564
2. saint mary's University	Ponce St. District 4, Bayombong, N.V	0936-286-7256
3.		

DECLARATION: I certify that the foregoing information are true and correct. I also declare that the owners, managers, supervisors, marketing, sales and accounting personnel of our company are not related to any member of Saint Mary's University up to the third degree of consanguinity.

LUIZA MAE S. CASTRO
Signature Over Printed Name Of Applicant Supplier / Contractor

Official Designation

H. ACCREDITATION COMMITTEE DECISION

Recommendation by Committee Members:

	Name of Committee Member	Designation	Recommending Approval	Recommending Non-Approval
1.	[redacted] Ventilon, PhD, RN	Dean	✓	
2.	[redacted] Medical Technologist	DH	✓	
3.	[redacted] Erica S. Acosta	VPFT	✓	
4.	[redacted] JOHN G. TAYAG	VPA	✓	
5.	[redacted] REV. FR. [illegible]	VPMI	✓	
	[redacted] MOISES ALEXANDER [illegible]	VPAA	✓	

REASONS FOR NOT RECOMMENDING APPROVAL:
(Any member can write comments here)

I. FINAL ACTION

Supplier / Contractor accreditation application is

☑ **Approved** ☐ **Not Approved**

[redacted]
University President

Date of Approval: FEB 26 2025

Guidelines Protecting Working Students Against Exploitation

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
UNIVERSITY LEARNING RESOURCE CENTER

Document Code	EOMS-LRC-RF-014, Rev. 00
Effectivity Date	2025/04/30
Page/s	Page 1 of 18

Revision No.	Effectivity date	Author	Description of change
00	April 30, 2025	David A. Cabonero	Initial Issue

LIBRARY WORKING STUDENTS HANDBOOK



2025 EDITION

PREPARED BY
MR. DAVID A. CABONERO
Director

MRS. MARIVIC S. BALUT
MRS. SHERYLL D. BARUT
MR. JOHN MARK L. BAYANG
MRS. EVA ROSE A. BUGALING
MR. MARK PAUL G. CAMONAYAN
MRS. RACHELLE JOY T. LAZO
MRS. MARJORIE M. LUCQUIAO
RHENALYN B. PIMENTEL
MISS EVELYN J. RIZARDO
MRS. ANIVEL L. SOLIVEN
Librarians

MRS. AILEEN S. CASTRO
MR. JC RON MIGUEL D. JAMES
MR. ERIC S. GROSPE
MR. BENJAMIN A. MARTINEZ JR.
Staff

TABLE OF CONTENTS

1. Personal Data		3
2. Duties and Responsibilities of LWS in Various Section		3
A. Deposit Counters/Entrances	----------	3
B. Sentinel's Desks	----------	3
C. Charging Desks in all Circulation Sections	----------	4
E. Reference Section	----------	4
F. Periodicals Section	----------	4
G. Cataloging Section	----------	5
H. Other Common Duties	----------	5
3. Desirable Work Attitudes		5
4. Attendance		6
A. Punctuality and Attendance at Work	----------	6
B. Break Periods	----------	6
C. Absences/Leaves and Make-Ups	----------	6
5. Proper Behavior and Discipline in the Library		7
A. Observance of the Library Policies	----------	7
B. How to Behave on Duty	----------	7
C. How to Behave when not on Duty	----------	8
D. What to Wear in the Library	----------	8
E. Confidentiality of Records	----------	8
6. Human Relations		8
A. With Co-workers	----------	8
B. With the Academic Community	----------	9
7. Library Instructions		9
A. Library Orientation and Tour	----------	9
B. Instruction on Sources and Methods	----------	9
8. Library Property		9
A. Books and Other Library Materials	----------	9
B. Furniture, Equipment and Supplies	----------	9
9. Benefits and Privileges		10
10. Evaluation of Performance		10
11. Resignation, Retention, and Dismissal		10
12. Appendices		66
A. Evaluation of LWS Performance	----------	11
B. Possible Causes for Dismissal	----------	13
C. Make up Time for Absences, Tardiness and Infractions/Make-up	----------	13

printers, tables, shelves, chairs, coupon bonds, index cards, etc. These are neither for student nor personal use.

a. The protection of the library furniture from damage and the library equipment from misuse and wastage is every library working student's responsibility.
b. Avoid wastage in the use of index cards, book pockets, and bond paper. Wastage in the use of such materials means wastage of the school's money.

9. BENEFITS AND PRIVILEGES

1. Upon being taken in the library, a library working student enjoys the following privileges:
   a.) Free tuition (21 units if the average is below 81 or 24 units if the average is 81 and above; for summer term, 6 units if the average for the 2nd semester's grade is below 81 or 9 units if the average is 81 and above);
   b.) Free miscellaneous fees;
   c.) Free laboratory fees except R.L.E. in Nursing and some computer subjects.

2. Such benefits are automatically withdrawn when the library working student resigns or is dismissed before the term is over. The library working student will be made to pay the corresponding amount of the tuition fee and other fees for the remaining part of the school term after the effectively of the resignation or dismissal.

3. The library working student will be required to pay the equivalent tuition fees for failed or dropped subjects.

10. EVALUATION OF PERFORMANCE

At the end of every school term, every library working student is evaluated in terms of the following areas (See Appendix A):

a. Work performance as a library working student
b. Academic performance

2. **On the evaluation of performance in the library.** The merit rating system will be used for the evaluation. The Librarian who directly supervised the library working student will make the evaluation based on the following criteria (See Appendix A): a) Competence, b) Commitment, c) Creativity, d) Christian Spirit, and e) Academic Performance

3. **On the evaluation of academic performance.** The basis for evaluation will be the academic grades in the different subjects. The library working student is encouraged to have a weighted academic average of not lower than 81 in order to be entitled to get the allowed number of units every school term. A library working student who gets a failing grade in any subject will be made to write a promissory note to improve during the next school term-the promissory note serves as a warning. Getting a failing grade in one or more subjects during the succeeding school term is one of the reasons for making recommendations for dismissal to the Office of the Vice President for Administration.

4. The result of the evaluation will be used as a basis for making recommendations on the retention or dismissal of a library working student.

11. RESIGNATIONS, RETENTION, AND DISMISSAL

1. Towards the end of each semester or summer, the Library asks for the decision of the LWS whether they would like to: a) resign or b) continue/re-apply as a library working student. Decision to resign will be accepted without reconsideration.

2. To merit retention, the library working student must obtain a rating of 60 on the Evaluation of library working student's Work Performance.

3. Dismissal can be made at the end or beginning of the school term for serious offences (See Appendix B).

APPENDIX A

EVALUATION OF LIBRARY WORKING STUDENTS' PERFORMANCE
(Based on Merit Rating System)

This form has to be filled out by the Section Head/ Library Staff directly supervising the library working student. Kindly encircle the points of the item that best describe the general performance of a library working student.

Name of Library Working student: _____
Section of the Library: _____
Performance Period Evaluated: _____
Direct Supervisor/Head of Office: _____

I. COMPETENCE (35 PTS.) **POINTS**

1. ACCURACY (10PTS.)
- Very careless, often makes mistakes 2
- Work usually passable, some errors, should do better 4
- Good work, few errors 8
- Very careful, errors rare 10

2. COMPLETENESS (10 PTS.)
- Work usually done in a careless, slipshod manner 2
- Some details of work need correction 4
- Shows interest in doing a good job; occasional direction needed 6
- Usually is thorough; mostly all details are satisfactorily attended to 8
- Very thorough in attending to details 10

3. NEATNESS (5PTS.)
- Generally careless, seldom neat and orderly 1
- Passably neat and orderly 2
- Normally neat, reasonably clean and orderly most of the time 3
- Usually neat and orderly 4
- Exceptionally neat and orderly 5

4. COMPREHENSION (5PTS.)
- Slow to learn or unable to understand; very forgetful 1
- Learns with difficulty; learns quickly and immediately forgets 2
- Average ability to grasp and follow instructions 3
- Learns easily, changes from one type of work to another 4
- Catches on quickly, seldom forgets, needs little Instruction 5

5. KNOWLEDGE OF JOB (5PTS.)
- Inadequate; relies on others 1
- Insufficient knowledge of some phases of job 2
- Adequate knowledge of a particular job 3
- Thorough knowledge of practically all phases of work 4
- Exceptional mastery of all phases of work 5

II. COMMITMENT (30PTS.)

1. ATTENDANCE AND PUNCTUALITY (15PTS.)
- Loses considerable time often with poor excuses; punctuality is poor 3
- Punctuality and attendance fair 6
- Attendance record good, may be late on occasion 9
- Usually prompt, very regular, seldom absent 12
- Excellent record of attendance and punctuality; very dependable 15

2. USE OF TIME (5 PTS.)

- Loiters or is away from job most of the time; could Accomplish more in the same time 1
- Spends more time away than is necessary; could Accomplish more 2
- Only spends reasonable amount of time unproductively 3
- Steady worker, seldom away from job 4
- Spends no time away from job unnecessarily 5

3. AMOUNT OF WORK (5 PTS.)

- Very slow worker, little output 1
- Barely meets requirements 2
- Does standard amount of work 3
- Turns out average to more than standard amount of work 4
- Rapid worker, regularly produces more than average 5

4. RELIABILITY

- Cannot be relied upon at all; must be watched continuously 1
- Needs frequent check-ups 2
- Dependable with normal supervision 3
- Can be counted on; may require occasional spot check 4
- Observes utmost confidence; no need to check 5

III. CREATIVITY (10PTS.)

1. PERSONAL ADJUSTMENT (5PTS.)

- Any change is opposed and usually causes trouble 1
- Somewhat resentful to change; can't see always why necessary 2
- Makes normal adjustment to change 3
- Adjust willingly to change 4
- Changes do no disturb at all; helps put them over 5

2. INITIATIVE (5 PTS.)

- Has to be told what to do; not interested in more work or new jobs 1
- Seldom takes action alone; rarely suggest 2
- Handles normal situations well but wants help if at all out of ordinary 3
- Suggests improvements; attempts to learn all related jobs in the department/section 4
- Constantly developing and improving work methods 5

IV. CHRISTIAN SPIRIT (10PTS.)

1. ATTITUDE TOWARD SUPERVISION (5PTS.)

- Resents any supervision, however good is the intent 1
- Usually accepts criticisms and suggestions 2
- Complies with instructions, sometimes not too promptly 3
- Always willing to consider suggestions; easily reasoned with 4
- Appreciate help of supervision, accepts criticism gracefully 5

2. ATITTUDE TOWARD OTHERS (5PTS)

- Frequently quarrelsome, jealous, fault-finding, uncooperative, unhelpful 1
- Sometimes tactless and inconsiderate 2
- Normally makes a satisfactory impression 3
- Generally cooperative, courteous, friendly, and helpful 4

- Very tactful, courteous, helpful; well-liked by all 5

V. ACADEMIC PERFORMANCE (15PTS.)
Weighted academic average is between
71-75 3
76-80 6
81-85 9
86-90 12
91-95 15

TOTAL ____

REMARKS:
DATE:_____
EVALUATED BY:_____

Note: To merit retention, a library working student must obtain a rating of 60.

APPENDIX B

POSSIBLE CAUSES FOR DISMISSAL

The following are considered grounds for the immediate dismissal from work of any library working student, whether the participation is as principal, accomplice, or accessory. The participation is determined as follows:

As Principal: The library working student takes direct part in the execution of the act or directly forces or induces others to commit it, or cooperates in the commission of the offense by another act without which it would not have been accomplished.

As Accomplice: He is not included as principal but cooperates in the execution of the offense by previous or simultaneous acts.

As Accessory: Without having participated in the offense as principal or accomplice, he knows the commission of the offense, takes part after the commission either by profiting himself or assisting the offender to profit by the offense, and/or concealing or destroying the evidence or violation to prevent its discovery.

The penalty for dismissal applies whether the offense is consummated, frustrated, or attempted.

APPENDIX C

MAKE-UP TIME FOR ABSENCES, TARDINESS, AND INFRACTIONS COMMITTED BY MAKE–UP OF LIBRARY WORKING STUDENTS

ABSENCES

No. of days	Library Activities	Reasons	Sanction	Make—up time in Hours
Beyond 9 days	On regular days	No valid reason	To be dropped from the line up as LWS	
Maximum of 3 days	On regular days	Due to sickness (with medical certificate from a	excused	

No. of days	Library Activities	Reasons	Sanction	Make—up time in Hours
		physician		
1 day	On regular days	No valid reason	Make—up	
1		Due to death of relatives (with proof)	excused	
1	On regular days	To attend wedding of the family or sponsor in the wedding		4 hrs.
1	On Mondays and Thursdays (cleaning days)	Reason not valid	Make—up	8 hrs.
1	On Tuesday, Wednesday and Friday	Reason not valid	Make—up	4 hrs.
1	Duties on Examination days	If reason is valid Reason not valid	Make—up Make—up	4 hrs. 16 hrs
1	General Cleaning	No valid reason	Make—up	16 hrs.
1	LWS General Assembly		Make—up	16 hrs.
1	First day of classes/duty	No valid reason	Make-up	8 hrs.
1	LWS Intramurals		Make—up	16 hrs.
1	Other library activities		Make—up	16 hrs.

TARDINESS

TARDINESS	Library Activities	Reasons	Sanction	Make—up time in Hours
Any tardiness	Duty	No valid reason	Make—up	Actual time of tardy
	Cleaning	No valid reason	Make—up	Actual time of tardy
1 week consecutive	Duty	No valid reason	See the Director of Libraries	Actual Time of Tardy
Tardiness	Duty	No valid reason	Make—up	16 hrs.
Note: The above sanctions for tardiness shall replace the sanction of cleaning.				

INFRACTIONS/MISTAKES

Infraction/Mistakes		LWS Concerned	1st offense	2nd offense
On circulation Aspect	LWS stamped wrong date due on circulation slip and book card	LWS concerned	Warning	1 hr. make-up for every mistake
	Issuance of 3 overnight books at a time	LWS concerned		

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
UNIVERSITY LEARNING RESOURCE CENTER

Document Code	EOMS-LRC-RF-014, Rev. 00
Effectivity Date	2025/04/30
Page/s	Page 15 of 18

Infraction/Mistakes		LWS Concerned	1st offense	2nd offense
	Intentional Destroying of Library Property/ies	All	Dismissal	
On logbook on daily attendance	No entry of time in/out in the logbook (for attendance)	All	1 hr make-up onwards	1 hr make- up onwards
	No number tag indicated	All	1 hr, make up	1 hr. make up
On use of Break Time	Extending break time for more than 20 minutes	All	1 hr make-up onwards	1 hr make-up on wards
On the use of IDs/Dress Code	Not wearing their school ID's	All	4 hrs make-up onwards	4 hrs make-up on wards
	Coming on Duty in PE uniforms but without PE classes	All	1 hr make up onwards	1 hr. make-up onwards
On Use of Library equipment & supplies	Use of supplies or library forms (papers without permission from the library staff on duty ,	All	10 hrs. make up onwards	10 hrs make up on wards
	Use of computers and typewriters without asking permission	All	10 hrs. make-up on wards	10 hrs make-up on ward
In the deposit counters	Depositing things at the Deposit Counter intended for regular students	All	2 hrs make-up on wards	2 hrs make-up on wards
On losses	Loss of books displayed in the Browsing Section	Charger and sentinel	Replacement of book	
	Losses at the deposit counter	LWS concerned	Subject to investigation by the DOL	For dismissal once proven
	Losses of things of staff	All	Dismissal if proven	
On security	Did not close the windows at the main library	LWS concerned	10 hr make-up	10 hrs. make-up
	Did not close the windows at the Jubilee Library	LWS concerned	20 hrs. make-up on wards	20 hrs make-up on wards
	Did not put off the lights	LWS concerned	20hrs make-up	20 hrs make up
	Issuance of Reference books, books for room use only and	Sentinel and charger	1 hr make-up	2 hrs make –up

Infraction/Mistakes		LWS Concerned	1st offense	2nd offense
	periodicals			
	Misrepresentation of Library card	Charger, (suspension also on the part of the borrower)	2 hrs make –up	2 hrs. make up on wards
	NO TIME due stamped on circulation slip and book card for overnight use books	LWS concerned	warning	1 hr make-up
	Issuance of overnight-use book for a week (to be recalled by the charger)	LWS concerned	warning	1 hr. make-up
	Not leaving the circulation slip	LWS concerned	warning	1 hr make up
	Issuance of a book to student/ s with library obligation	charger	warning	1 hr make-up
	Issuance of books to fellow LWS (staff issues to them)	LWS concerned	1 hr make-up	2 hrs make-up
	Wrong entry of data on tally sheets	LWS concerned	1 hr	1 hr onwards
	Replacement of book card without the permission from the library staff	LWS concerned	1 hr	2 hrs. make-up
	Did not accomplish the daily report sheet/s	LWS concerned	1 hr. make-up	1 hr. make up on wards
	Not collating books	LWS concerned	1 hr make up	1 hr make up onwards
	Later returning of overnight use books by LWS (3 days in a week)	All	Pay the corresponding fine	Deprived to borrow books for one week
	Not returning borrowed books on time		Pay the corresponding fine	Pay
	Failure to read the assigned shelves	All	1 hr. make-up	1 hr make-up onwards
	Read but still misfiled	LWS concerned	1 hr make-up on wards	1 hr. make-up
On dishonesty	Theft	All	Dismissal	

Infraction/Mistakes		LWS Concerned	1st offense	2nd offense
	Did not switch off the computers, electric fans, etc.	LWS concerned	20 hrs. make up	20 hrs make up
	Did not close the main and exit doors	LWS concerned	20 hrs make up	20 hrs make up
	Did not turn off the faucets in the comfort rooms	LWS concerned	20 hrs make up	20 hrs make up
	Did not turn off the Aircon unit	LWS concerned	20 hrs make up	20 hrs make up
On Waste Management	Non-segregation of waste (waste bins)	LWS concerned	1 hr make-up	1 hr make up on wards
	Not following the proper disposal of waste	LWS concerned	1 hr make up	1 hr. make up
Others	Texting while on duty	All	Make-up	2 hrs. make-up
	Discourtesy in the library; not greeting administrators, faculty and staff	All	**WARNING**	1 hr make up on wards
	Returning of keys late	LWS concerned	10 hrs make up on wards	
	Not returning keys for the Departmental Libraries to the University	LWS concerned	20 hrs make up on wards	
	Leaving post without permission or replacement or without reliever	All	2 hrs. make up on wards	
	Dirty drawers	All	1 hr make up on wards	
	Bringing review notes without permission	All	Confiscation of notes	
	Entertaining friend/s while on duty	All	1 hr make up	2 hrs. make up
	Non-submission or late submission of needed LWS Personal date file	All	1 hr make up	2 hr make up
	Making irresponsible statements about work, LWS/staff and SMU in general	All	Warning	1 hr make up

Infraction/Mistakes		LWS Concerned	1st offense	2nd offense
	Wasting time on loitering or sleeping during official work or non observance of official time	All	Warning	1 hr make up
	Not speaking English while on duty	All	1 hr make up onwards	
	Received more than the allotted number of warning/ notices, etc.	All	1 hr make up on wards	

Prepared by:	Reviewed by:
Sgd. Mr. David A. Cabonero Director Date Signed:_____	**Sgd. Mrs. Pearl Via S. Coballes** Quality Management Representative Date Signed: _____

Approved by:

Sgd. Dr. Moises Alexander T. Asuncion
Vice President for Academic Affairs
Date Signed: _____

Internal Audit Office Duties and Responsibilities

Excerpt from the Administrative and Employment Manual for Higher Education, 2023 ed., Chapter 2, p. 53-54

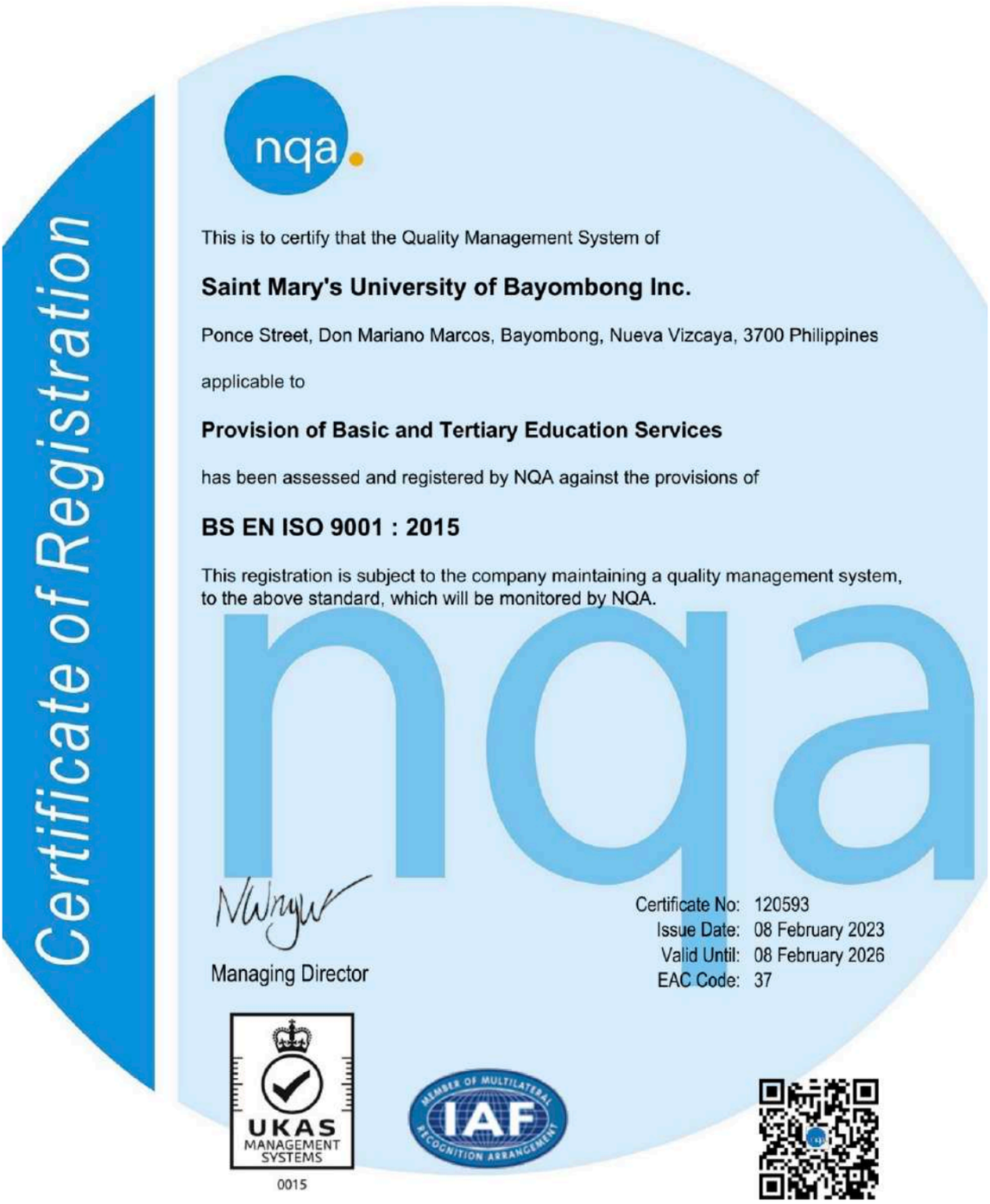
S. INTERNAL AUDITOR

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.

Audit Certifications (ISO 9001:2015 and ISO 21001:2018)



Certificate of Registration

nqa.

This is to certify that the Quality Management System of

Saint Mary's University of Bayombong Inc.

Ponce Street, Don Mariano Marcos, Bayombong, Nueva Vizcaya, 3700 Philippines

applicable to

Provision of Basic and Tertiary Education Services

has been assessed and registered by NQA against the provisions of

BS EN ISO 9001 : 2015

This registration is subject to the company maintaining a quality management system, to the above standard, which will be monitored by NQA.

Managing Director

Certificate No: 120593
Issue Date: 08 February 2023
Valid Until: 08 February 2026
EAC Code: 37

UKAS MANAGEMENT SYSTEMS 0015

IAF MEMBER OF MULTILATERAL RECOGNITION ARRANGEMENT

SETSCO

CERTIFICATION

This certificate has been awarded to

SAINT MARY'S UNIVERSITY
Ponce Street, District IV, Bayombong, Nueva Vizcaya, Philippines

The above organization was audited by Setsco Certification with the following Scope

Delivery of educational services from basic to higher education level

As conforming to the requirements of

ISO 21001:2018

Sites Address:

High School Campus – Capt. Dela Cruz Street, Don Tomas Maddela Pob. (District II)
3700 Bayombong, Nueva Vizcaya, Philippines

Grade School Campus – Dumlao Blvd., Don Domingo Maddela Pob. (District I)
3700 Bayombong, Nueva Vizcaya, Philippines

Certificate No
NAC-008-2025-0001

Date of Certificate Issuance
24/11/2025

Original Date of Certification
24/11/2025

Valid Till
23/11/2028

Mae Dela Cruz (Ms)
Certification Manager

This Certificate is part of a full report and should be read in conjunction with it. This Certificate remains the property of Setsco Services Pte Ltd (SETSCO) and shall be returned upon request. The use of this Certificate is governed by requirements stated in the "Terms and Conditions of Certification (Management System)". Any unauthorized alterations, forgery or falsification of content or appearance of this document is deemed unlawful and may be subjected to persecution to the fullest extent of the law. Person's relying on this Certificate should verify its validity by checking SETSCO's website at www.setsco.com.

SETSCO SERVICES PTE LTD (Company Registration No. 196900269D) | 531 Bukit Batok Street 23 Singapore 659547 | Tel: (65) 6566 7777 | Fax: (65) 6566 7718