8.2.6. Does your university as a body have a policy on pay scale equity including a commitment to measurement and elimination of gender pay gaps?

Policies on Salaries

Excerpt from the Administrative and Employment Manual for Higher Education, 2023 ed., Chapter 8.

Chapter Eight

REMUNERATION AND BENEFITS

I. RULES PERTAINING TO SALARIES

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

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

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

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

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

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

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

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

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

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

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

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

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

II. LEGAL BENEFITS

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

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

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

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

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

e. Maternity leave is for every instance of pregnancy, miscarriage or ETP (emergency termination of pregnancy), regardless of frequency.
f. An option to extend leave for an additional thirty (30) days without pay. The extended maternity leave is allowed but, chargeable against the female employee's sick leave credits, and against the vacation leave credits in case her sick leave credits have been exhausted. Application for extended maternity leave must be filed with the agency at least forty-five (45) days before the end of the 105 days maternity leave. In case of a medical emergency, subsequent notice shall be submitted.
g. To qualify for the maternity benefit from the Social Security System, the female worker must meet the following requirements:
    i. the employee must have paid at least 3 monthly SSS contributions in the 12-month period immediately preceding the semester of the birth, miscarriage or termination; and
    ii. must notify her employer of her pregnancy and expected date of birth. Such notice shall be transmitted to the SSS in accordance with the rules and regulations. Failure of the pregnant female worker to notify the employer shall not bar her from receiving the maternity benefits, subject to guidelines prescribed by the SSS.

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

a. 7 working days paternity leave to the father of the child, if he is married to the female worker. Thus, a married new father can enjoy as much as 14 working days leave (7 days Paternity leave and 7 days under RA 11210).
b. An unmarried new father may be entitled only to 7 working days allocated leave under RA 11210 (Expanded Maternity Leave Law).

C. National Health Insurance Program (NHIP) Benefit. Pursuant to Republic Act No. 7875, otherwise known as National Health Insurance (NHI) Act of 1995, all University personnel are covered by a medical insurance administered by the Philippine Health Insurance Corporation (PHILHEALTH). Both the University and the personnel contribute to the premium of the insurance based on the personnel's actual monthly salary and contribution schedule provided by PHILHEALTH.

D. Home Development and Mutual Fund (HDMF) Benefit. As mandated by Presidential Decree No. 1530 more popularly known as PAG-IBIG Fund, all University personnel are members of the Home Development and Mutual Fund and shall be entitled to multi-purpose loans and housing loans at low interest and long-term payment. Both the University and the personnel contribute to the monthly premium in an amount not less than Php100.00.

E. The 13th Month Pay. Presidential Decree No. 851 provides for the payment of thirteenth month pay which is equivalent to 1/12 of the total basic salary earned within the calendar year.

1. Basic salary includes all remunerations or earnings regularly paid by an employer to an employee for services rendered. The salaries during approved sabbatical leave and sick leaves with pay shall be included in the computation of the gross pay for purposes of computing the thirteenth month pay. Honorarium-based pay and NSTP pay shall be included in the computation of the thirteenth month pay.
2. The computation shall not include *de minimis* benefits, overtime pay, substitution pay, honorarium, night shift differential pay, premium pay, 2-unit midyear pay, and other monetary benefits which are not part of the regular salary of the personnel.
3. The 13th month pay of employees are given in two installments: not later than May 5 and not later than December 5 of each year. For emergency cases or other contingencies, an advance of the 13th month pay may be granted computed based on the actual number of months rendered.
4. The 13th month pay shall be computed on the basis of the following rules:

    GENERAL RULE: The 13th month pay of academic personnel is computed based on the total of the basic salary received during the calendar year divided by 12.

    SPECIAL RULE: For the following academic personnel, the denominator is the actual number of months of service instead of 12:

    a. Permanent and probationary academic personnel who do not teach during the midyear term;
    b. Those who are retiring during the year; or

    c. Permanent and probationary academic personnel who go on approved leave of absence and who have rendered service for at least six months during the calendar year.

F. Service Incentive Leave. As provided in Article 95 of the Labor Code of the Philippines, an employee who has rendered at least one year of service is entitled to a yearly five (5) days service incentive leave with pay.

G. Solo Parent Leave. In accordance with Republic Act No. 11861 otherwise known as The Expanded Solo Parents' Welfare Act, all solo parent personnel who have rendered service of at least six (6) months of service to the University shall be entitled to parental leave of not more than seven (7) working days every year.

1. The parental leave may be availed on a continuous or staggered basis, subject to the approval of the University President. In this regard, the Solo parent shall submit the application of parental leave at least one week prior to availing the Solo parent leave, except on emergency cases.
2. A solo parent refers to any individual who falls under any of the following categories:
    a. Birth of a child as a consequence of rape, even without final conviction: *Provided,* That the mother has the sole parental care and support of the child or children: *Provided,* further, That the solo parent under this category may still be considered a solo parent under any of the categories in this section;
    b. Death of the spouse;
    c. Detention of the spouse for at least three (3) months or service of sentence for a criminal conviction;
    d. Physical or mental incapacity of the spouse as certified by a public or private medical practitioner;
    e. Legal separation or de facto separation for at least six (6) months, and the solo parent is entrusted with the

sole parental care and support of the child or children;

f. Declaration of nullity or annulment of marriage, as decreed by a court recognized by law, or due to divorce, subject to existing laws, and the solo parent is entrusted with the sole parental care and support of the child or children; or
g. Abandonment by the spouse for at least six (6) months;
h. Spouse or any family member of an Overseas Filipino Worker (OFW), or the guardian of the child or children of an OFW: *Provided,* That the said OFW belongs to the low/semi-skilled worker category and is away from the Philippines for an uninterrupted period of twelve (12) months: *Provided,* further, That the OFW, his or her spouse, family member, or guardian of the child or children of an OFW falls under the requirements of this section;
i. Unmarried mother or father who keeps and rears the child or children;
j. Any legal guardian, adoptive or foster parent who solely provides parental care and support to a child or children;
k. Any relative within fourth (4th) civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care and support of the child or children as a result of the death, abandonment, disappearance or absence of the parents or solo parent for at least six (6) months: *Provided,* That in cases of solo grandparents who are senior citizens but who have the sole parental care and support over their grandchildren who are unmarried, or unemployed and twenty-two (22) years old or below, or those twenty-two (22) years old or over but who are unable to fully take

care or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition, they shall be entitled to the benefits of this Act in addition to the benefits granted to them by Republic Act No. 9257, otherwise known as the 'Expanded Senior Citizens Act of 2003'; or
l. A pregnant woman who provides sole parental care and support to the unborn child or children."
m. Children or dependent refer to those living with and dependent on the solo parent who are unmarried, or unemployed and twenty-two (22) years old or below, or those twenty-two (22) years old or over but who are unable to fully take care or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition.

3. Before a personnel may avail of this privilege, he/she should present the corresponding certification from the concerned government agency attesting to the fact that he/she is a Solo Parent. Within three (3) days from availment of Solo Parent Leave, the personnel should present a corresponding proof/certification/document to the HRDO showing that the leave period was utilized for the authorized purpose. This privilege will not be credited as Solo Parent Leave if the personnel fails to comply with the above conditions.

4. Unused Solo Parent Leave within the school year is not cumulative. Neither is it convertible to cash.

5. The Solo parent employee may avail of parental leave under any of the following circumstances:
   a. Attend to personal milestones of a child, such as birthday, communion, graduation and other similar events;

b. Perform parental obligations such as enrolment and attendance in school programs, PTA meetings and the like;
c. attend to medical, social, spiritual and recreational needs of the child; and
d. Other similar circumstances necessary in the performance of parental duties and responsibilities, or physical presence of the parents is required.

6. A change in the status or circumstance of the parent claiming benefits, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for these benefits.

H. Special Leave Benefits for Women. Republic Act No. 9710 or the Magna Carta for Women Act provides for special leave benefits for women regardless of age and civil status:

1. A female personnel having continuous aggregate employment service to the present employer of at least six months for the last 12 months shall be entitled to a special leave benefit for a maximum of two (2) months with full pay based on her gross monthly compensation following the surgery caused by gynecological disorders. When the employee reports to work before or after the two (2) months leave, she must present a medical certificate indicating that she is fit to work. If the attending Physician requires an extension of the medical leave, the leave will be considered as leave without pay from the University but may be applied from SSS benefits.
2. "Gynecological disorders" refers to disorders that would require surgical procedures such as, but not limited to, dilatation and curettage and those involving female

reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by a competent physician. For the purpose of availing this benefit, gynecological surgeries shall also include hysterectomy, ovariectomy, and mastectomy.
3. The female employee must file an application for special leave within a reasonable period of time (15 days) before the expected date of surgery. The employee must submit a proof that she underwent surgery due to Gynecological disorders as certified by competent Physician.
4. There shall be no double compensation for the period covered by this special leave. Any salary paid during the period of contingency shall already cover the leave benefits stated above.

I. Paid Holidays. Regular holidays are paid days. This means that every personnel is entitled to his/her regular daily wage on regular holidays even if he/she has not reported for work.

III. BENEFITS GRANTED BY MANAGEMENT

A. Sick Leave

Temporary, probationary and permanent academic personnel are entitled to 5 days sick leave (SL) with pay per school year. If unused, it is not monetized.

B. Additional Service Incentive Leave.

1. In addition to the 5 days Service Incentive Leave (SIL) mandated by law, temporary, probationary and permanent academic personnel are granted an additional 2 days Service Incentive Leave for a total of 7 days SIL with pay for every

year of completed service. The leave credits may be used for whatever reason.

2. Temporary, probationary and permanent academic personnel who have rendered at least one year of service, and who do not use all or part of the allowed 7 days SIL for personal absences in a school year are given cash incentive pay corresponding to the number of unused SIL days to be paid within one month after the end of the school year.
3. Personal absences to be charged to the seven (7) days SIL include all absences, except:
    a. Absences on official business or on official time;
    b. Bereavement leave of seven (7) days for death of immediate family members (parents, siblings, half - brother/sister, spouse, children, and parents-in-law);
    c. Authorized absences incurred by Union officers or their authorized representatives during CBA negotiations, LMC meetings and other Management-Union activities for a maximum of 15 days;
    d. Birthday leave;
    e. Special leave for women;
    f. Maternity leave;
    g. Paternity leave;
    h. Sabbatical leave;
    i. Solo parent leave; and
    j. Fieldtrip leave
    k. Leave without pay
4. The pay credit is based on the basic pay of the personnel as contained in the salary guide of the applicable school year.
5. Those who are on full study leave are not entitled to the incentive pay credit but those on study leave with partial teaching or office work are entitled thereto.

6. Those on approved leave for part of the school year are granted the incentive pay credit in proportion to the number of months served.
7. The University President, Vice Presidents, partial load academic personnel, lecturers, and contractual personnel are not entitled to the incentive.
8. Accumulated absences beyond the 12 days allowed leaves (SL and SIL) shall be proportionately deducted from the personnel's salary for the succeeding month. The report on accumulated absences beyond 12 days must be submitted by the HRDO to the Treasury and Accounting Office (TAO) on or before the 10th day of the following month.
9. Those who resigned or retired within the academic year, the SIL will be computed using this formula:

$$\frac{\text{Months served}}{12 \text{ months}} \times 7 \text{ days (incentive leave)} = \text{SIL}$$

C. Longevity Pay / Loyalty Awards. In recognition of their loyalty to the University, the following awards are given to permanent academic and non-academic personnel who have rendered 5, 10, 15, 20, 25, 30, 35 and 40 years of actual full-time service.

For the purpose of qualifying an employee for longevity pay/award, the basis is the actual number of years of service rendered as an employee on full workload.

YEARS OF SERVICE	AWARD/S
Upon attainment of Regular Status	An academic personnel who attains regular status is entitled to one (1) scholarship for a ward for college education at Saint Mary's University provided he/she has no children enjoying the study grant for personnel dependents. The terms of the scholarship are the same as that for personnel dependents. The scholarship is non-transferable and will be

YEARS OF SERVICE	AWARD/S
	discontinued when the personnel resigns or is separated from SMU or shall have his/her own child enrolled and enjoying the Study Grant for Personnel Dependents.
5 years	A certificate plus Php4,000.00
10 years	A certificate plus Php8,000.00
15 years	1. A certificate plus Php12,000.00 2. A single or a childless married personnel with 15 years of service is entitled to one (1) scholarship for a ward or dependent from Kindergarten 2 to College at Saint Mary's University, subject to the following terms and conditions: a. The terms of the scholarship are the same as that for regular personnel dependents. b. The scholarship is non-transferable and will be discontinued when the personnel shall have his/her own child enrolled and enjoying the Study Grant for Personnel Dependents. c. The benefit stops when the personnel resigns or is terminated for cause. d. This benefit will be continued even after the retirement, death or total and permanent disability of the personnel.
20 years	A certificate plus Php20,000.00

YEARS OF SERVICE	AWARD/S
25 years	A Plaque and Php10,000.00 plus Certificate of Scholarship for one ward from Kindergarten 2 to College at Saint Mary's University, subject to the following terms and conditions: a. The terms of the scholarship are the same as that for regular personnel dependents. b. The benefit stops when the personnel resigns or is terminated for cause. c. This benefit is non-transferable and will be continued even after the retirement, death or total and permanent disability of the personnel.
30 years	A plaque plus Php30,000.00
35 years	A plaque plus Php35,000.00
40 years	A plaque plus Php40,000.00

D. Midyear Pay

1. Permanent and probationary college academic personnel are entitled to a two-unit midyear term pay whether they teach or not during midyear term. This midyear term pay is over and above the regular midyear term pay, if the faculty member has midyear term load (teaching or research load).
2. College academic personnel who teach/render service for one semester only will be entitled to one-unit midyear pay.

E. Rice Allowance. All permanent and probationary academic personnel are given monthly rice allowance, a *de-minimis* benefit

which is not taxable. The rice allowance shall not be included in the 13th month pay and retirement/separation pay computations. Those on leave without pay, except those on sickness, maternity leave, sabbatical leave, and special leave for women, are not entitled to this allowance. Prolonged sickness leave must be with updated medical certificate.

F. Uniform Allowance. All permanent and probationary academic personnel are entitled to a uniform allowance as stipulated in the Collective Bargaining Agreement (CBA) with the SMU Employees' Union. The HRDO, in consultation with the SMU Employees' Union President shall coordinate with employee representatives per unit regarding the uniform design, color, material and the service provider.

G. Leave of Absence Without Pay. A personnel of Saint Mary's University may, upon the recommendation of the Academic Dean/Head of Office and the approval of the Advisory Board, be granted a leave of absence without pay for one month or more provided that:

1. The chief purpose for such leave may be protection or recovery of health, studies, and board or bar examinations review;
2. The leave of absence shall be filed at least 30 days before the effectivity;
3. The personnel who proposes to take a leave should apply to the Academic Dean/Head of Office who shall make the necessary recommendation to the Advisory Board;
4. Such leave of absence shall take effect at the start of a semestral or midyear term. A one-semester leave is preferably granted during the second semester.
5. The period of such leave shall be a maximum of one school year or may be extended for another year upon the approval of the Advisory Board.
6. During the period of the leave, the personnel shall not accept

employment outside of Saint Mary's University. Upon verification of employment, the HRDO should notify the employee of such alleged violation in the Code of Proper Conduct for SMU Personnel and make the necessary explanation. With or without explanation, the HRDO shall determine whether or not to initiate an administrative proceeding;

7. This leave of absence shall not be included in the computation of the actual years of service rendered;
8. Upon return, the personnel shall carry the rank held before the leave;
9. While the employee is on leave without pay, he/she will not be entitled to benefits mandated by the government and granted by management except the study grants for dependents/wards where the rules on the study grants for personnel dependents shall apply;
10. The employee shall pay his/her SSS/PhilHealth/HDMF contributions as a voluntary contributing member, and his/her loans.
11. One who is granted Leave of Absence without Pay and does not immediately return to work at the end of the leave period shall be issued a return-to-work notice by the HRDO. In case of non-compliance with the return to work notice the HRDO shall initiate the appropriate administrative proceeding for violation of professional responsibilities as stated in the Code of Proper Conduct for SMU Personnel.

H. Medical and Dental Benefits.

1. The University shall provide to all employees free medical and dental consultation and basic first aid in the university clinics.
2. The University shall provide permanent and probationary employees free annual medical examination which includes the following: ECG, chest x-ray, CBC, urinalysis, blood chemistry which includes: FBS, BUN, Creatinine, Cholesterol, HDL, LDL, Triglycerides, Uric Acid, SGPT and SGOT, except

those not recommended by the school physician for a particular employee (ex. X-ray for pregnant women).

I. Insurance Protection

All permanent, probationary, and temporary academic personnel are covered for free by the group accident insurance package (on a rider policy as negotiated by Administration with benefits which may change from year to year).

The benefits under this accident insurance coverage may include:

- Accidental Death/Disablement
- Unprovoked Murder and Assault
- Burial Benefit (accident case)
- Medical Expense Reimbursement (accident case)
- Separate Cash Assistance (for natural death)
- Daily Cash Allowance (60 days maximum for accident confinement)
- Daily Cash Allowance (60 days maximum for sickness confinement, provided the hospital confinement is not due to congenital illness)
- Emergency Cash Assistance (due to fire and earthquake)

-Other Features

- 24 - Hour coverage for 365 days, worldwide, (accidents within and outside the school premises).
- With Motorcycle Coverage – (whether a passenger or driver/operator of any 2 or 3 or 4 wheeled motorized vehicles), provided with driver's license and head gear/helmet.
- Dog, cat, snake bites and any form of animal bites, and food poisoning are included.

J. Birthday Leave and Birthday Cash Gift.

1. All permanent, probationary and temporary academic personnel shall be entitled to one day birthday leave with pay during the actual date. The leave can be on any scheduled date within 30 days from the birthdate but not before the birthdate in case the birthday falls on a Sunday, holiday, semestral break or a non-working day. If possible, the availment should not be done on the first day of the school term. In cases when an employee is required to report during his/her birthday, he/she can offset it at any day during the term indicated above.
2. Permanent academic personnel are granted a Php1,000 birthday cash gift which may be claimed one day before the birth date.

K. Bereavement Leave.

1. All employees shall be entitled to seven (7) working days bereavement leave with pay that may be availed within the 40-day period from date of death of employee's immediate family member. This leave aims to allow the employee to attend to the funeral wake, interment, 9th day and 40th day of death of employee's immediate family member.
2. The bereavement leave covers the demise of the following legitimate immediate family members:
   a. Parents
   b. Brothers/sisters, half-brothers/half-sisters
   c. Spouse
   d. Children
   e. Parents-in-law

L. Study Grant for Academic Personnel. SMU offers study grants to its academic personnel in line with the University's Faculty and Staff Development Program. The terms and conditions of the grant are spelled in the chapter on Faculty Development Program.

M. Study Grant for Personnel Dependents

1. Legal dependents (less than 24 years of age) of permanent personnel enjoy discounts of 100% tuition fee and part of miscellaneous fees when enrolled at Saint Mary's University from Kindergarten 2 to College.
2. The discount does not include textbooks, computer laboratory fees, laboratory fees, educational trip fees, work immersion, and miscellaneous and other fees which are remitted to external providers.
3. Personnel dependents may avail of one privilege at a time. They shall be afforded the privilege with the highest benefit. However, if the personnel dependent qualifies also as academic scholar, the combined discounts should not exceed the total fees of the dependent.
4. The benefit does not include Master's and Doctoral degrees, Juris Doctor and a second undergraduate degree, even if the first Bachelor's degree was obtained in another school.
5. Failed subjects, unremoved incomplete marks and UW subjects shall be paid by the personnel.
6. This benefit shall be cancelled when the personnel resigns or is terminated for cause.
7. When the personnel goes on leave without pay for one year, the study grant of his/her dependent continues. However, if the personnel does not report back to work after the leave, the study grant will be revoked and he/she will be charged the cost of the dependent's study grant during the leave.
8. This benefit will be continued even after retirement, death or total and permanent disability of the personnel.

9. The dependents of part-time academic personnel who are hired starting School Year 2011-2012 are not entitled to this benefit.

N. Substitution Pay.

1. When an academic personnel is recommended by the Academic Dean and approved by the Vice President for Academic Affairs as a substitute in lieu of another academic personnel, he/she shall be paid in accordance with the following formula:

Substitution pay= Rate Per Hour x Number of Hours

Where:

$$\textbf{Rate per hour} = \frac{\textbf{(Basic pay of substitute) x (3/24) x 5 months}}{\textbf{54 hours}}$$

2. When the duration of substitution is at least one month, the computation is:

$$\textbf{Substitution pay} = \frac{\textbf{Basic Pay of Substitute x Number of Units}}{\textbf{24}}$$

3. The substitution pay is multiplied by 125% when substitution is in a masteral level, and 150% when the class is in a doctoral level or Juris Doctor.

O. Access to University Services. The University offers the following services to all personnel:

1. **University Learning Resource Center (ULRC)**. All personnel may use the library facilities or borrow books.
2. **The Multimedia and Technology Section of the ULRC.** All personnel may avail of the services of the Section which houses an internet and computer workroom, audio-visual rooms and other specialized areas. It also

serves as a lounging and reading area. They could also borrow therefrom audio-visual materials.
3. **Guidance and Testing Office (GTO)**. All personnel are free to consult the Guidance staff to help them in their difficulties or to attain greater self-development.
4. **University Chapel**. The University chapel is open for prayer to all personnel.
5. **Internet Access**. All personnel may use the internet facilities in the laboratories, library, and wifi hotspots for free.

P. Loans. Loans can be requested from the Finance Office depending on the availability of funds subject to the following conditions:

1. Permanent and probationary personnel may be granted salary loans equivalent to one-month or two months salary, payable within five months or within the semester.
2. Salary loans amounting to Php50,000.00 and above are subject to the approval of the University President.
3. Personnel who have rendered at least 10 years service in SMU may be granted loans from the Retirement Fund equivalent to 75% of their earned benefits, payable within 12 to 36 months.
4. Regardless of the amount, the University President shall act on all applications for a Retirement loan.
5. Approval of loan applications depend on one's capacity to pay and net take home pay and the availability of university funds.

Q. Field Trip Leave

1. Academic personnel whose office work load is equivalent to more than 12 units are given two free days after

completing one year of office service, preferably during midyear, for office field trip for teambuilding.
2. The field trip should be a one-time two-day availment and not on an installment basis. Those who do not join the trip may schedule their field trip leave on another one-time two-day day schedule as approved by head and supervising Vice President. To be considered as an authorized leave, personnel are required to submit duly-accomplished Employee Leave Form (ELF) before the scheduled field trip leave.
3. The school vehicles may be used for the office field trip but the personnel shall pay a minimal amount as rental and shoulder the expenses for gas, toll fees, driver's allowances and overtime pay and depreciation cost of the vehicle.
4. To maximize the field trip, personnel are advised to travel in the evening prior to the two-day leave. The group is expected to travel back in the evening of the second day of the trip.
5. Unused field trip within the school year shall be forfeited, cannot be monetized and cannot offset absences incurred during the year.
6. Academic personnel with office work who join student field trips as chaperones and off-campus team building activities can no longer avail of this benefit.
7. The field trip is exclusive for SMU employees only. Family members and other persons who are not SMU employees are not allowed to join the office field trip.

R. Christmas Break. All academic personnel are entitled to a 10-day Christmas Break as programmed in the school calendar.

S. Semestral Break. College faculty members are granted a semestral break as programmed in the school calendar.

T. **Holy Week Break.** All Academic Personnel are entitled to a 3-day Holy Week Break (Monday, Tuesday, Wednesday) in addition to the 2-day non-working holiday mandated by the government.

U. **Sabbatical Leave with Pay**

1. All permanent academic personnel in the college level who have served Saint Mary's University for 20 years are qualified for sabbatical leave of one (1) month with pay. If not availed, the employee may still qualify for a sabbatical leave of one and one-half (1 ½) months after 25 years of service. If an employee avails the one-month sabbatical leave with pay after 20 years of service, he/she can still avail a half-month leave with pay upon reaching 25 years of service. The leave is upon the recommendation of the Dean or Head of Office, endorsed by the Advisory Board and approved by the President.
2. The chief purpose of the sabbatical leave is for the personnel to be re-energized to continue efficient service to the University.
3. The sabbatical leave pay is based on the basic salary corresponding to the rank of the employee or the total salary for fixed units for those with fixed units.
4. The Advisory Board shall use the following criteria in approving and/or selecting the grantees:
    a. Urgency of purpose
    b. Exigency of service
    c. Seniority
    d. Date/Timing of leave
5. In a given year, the number of grantees to avail of the sabbatical leave shall not be more than 5.
6. The sabbatical leave should preferably start at the beginning of a term. The application for sabbatical leave should be filed at least one month before the start of the leave.
7. The sabbatical leave preferably should not be during

peak periods. The recommended periods are second semester or mid-year term.

8. Upon return, the employee shall carry at least the basic load for the semester.
9. The leave shall not be considered as a disruption in the service of the employee.
10. If the sabbatical leave is not availed of by a qualified employee whose application is constantly denied by the Advisory Board/University President due to the exigencies of the work force or for other reasons, the sabbatical leave pay for one month (after 20 years of service) and one and one-half months (after 25 years of service) shall be monetized and given upon retirement or resignation.
11. In meritorious cases as recommended by the Advisory Board, an extension of the leave without pay may be approved by the University President, but the same must be applied at least 15 days before the beginning of the requested extension.
12. One who is granted a Sabbatical Leave and does not immediately return to work at the end of the leave period shall be issued a return to work notice by the HRDO. In case of non-compliance with the return to work notice the HRDO shall initiate the appropriate administrative proceeding for violation of professional responsibilities as stated in the Code of Proper Conduct for SMU Personnel.

V. **Resignation benefit**

A member who resigns from the University prior to his/her retirement date shall receive an amount equal to a percentage of the retirement benefit (last monthly salary multiplied by the corresponding retirement benefit rate multiplied by the member's actual years of service) in accordance with the vesting schedule below:

Years of Service	Percentage
Less than 10 years	0%
10 but less than 15	20%
15 but less than 20	40%
20 but less than 25	60%
25 but less than 30	80%
30 years and over	90%

W. Retirement Benefit

1. Academic personnel are covered by a non-contributory retirement plan whereby they are entitled to a retirement pay upon reaching the normal retirement age of 60.
2. With the approval of the University President, an academic personnel may also avail of an optional early retirement if he reached the age of 55 and has at least 20 years of credited service. The computation of the retirement benefit is stated in the SMU Retirement Plan Rules and Regulations.

X. Funeral Benefit. The officially nominated beneficiaries of the deceased academic personnel (currently employed or retired) shall be granted a funeral benefit of Php50,000.00.

Circular from the Vice-President for Finance on Across-the-Board Increase in Basic Salaries for AY 2024-2025

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

VPFT Circular No. **2024-02**
AY 2024-2025

DATE : 30 OCTOBER 2024
TO : ALL EMPLOYEES
RE : AUTONOMOUS BONUS AND INCREASE IN BASIC SALARIES FOR AY 2024-2025

The Board of Trustees approved in its meeting of October 30, 2024 the following:

1. **Incentive to employees for the attainment of Autonomous Status** as follows:

₱2,000 per year	For PERMANENT and PROBATIONARY Employees
₱2,000 per year	For PART-TIME TEMPORARY AND PART-TIME Employees with Doctoral Degrees
₱1,000 per year	For PART-TIME Employees with Partial Load without Doctoral Degrees.

2. **A 6% across-the-board increase** in basic salaries retroactive August 1, 2024.

3. The incentives for the Autonomous Status will be deposited to payroll accounts on October 31, 2024 while the salary adjustments with the 6% increase will be reflected in the November 2024 payroll.

Once again, the University Administration and the Board of Trustees wish to extend deep gratitude and appreciation for all your contributions in the delivery of top-quality education, resulting to the achievement of excellent program results.

[redacted]

VENICA S. ACOSTA, CPA, MBA
Vice President for Finance and Treasurer

Noted:

[redacted]

JOHN OCTAVIOUS S. PALINA, PHD, DBA
University President

ADDENDUM:
- **For employees with less than 6 months in service (e.g. probationary and part-time employed in July-August, 2024) ₱1,000.00 incentive will also be given.**

smu.edu.ph | treasury@smu.edu.ph
0936 286 7286 | Fax No. (078) 805-3649

Inspired by Mission.
Driven by Excellence

Pay Quartile Distribution Analysis for AY 2024–2025

SMU monitors gender representation across its salary brackets to support equitable compensation practices and promote non-discrimination in the workplace. The salary distribution data from the University's Treasury and Accounting Office, shown in Table 1, indicate that women constitute the majority of employees across all salary brackets, accounting for 369 (57%) of the total workforce compared to 282 (43%) male employees. Female representation is particularly strong in the Q3 bracket (68%), while the highest salary bracket (Q4) shows a near-balanced distribution between women (52%) and men (48%). Overall, the distribution indicates that female employees are represented across all pay levels, including higher-paying positions, suggesting a generally equitable distribution of employees throughout the pay scale.

Table 1.

Pay Distribution by quartile and sex in AY 2024-2025

Salary Bracket	Salary Range	Male	Female	Total	Male %	Female %
Q1	1-250,000	170	208	378	45%	55%
Q2	250,001-400,000	66	75	141	47%	53%
Q3	400,001-800,000	36	75	111	32%	68%
Q4	800,001-above	10	11	21	48%	52%
TOTAL		282	369	651		

Female employees comprise the majority in all salary brackets, including the highest pay range. The near-balanced representation in Q4 and strong female presence in Q3 suggest broad gender representation across the pay scale, supporting overall pay-scale equity in workforce distribution.

Gender Distribution Report AY 2024-2025

University Workforce Gender Distribution Report

(AY 2024–2025)

Employment Category / Rank	Male (Count)	Female (Count)	Total	Female Ratio (%)
Administrative				
• Top Management	4	1	5	20.0%
• Mid-Level Managers (Deans, Directors)	9	12	21	57.14
• Junior Level Managers (Office/Dep't Heads)	43	74	117	63.25
Academic Personnel				
• Professor	9	24	33	72.73
• Associate Professor	18	43	61	70.49
• Assistant Professor	13	26	39	66.67
• Senior Instructor	11	15	26	57.69
• Instructor	13	25	38	65.79
Non-Academic Personnel	77	74	151	49.01
Others (outsourced, senior lecturers/retirees, those under Contract of service)	160			
TOTAL WORKFORCE	282	369	651	**56.68**

**Salary Basis: 100% of salaries are determined strictly by objective qualifications, academic rank points, and longevity footprints*

Summary: Data from the University's Human Resource Development Office show that women constitute the majority of the workforce (56.68%) and are well represented across academic and management ranks. The lower representation of women in Top Management (20%) is an opportunity for the University to strengthen equity in the leadership pipeline while maintaining overall workforce balance.

Performance Evaluation System

Chapter Six

EVALUATION, PROMOTION AND ACCELERATION OF ACADEMIC PERSONNEL

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

I. EVALUATION OF ACADEMIC PERSONNEL

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

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

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

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

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

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

B. The Academic Dean evaluates the academic personnel along administrative and academic areas.

1. The following criteria are used for the Dean's evaluation of academic personnel in the administrative area.

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

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

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

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

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

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

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

In addition, the Department Head shall conduct classroom evaluation.

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

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

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

E. The Administration's evaluation of academic personnel includes the following criteria among others:

1. **Passion for Christ's Mission and Communion with the Academic Community** are evaluated based on involvement in voluntary community development, outreach and extension activities reported to the Lingkod Maria Development and

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

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

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

The Academic Deans shall make use of the following criteria:

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

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

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

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

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

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

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

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

II. RECOGNITION FOR EXEMPLARY PERFORMANCE

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

III. PROMOTION IN RANK

A. Promotion in rank is the annual increase in rank which depends on the years of service and the evaluation of the academic personnel's performance by his/her Academic Dean, Director/Department Head, students and the Directors of University Research Center and LMCDAC.
B. Promotion in rank means vertical movement in the salary guide.
   1. For academic personnel with full load, promotion in rank means vertical movement of one year.
   2. For academic personnel with less than full load, promotion in rank means pro-rated vertical movement of 1/2 year for a satisfactory performance rating.
C. For permanent academic personnel, the required minimum performance evaluation rating to be qualified for promotion in rank is "satisfactory" (70%).
D. For probationary and part-time including temporary academic personnel, the required minimum performance evaluation rating to be qualified for promotion in rank is "satisfactory" (75%).
E. No academic personnel can be granted or promoted to the rank of Instructor without an aligned/allied master's degree (with official transcript of records).
F. For the rank of Instructor, an aligned/allied master's degree is required. For the rank of Professor, an aligned/allied doctoral degree is required.
G. An academic personnel will be retained in rank if the required minimum evaluation rating for promotion is not obtained.
H. For academic personnel who teach in different levels, the promotion is for each level. For example, one who teaches in both college and basic education levels may be promoted in high school for satisfactory performance but retained in college for unsatisfactory performance.
I. Academic personnel hired during the second semester must have served at least five (5) months to be eligible for

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

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

IV. ACCELERATION IN RANK AND SALARY ADJUSTMENT

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

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

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

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

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

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

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

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

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

Grievance Mechanism and Procedure

Chapter Nine

ADMINISTRATIVE DISCIPLINE AND GRIEVANCE PROCESSING MECHANISMS

I. ADMINISTRATIVE DISCIPLINE

A. DISCIPLINE

Every personnel is duty-bound to perform his/her assigned tasks or the functions of his/her office with honesty, sincerity, and integrity. He/She should faithfully render work appertaining to his/her position and assignment in fairness to the University as his/her employer. The personnel by virtue of his/her employment contract with the University should keep and maintain a reputation within the context of good morals and propriety at all times.

B. DECORUM

Every personnel is expected to practice the elementary rules of discipline, obedience, respect, and human relations with his/her superiors and fellow personnel at all times. He/She should act in a manner befitting the functions of his/her office, observing elementary principles of social decorum and be responsive to the needs of the people with whom he/she deals at all times. Every personnel should do his/her job with sobriety. Under no circumstance will personnel under the influence of liquor or mind-altering substances be allowed to be in his/her workplace. Every personnel is expected to speak well of the University. In any contract or statement which involves the University by way of reference, the prior knowledge and written consent of the University must first be obtained before such reference is made.

Discipline of personnel shall be primarily governed by the Code of Proper Conduct for SMU Personnel (Refer to

Annex B), and the SMU Anti-Sexual Harassment Implementing Guidelines (Refer to Annex C). They are supplemented by applicable provisions of this Manual and such other promulgations, circulars, and memoranda as may be enacted by the SMU Administration from time to time. Matters which are not covered by the Code of Proper Conduct for SMU Personnel and the SMU Anti-Sexual Harassment Implementing Guidelines may be threshed out in accordance with the procedure delineated below.

II. INSTITUTIONAL GRIEVANCE PROCESSING MECHANISMS

A. PURPOSE

The cultivation of a healthy working relationship within the academic community is essential to effective and efficient delivery of services. Thus, all sectors of the University should strive to establish a climate conducive to personal and professional growth, and reflective of the University's core values of Excellence, Innovation, Communion and Passion for Christ's Mission.

However, like in any human organization, incidents that mar the most wholesome of relationships are bound to happen. Every now and then, personnel may come up with issues pertaining to their work, University policies and procedures, their colleagues and such other factors which contribute to their dissatisfaction and are oftentimes translated into mediocre output and half-hearted service.

It is for the above reason that several grievance procedures were established to resolve personnel concerns in an equitable and timely fashion. As befits every Christian in an academic community, grievances of whatever nature are best settled through sincere dialogue, mediation, conciliation, alternative dispute resolution and negotiation.

B. GRIEVANCE PROCEDURE

The kind of procedure to be undertaken is dependent upon the nature and kind of the grievance, and they shall be dealt with in accordance with the applicable rules. Hence, grievances pertaining to conduct/s that are covered by the Code of Proper Conduct for SMU Personnel and the SMU Anti-Sexual Harassment Implementing Guidelines shall be dealt with in accordance with their provisions. On the other hand, grievances pertaining to terms and conditions of employment which are covered by the Collective Bargaining Agreement (CBA) shall be governed by the grievance procedure established therein. All other grievances not covered by the above stated grievance procedures shall be threshed out in accordance with the following procedure:

1. Every grievance/issue/concern is first expressed orally to the immediate superior/Head of office concerned. Grievances/issues/concerns that are made orally are considered informal and are to be settled informally. If the matter concerns personnel from different departments/offices, the heads of concerned offices should work collaboratively for its amicable settlement.
2. For issues submitted in written form to the President, he/she may direct the supervising Vice President to settle the issues amicably between the parties with a written amicable settlement or compromise agreement executed and signed by both parties and the supervising Vice President.
3. If the matter is not settled amicably, the immediate superior/Head of office concerned shall require the concerned personnel to reduce his/her grievance/issue/concern into writing. He/She must attach all available evidence in his/her possession substantiating claim/grievance. The immediate

superior/head must He/She may also require the other concerned party to explain his/her side.

4. On the basis of the documents thus submitted, and any interview clarifications by the head, the immediate superior/Head of office concerned shall make a decision.
5. The decision of the immediate superior/Head of office concerned shall be final, unless it is brought on appeal for review to the supervising Vice President whose decision is executory.

Administrative Session AY 2024-2025

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 4
AY 2024-2025

DATE : **3 SEPTEMBER 2024**

TO : **ALL EMPLOYEES**

RE : **ADMINISTRATIVE SESSION**

The Administrative Session is scheduled on **September 11, 2024 (Wednesday) 1:00 to 5:30 PM at the Sacred Heart Center.** All employees with full work load are expected to attend this annual institutional activity which covers the following:

1. Presentation of new employees and new appointees;
2. President's report and priorities for AY 2024-2025;
3. Updates on Quality Management by IDQAO;
4. Updates on Administrative Matters and Data Privacy and
5. Issues/ concerns/ commendations on policies, programs, projects and activities.

Faculty members with partial teaching load are likewise invited to attend, if available.

A Google form survey will be posted in the employees' GC for employees to submit issues/concerns affecting the Marian community so that answers/clarifications/solutions can be formulated, presented, and discussed during the Administrative Session. It is suggested that an employee will submit one (1) issue/concern so that others will also have a chance to be heard. Focus should be on the most important issues that affect many employees while individual concerns should be clarified by the employee with the head of the office concerned. In the spirit of balance, commendable policies, programs, projects and activities may also be submitted to guide management in what it will continue to give focus.

We look forward to your active participation in the spirit of Christian dialogue so we can continually improve our beloved Saint Mary's University.

JOHN C. TAYABAN, PHD
Vice President for Administration

Approved:

JOHN OCTAVIOUS S. PALINA, PHD
University President

ADMINISTRATIVE SESSION

September 11, 2024, 1:00PM - 5:30PM, Wednesday
Sacred Heart Center

1:00 PM	**Registration**	**HRDO Staff (via ID Tapping)**
1:15 PM	**Opening Program**	
	Opening Prayer	**Sr. Felicisima Ibay, SFIC**
	Philippine National Anthem	
	Welcome Remarks	**Dr. John G. Tayaban** *VP for Administration*
1:30 PM	**Introduction of new employees and appointees**	**Mrs. Ruby Lyn R. Nuestro** *Director, HRDO*
2:00 PM	**State of the University and Directions for the Academic Year**	**Dr. John Octavious S. Palina** *University President*
2:30 PM	**SMU Quality Assurance Updates**	**Mrs. Pearl Via S. Coballes** *Director, IDQAO*
	Administrative Updates	**Dr. John G. Tayaban** *VP for Administration*
	Responses to Issues Raised	
	Mission and Identity	**Rev. Fr. Philip A. Yu, Jr., CICM** *VP for Mission and Identity*
	Academic Issues	**Dr. Moises Alexander T. Asuncion** *VP for Academic Affairs*
	Financial Issues	**Mrs. Venica S. Acosta, CPA** *VP for Finance and Treasurer*
	Administrative Issues	**Dr. John G. Tayaban** *VP for Administration*
	Open Forum for clarifications and other unresolved issues	
5:30 PM	**Closing Prayer**	**Rev. Fr. Alberto I. Tamisen, CICM** *University Chaplain*

Mrs. Sheryl A. Baria
Department Head, BA,OA and Entrepreneurship
Moderator

SMU Employees' Union

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
VPAS 29 MAY
VPM 5-29-24
VPF -alexa
LC - NW

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

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

VICE PRESIDENT FOR ADMINISTRATION

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Page/s	Page 1 of 1

Labor Management Council Meeting

ATTENDANCE SHEET

Date: November 6, 2024 **Time:** 8:30PM **Venue:** University Boardroom
Moderator: Dr. John G. Tayaban **Subject:** LMC issues

NAME	OFFICE/DEPARTMENT	SIGNATURE
1. Dr. John G. Tayaban	VP for Administration	[redacted]
2. Rev. Fr. Philip A. Yu, Jr. CICM	VP for Mission and Identity	[redacted]
3. Dr. Moises Alexander T. Asuncion	VP for Academics	[redacted]
4. Mrs. Venica S. Acosta, CPA	VP for Finance & Treasurer	[redacted]
5. Atty. Epifanio Delbert G. Galima, III	Legal Counsel	[redacted]
6. Mrs. Ruby Lyn R. Nuestro	HR Director	[redacted]
7. Dr. Erwin Naval	Union President	[redacted]
8. Jonathan P. Vergara	Union VP - Acad	[redacted]
9. Denny Abosejo	Union VP - Non-Acad	[redacted]
10. Evelyn J. Rufurte	Union - Treasurer	[redacted]
11.		
12.		

GAWAD MARIA

Guidelines for Employee Recognitions and Awards

(as updated by the Employee Recognition and Awards Committee on 30 November 2023)

I. Introduction

The *Gawad Maria* ceremony is the University's recognition of the most significant contributions of employees to the attainment of the vision, mission and goals of the institution. The academic and non-academic personnel convene to celebrate these achievements in a fitting ceremony. Pursuant to its prerogatives, management sets and regularly updates its rules and regulations regarding employee awards to ensure their relevance and effectiveness in attaining the institutions quest for excellence and mission.

The Gawad Maria ceremonies are held in August and December of each year. The updated awards, guidelines and tasks are presented below.

II. Tasks and Work Groups

TASKS	IN-CHARGE
a. Issues circular on event including call for nominees and task assignments b. Preparation of program c. Overall supervision of the event	Office of the Vice President for Administration
Submission of nominees and their documents	1. HRDO prepares list of nominees on: a. Retiree Awards b. Longevity Awards c. Service Excellence of the Year Awards d. Magnificat Awards for Service Excellence e. Academic Achievement Awards 2.Deans, Principals and Heads of offices submit nominees from their unit to the OVPA on the following awards: a. Professional Leadership Award b. Professional Service Award c. Professional Achievement Award d. Team Award e. Christian Spirit and Social Involvement Award f.. Special Individual Award 3.URC Director submits to OVPA the nominees for a. Excellence in Research Award b. MVO Innovation Award 4.LMCDAC Director submits to OVPA nominees for *Lingkod Maria Award* 5. Corporate Secretary submits to the OVPA the nominees for *SMU BOT and Corporate member Retiree Awards*.
Deliberation of nominees for awards	1. Employee Recognition and Awards Committee (ERAC) chaired by the University President deliberates and approves the final list of awardees from

	the list submitted by the HRDO and OVPA. 2. The ERAC has the sole prerogative to approve or not to approve the nominees. 3. The ERAC consists of the AB & Directors of HRDO, URC, and LMCDAC
List of Awardees and Printing of Certificates	1. Design and text of the awards are prepared by the HRDO and reviewed by the VPA 2. Printing of certificates and ordering of plaques is done by the HRDO
c. Preparation of the video tribute to the retiree and submission to the school assigned for Ceremony management.	Mother unit of the retiree
Venue decoration	Assigned school for the year (SEAIT in 2023)
Ceremony management including emcee, ushering, music and audio-visual presentation	Assigned school for the year (Grade School in 2023)
-Invitation to retirees and special guests -Ordering of metal plates for *Sedes Mariae* -preparation of PPT for retired BOT/Corporate Members	Office of the University President
-Monetary incentives, food and other expenses, -ordering of lei & bouquet for retirees	Office of the Vice President for Finance & Treasurer
Venue preparation, lights and sounds	GSO and Teachers' Center staff

III. List of Awards

To ensure that the significant achievements are recognized promptly, several awards will be recognized in both the August and December ceremonies. Starting in August 2024, the other awards will be recognized instead of only the usual Retiree and Longevity awards.

AWARDS IN AUGUST CEREMONY	AWARDS IN DECEMBER CEREMONY
1. Retiree Recognition Award	1. Retiree Recognition Award
2. Longevity Award	2. Longevity Award
3. Academic Achievement Award	3. Academic Achievement Award
4. Professional Leadership Award	4. Professional Leadership Award
5. Professional Service Award	5. Professional Service Award
6. Professional Achievement Award	6. Professional Achievement Award
7. Excellence in Research Award	7. Excellence in Research Award
8 Team Award	8 Team Award
9. Christian Spirit and Social Involvement Award	9. Christian Spirit and Social Involvement Award
10. Special Individual Award	10. Special Individual Award
11. SMU BOT and Corporate member Retiree Award	11. SMU BOT and Corporate member Retiree Award
	12. Maurice Van Overbergh,CICM Innovation Award
	13. Lingkod Maria Award
	14. Service Excellence of the Year Award
	15. Magnificat Award for Service Excellence

IV. Period Covered:

1. The August ceremony (third week) includes achievements from January 1 to July 31 of the current year while the December 8 ceremony includes achievements from August 1 to November 20 of the current year. All other nominees submitted after the cut-off in November will be included in the August ceremony of the succeeding year. The following awards require data from the previous complete academic year hence will be awarded only in December
   A. *Service Excellence of the Year Award*
   B. *Magnificat Award for Service Excellence*
   C. *Lingkod Maria Award*
   D. *Maurice Van Overbergh,CICM Innovation Award*

2. The current designations/positions of the awardees will be indicated in the program except for the Service Excellence and Magnificat Awards where the designation/position during the academic year evaluated is indicated.

Note: For the December 2023 ceremony, the period covered is August 1, 2022 to Nov 20, 2023.

V. Deadlines:

1. The deadline for submission of nominees to the OVPA with the required documents are as follows:

August Ceremony	July 31 of the current year
December Ceremony (December 8)	November 20 of the current year

2. Nominations who do not meet the deadlines will be included for consideration in the next schedule of award ceremony.

VI. Guidelines for the Awards

The description and specific guidelines for each of the awards are elaborated below.

Award	Guidelines
1. Service Excellence for the Year Award This award is given to permanent, probationary and temporary employees who obtained a performance evaluation rating categorized as Outstanding in the previous school year (with some conditions).	A certificate is given. 1. The employee must have been in the employ of the university for at least 2 consecutive semesters. 2. An employee who was subjected to a formal investigation by the COI/CODI during the year of evaluation and whose case was issued a penalty is automatically delisted. 3. Employees who incurred excessive tardiness (2000 minutes and above) and/or absences included in the performance Evaluation (24 days and above) will be disqualified from the award. They will be demoted to very satisfactory.
2. Magnificat Awardees for Service Excellence This award is given to permanent, probationary and temporary	1. A certificate is issued and a rank adjustment (1 step) or cash incentive is given based on the rules in AEMAP 2.An employee may be accelerated without

employees who obtained Outstanding ratings for three consecutive years. Starting December 2024, Magnificat Awards will be granted for 5 years instead of 3 years of consecutive outstanding performance evaluation.	necessarily going back to Year 0 (supposing that one obtained a Very Satisfactory rating on the 3rd year) if the rating on the 4th year is at least Outstanding. 3. The same guideline applies to those who obtained Very Satisfactory ratings on the 3rd and 4th years but achieved an outstanding rating on the 5th year. 4. Starting December 2024, the Magnificat award is given for 5 years of consecutive outstanding performance that has not yet been previously credited for a Magnificat award.
3.Academic Achievement Award This award is given to tertiary faculty who obtain a masters degree with distinction or a doctoral degree, in line with specialization; basic education teachers who received a masters or doctoral degree, in line with his/her specialization from a reputable institution.. It is also given to an employee who passed a professional board or bar exams as topnotcher)	A certificate is given to: 1. For the tertiary level, it will be given only to those who obtained a Master's degree **with honors** and to those who obtained a Doctoral degree *(because a Master's degree is a minimum requirement for employment).* 2. Faculty members in the basic education level who earned a Master's degree or a Doctoral degree regardless of whether they have honors or not (*since the minimum requirement is LET).* 3. Employees who are board or bar topnotchers awarded by PRC/SC *Note: Employee/s shall submit his/her Transcript of Records and Diploma or a PRC document for topnotchers to HRDO as requirements.*
4. Professional Leadership Award This award is given to an employee who was elected/appointed as officer of national or international professional organizations.	1. A certificate is awarded to the employee who was elected/appointed as officer of a professional organization in the **national and international levels.** 2. The employee must submit a document evidence of the position
5. Professional Service Award This award is given to an employee who has rendered significant service in line with his/her profession.	A certificate is conferred to the following: 1. Speakers or Resource Persons/Facilitators in an organized seminar, conference, workshop or training at the **national to international levels.** 2. Accreditors (of FAAP, PAASCU, or other similar prestigious federations or organizations) at the **national to international levels.** 3. Coach of a winning individual or team **(Top 3) in a national to international competition or contest (Academic, Music, Arts, &Sports).** • Coach shall submit the **official designation** given by the Dean or Principal citing that he/she is the official coach. • Chaperones are not entitled to receive this award.
6. Excellence in Research Award	1. A certificate is given to employees who were able to:

This award is presented to an employee who was able to exhibit exemplary performance along research writing and publication.	a. Publish a research work in a refereed research journal indexed in Scopus, ISI, Web of Science which are accepted for the CHED Autonomous application. b. Publish a book or a **textbook** w/ ISBN c. Acquired a patent /copyright of his/her own invention 2. A certificate is also given to employees or units who received a research grant awarded by an external funding agency following a formal and competitive selection process. **Note**: Presenter of a research work in regional, national or international conferences will no longer be awarded. *Note: A research award may also be given to employees who were able to come up with creative outputs, which are not expected from their current designation of work. These may be in the form of computer programs, applications, systems, projects or similar outputs that are useful for the University.*
7. **Professional Achievement Award** This award is given to an employee who received an award from a prestigious national or international organization.	1. A certificate is given to employees who received an award or recognition for exemplary performance or achievement in his/her field of profession or in the fields of music, arts, and sports from a prestigious national or international organization. 2. The award must have been bestowed by the awarding body **without any payment** by the recipient.
8. **Team Award** The purpose of this award is to recognize the unit's outstanding performance as a team.	A certificate is given to the following: 1. Schools/Departments that achieved exemplary performance i.e. (100% passing mark) in board/bar examinations. 2. Schools/Departments/Offices that were able to organize a **national or international conference** at the University or at a partner university. Citation will only be given to those activities that are mandated for the schools/departments. 3. Units (schools, departments, officers) that are recipients of a citation, award, or recognition given by an agency, a professional organization or accrediting body at the **national or international levels.**
9. **Christian Spirit and Social Involvement Award**	• A certificate is given to employees who received recognition from a prestigious national/international professional organization

	or agency for his/her outstanding social involvement leading to the improvement of the cultural, health, environment and socio economic conditions of communities or sectors of society. Regular extension programs and outreach activities are included if they are recipients of awards or recognitions stated above.
10. **Special Individual Awards** This is a citation for employees who have exhibited a highly meritorious conduct or performed an exemplary selfless act, whether in or out of campus, that has generously benefited another individual, group, or institution including the University	A certificate is awarded. 1. This is limited to (a) acts done without compensation or remuneration, and (b) acts that exemplify commitment, persistence, and extra effort and time. 2. The award excludes (a) acts expected of everyone else like assistance in times of emergency or calamity, (b) acts that are part of our ordinary responsibilities as Christians or Marian employees, and (c) regular extension programs and outreach activities. 3. Evidence to be submitted (any of the following will be sufficient): 1. signed testimony by the recipient/s of the exemplary act or by a third party witness, which includes important details of the action/conduct (e.g., nature, date, venue) 2. a published account about the action/conduct
11. **Maurice Van Overbergh,CICM Innovation Award** This citation honors Fr. MVO a botanist, anthropologist, ethnologist and linguist of world renown who studied about the Cordillera. The Maurice Van Overbergh, CICM Innovation Award is given to a faculty researcher who excels in almost all aspects of research life in the university and above all, producing innovations with substantial impact to solve societal needs and concerns.	1. A plaque is given to one (1) employee whose research achievements best exemplifies the core value of innovation 2. The award states the year (ex. Fr. MVO Research Award for 2023) 3. The URC Director submits 3 nominees to the ERAC
12. **Lingkod Maria Award** This citation is given to an employee who models the selfless service of Mama Mary in support of Christ's mission.	1. A plaque is given to one (1) employee whose service best exemplifies the core value of Passion for Christ's Mission. 2. The award states the year (ex. Lingkod Maria Award for 2023) 3. The LMCDAC Director submits 3 nominees to the ERAC
13. **Retiree Recognition Awards** This award recognizes the lifelong dedication of employees	This award is given in the form of a *Sedes Mariae* statue given to the employee retiree. A monetary incentive is given.

who have served the University until their retirement.	
14. Longevity Recognition Awards This award recognizes an employee's milestone years of the service to the University	A certificate or plaque is given. See details below
15. BOT and Corporate Members Retirement Award This award is given to members of the SMU Board of Trustees and members of the SMU Corporation who have completed their service to the University.	The award is a *Sedes Sapientae* statue and a monetary incentive.

Guidelines for the Longevity Awards. In recognition of their devotion to the University, the following awards are given to permanent Academic and Non-Academic Personnel who have rendered **5,** 10, 15, 20, 25, 30, 35 and 40 years of actual full-time service.

For the purpose of qualifying an employee for longevity award, the basis is the actual number of years of service rendered as an employee on full workload.

YEARS OF SERVICE	AWARD/S
Regular Status	*A Single academic personnel or childless married academic personnel is entitled to one (1) college scholarship for a ward at Saint Mary's University upon attainment of regular status. The scholarship is non-transferable and will be discontinued when the personnel shall have his/her own child enrolled and enjoying the Study Grant for Personnel Dependents. The benefit shall be cancelled when the personnel resigns or is terminated for a cause. Further, this does not apply to single or childless married employees who have already availed of a scholarship for a ward from elementary to college at SMU.* (VPA Circular 25, issued on May 7, 2016)
Eight (8) years of service	*A single or a childless married non-academic personnel is entitled to one (1) college scholarship for a ward at Saint Mary's University after eight (8) years of service. The scholarship is non-transferable and will be discontinued when the personnel shall have his/her own child enrolled and enjoying the Study Grant for Personnel Dependents. The benefit shall be cancelled when the personnel resigns or is terminated for a cause. Further, this does not apply to single or childless married employees who have already availed of a scholarship for a ward from elementary to college at SMU.* (VPA Circular 17, issued on January 12, 2017)

5 years	A certificate plus P 4,000.00
10 years	A certificate plus 8,000.00
15 years	1. A certificate plus 12,000.00 2. A single or a childless married personnel with 15 years of service is given a certificate for one (1) scholarship for a ward or dependent from Kindergarten 2 to College at Saint Mary's University, subject to the following terms and conditions: a. The terms of the scholarship are the same as that for regular personnel dependents. b. The scholarship is non-transferable and will be discontinued when the personnel shall have his/her own child enrolled and enjoying the Study Grant for Personnel Dependents. c. This benefit will be continued even after the retirement, death or total and permanent disability of the personnel. d. The benefit stops when the personnel resigns or is terminated for cause.
20 years	A certificate plus 20,000.00
25 years	A Plaque and PhP10,000 plus Certificate of Scholarship for one ward from Kindergarten 2 to College at Saint Mary's University, subject to the following terms and conditions: a. The terms of the scholarship are the same as that for regular personnel dependents. b. This benefit is non-transferable and will be continued even after the retirement, death or total and permanent disability of the personnel. c. The benefit stops when the personnel resigns or is terminated for cause.
30 years	A plaque plus 30,000.00
35 years	A plaque plus 35,000.00
40 years	A plaque plus 40,000.00

VII. Effectivity.

These revised guidelines are effective 13 November 2023 until further revised by the Employee Recognition and Awards Committee (ERAC). Updated Nov. 30, 2023.

Summarized by:

(SGD)John G. Tayaban, PhD, RPm, RPsy
Vice President for Administration

Approved:

(SGD)John Octavious S. Palina, PhD, DBM
University President