8.2.9 Does your university as a body recognize labor rights for all, including women & international Staff?

Due Process Policies (Excerpt from SMU's Administrative and Employment Manual for Academic Personnel, 2023 ed.)

C. EMPLOYMENT CONTRACTS

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

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

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

the University officers from junior administrative officers to top management.

8. Resignation of an Academic Personnel

   An academic personnel, who resigns within the 30-day period prior to the effectivity date of resignation will make him/her liable to pay damages in the amount equivalent to his/her three-month salary or Php50,000.00, whichever is lower. A separate penalty in the amount of Php75,000.00 shall be imposed upon the employee if he/she resigns within the school year or midyear term for breach of contract. A permanent and tenured academic personnel who will resign shall likewise forfeit his/her status.

9. Separation benefits due to resignation of personnel shall be governed by the provisions of the existing University Retirement Plan Rules and Regulations (Refer to Annex A).

III. ABANDONMENT

For a charge of abandonment to prosper, absence from work and deliberate intent to discontinue employment without intention to return must be proven (*MORPHE, 2009*).

1. An academic personnel is charged for abandonment in any of the following instances:
   a. does not report for- work for more than 30 calendar days for whatever reason without filing an application for leave;
   b. does not return for work upon notice that the application for leave has been disapproved; and/or
   c. any other similar or analogous situation.

2. In any of the above cases, the academic personnel shall be considered absent without leave (AWOL) and, after 15 calendar days from receipt of notice to return to work,

he/she shall be terminated from the service for abandonment of work after due process.

3. In like manner, those who fail to report on duty within 30 days from the expiration of their allowed leave shall be deemed as having abandoned work and shall be separated after due process without need of notice.
4. An academic personnel, who abandons work will make him/her liable to damages in the amount equivalent to Php150,000.00.

IV. DISMISSAL/TERMINATION FOR CAUSE

1. An academic personnel may be dismissed at the instance of the University for any of the just and authorized causes listed in the Labor Code of the Philippines, Manual of Regulations for Private Higher Education (MORPHE), SMU Data Protection Policy, and other applicable laws, the Collective Bargaining Agreement, SMU Administrative and Employment Manual for Academic Personnel in Higher Education (AEMAPHE), the Code of Proper Conduct for SMU Personnel, the SMU Anti-Sexual Harassment Implementing Guidelines, and such other rules and regulations as may hereafter be promulgated by the University. Dismissal for cause shall be undertaken in strict observance of the requirements of due process.

2. The following are some of the causes for dismissal/termination by the University:

   a. Serious misconduct or willful disobedience by the employee of the lawful orders of school authorities in connection with his/her work;
   b. Gross and habitual neglect by the employee of the trust reposed in him by school authorities;

Annex B

CODE OF PROPER CONDUCT
FOR SMU PERSONNEL

Section 1. Statement of Policy. Proper conduct plays a very vital role in achieving the institutional mission of integral formation of person inspired by Christ's mission and driven by excellence, innovation, and communion. As such, the University expects all its personnel to contribute their share in this effort by following the prescribed norms of proper conduct and behavior as spelled out in this Code, the Manuals for Academic and Non-Academic Personnel, the SMU Anti-Sexual Harassment Implementing Guidelines, and such other rules and regulations as may be promulgated by the University in the future.

The Code of Proper Conduct is aimed primarily at developing self-discipline among SMU personnel. For this reason, it should be considered as an instrument for the maintenance of proper conduct and should not be viewed from a punitive perspective. It also seeks to correct unbecoming conduct and unsatisfactory work habits in order to maintain a clean, healthy, safe, friendly, productive and pleasant work environment.

Section 2. Scope. The provisions of this Code shall apply to all academic and non-academic personnel of Saint Mary's University regardless of their employment classification and status. It shall apply not only to all acts committed within the campus of SMU, but also to those committed outside the University domain insofar as it relates to the performance of the duties and responsibilities of its personnel, or it affects SMU's name and good reputation.

Section 3. General Guidelines

3.1 The immediate superior shall exercise primary jurisdiction in implementing this Code. As such, he/she shall be primarily

responsible in enforcing its provisions and other institutional rules and regulations, undertake appropriate corrective actions, and initiate administrative complaints when warranted by circumstances.

3.2 The rudiments/requirements of due process, both procedural and substantive shall always be observed prior to the imposition of appropriate administrative sanction.

3.3 When the unacceptable behavior of the personnel is established by substantial evidence, the appropriate corrective action shall be promptly and consistently applied. Aggravating and mitigating circumstances may be considered on a case-to-case basis and proven evidence.

3.4 When the unacceptable behavior involves damage to property, in addition to the imposition of appropriate administrative sanction, the respondent shall also be required to restitute or pay for the lost or damaged property based on its replacement value, repair the damage caused, or be required to indemnify its consequential damages if applicable under the circumstances.

3.5 The list of unacceptable behavior and sanctions in this Code is not exclusive. Other unacceptable behavior and their corresponding sanction are spelled out in the Manual of Regulations for Private Higher Education (MORPHE), Manual of Regulations for Private Schools (MRPS), Labor Code of the Philippines and in such other circulars, and memoranda as may be promulgated by the SMU Administration from time to time, subject only to the requirement of proper dissemination.

3.6 When a single act constitutes two or more unacceptable behavior under this Code, the corrective action for the more serious unacceptable behavior shall be applied.

3.7 The proceedings under this Code are administrative in nature. As such, the University is not obliged to afford the parties a trial-type proceeding. Neither is the University bound by technical rules of procedure or evidence applied in the courts of law or agencies exercising quasi-judicial functions. The submission of pleading, countervailing written evidence,

Section 5. Procedure to be Followed for Unacceptable Behaviors that Warrant Counseling or Reprimand. To comply with the requirements of due process before the imposition of proper administrative sanction, the following procedure shall be observed:

5.1 Any person (personnel, student, parent, alumni, client, visitor, etc.) may file a written complaint against any personnel of Saint Mary's University for an unacceptable behavior listed above. The complaint shall be filed in the office of the immediate superior of the subject personnel. Complaints that are filed to any school personnel shall be referred to the Vice President for Administration and the immediate superior of the personnel being complained about (hereinafter to be referred to as "the respondent").

a. When reports or complaints are conveyed in oral, phone, text, chat messages, or through social media platform to any school personnel, the receiver shall require the complainant to reduce the same into writing and file with the University. The University reserves the right to refuse to proceed with the administrative inquiry until the complainant complies with this condition. For violation of University rules and regulations, the immediate superior should initiate the administrative process against the respondent.

b. Anonymous complaints that are received by any school personnel shall be forwarded to the HRDO who shall furnish the immediate superior and the Vice President for Administration the copy of the complaint. If the complaint contains verifiable information, the immediate superior shall conduct proper investigation to determine if there is sufficient basis to initiate an administrative proceeding against the personnel concerned.

5.2 Upon receipt of the complaint, or when a personnel violates University rules and regulations, the immediate superior shall prepare a written directive addressed to the respondent requiring him/her to explain within a period not exceeding 72 hours from receipt why he/she should not be administratively sanctioned for a specified violation of the Code of Proper Conduct for SMU Personnel. Relevant documents, if any, evidencing the infraction committed by the respondent shall be attached in the written directive. The written directive, as well as the attachments, must be personally served upon the respondent.

5.3 If the respondent fails to file his/her written explanation/answer within the prescribed period, the immediate superior shall prepare five copies of the decision duly noted by the supervising authority mentioned in Section 5.4 within five (5) working days from the expiration of the term given the respondent. The decision must be personally served upon the respondent and receipt thereof duly acknowledged by him/her. The copies shall be distributed as follows:

- 1st copy- the respondent
- 2nd copy- file of the immediate superior
- 3rd copy- HRDO copy to be filed in the 201 file of the respondent
- 4th copy- complainant
- 5th copy- Legal Counsel

5.4 If the respondent files his/her answer, the immediate superior shall initiate a mediation or conciliation to settle the issue within two (2) working days after receipt of the response/answer. If unresolved, the immediate superior conducts an investigation. For this purpose, he/she may require the complainant and the respondent to submit their evidence. On the basis thereof, he/she shall make the corresponding report, which shall be noted by the proper approving authority.

5.5 If after investigation, the immediate superior finds that the respondent is liable/not liable of the charge, he/she shall prepare five copies of the decision duly noted by the supervising authority mentioned in Section 5.4 within seven (7) working days after the expiration of the two (2) days period. The same must be personally served upon the respondent and receipt thereof duly acknowledged by him/her. The copies shall be distributed as follows:

- 1st copy- the respondent
- 2nd copy- file of the immediate superior
- 3rd copy- HRDO copy to be filed in the 201 file of the respondent
- 4th copy- complainant
- 5th copy- Legal Counsel

5.6 The respondent or complainant may appeal the findings of the immediate superior to the Office of the University President whose findings shall be final and executory.

Section 6. Procedure to be Followed for Unacceptable Behaviors that Merit Suspension, Demotion or Dismissal. To comply with the requirements of due process before the imposition of proper administrative sanction, the following procedure shall be observed:

a. Any person (personnel, student, parent, alumni, client, visitor, etc.) may file a written complaint against any personnel of Saint Mary's University for an unacceptable behavior listed above. The complaint shall be filed in the office of the immediate superior of the subject personnel. Complaints that are filed to any school personnel} shall be referred to the immediate superior of the personnel being complained about (hereinafter to be referred to as "the respondent" and to the Vice President for Administration. When reports or

complaints are conveyed in oral, phone, text, chat messages, or through social media platform to any school personnel, the receiver shall require the complainant to reduce the same into writing and file with the University. The University reserves the right to refuse to proceed with administrative inquiry until the complainant complies with this condition. For violation of University rules and regulations, the immediate superior should initiate the administrative process against the respondent.

b. Anonymous complaints that are received by any school personnel shall be forwarded to the HRDO who shall furnish the immediate superior and the Vice President for Administration the copy of the complaint. If the complaint contains verifiable information, the immediate superior shall conduct proper investigation to determine if there is sufficient basis to initiate an administrative proceeding against the personnel concerned.

Upon receipt of the complaint, or when a personnel violates University rules and regulations, the immediate superior shall prepare a written directive addressed to the respondent requiring him/her to explain within a period not exceeding 48 hours from receipt why he/she should not be administratively sanctioned for a specified violation of the Code of Proper Conduct for SMU Personnel. Relevant documents, if any, evidencing the infraction committed by the respondent shall be attached in the written directive. The written directive, as well as the attachments, must be personally served upon the respondent.

6.2 Upon receipt of the complaint, or when a personnel violates University rules and regulations, the immediate superior shall prepare a written directive addressed to the respondent

its findings and recommendation to the disciplining authority when the evidence warrants.

SECTION 12. ACTION ON THECOMPLAINT

After evaluating the complaint, the CODIshall:

a. *For complaints against an employee, faculty or student of SMU:* Proceed with the investigation if the complaint is sufficient in form and substance. A complaint is sufficient in form and substance if all the elements provided in the immediately preceding provision are present.

b. *For complaints against personnel of third-party service providers or partner institutions or guests or visitors of SMU:* Recommend the referral of the complaint to the service provider, partner institution or to the proper government authorities for proper investigation and action.

c. The CODI shall likewise recommend to the University President to provisionally disallow the personnel of third-party service provider or of partner institutions complained of, or guests or visitors from entering the premises of SMU or from transacting with SMU while investigation is pending before the service provider, partner institution or to the proper government authorities.

SECTION 13. INVESTIGATION OF CASES BEFORE THE CODI

The CODI shall, at all times, observe due process and investigate and decide on said complaint within ten (10)

working days or less upon receipt thereof, following the procedures, towit:

a. Within 24 hours of receipt of the written complaint, the CODI shall commence the investigation by notifying the Respondent of the Complaint filed against him / her with a directive to submit his / her Counter-Affidavit/Comment under oath and submit evidence in his/her defense within 72 hours from receipt of the notice and furnish a copy thereof to the Complainant. Motion to Dismiss is not allowed. Otherwise, the Counter-Affidavit/Comment shall be considered as not filed or that the Respondent shall be declared in default.
b. Upon receipt of the Counter-Affidavit/Comment under oath and evidence submitted by the Respondent, the CODI shall conduct an *ex-parte* examination of the documents submitted by the parties, including available records of the case.
c. With the agreement of both parties, the possibility of amicable settlement, mediation, conciliation or submission to alternative modes of dispute resolution is explored. In such case, a written agreement signed by both parties shall specify the conditions and penalty, which should be compliant with the penalties stated in Section 4.
d. The factual issues to be resolved by the Committee shall only be limited to those which were alleged in the Complaint. For this reason, the complainant cannot present evidence on issues that are not tackled in the Complaint. In the same manner, the respondent can present evidence to support the allegations in the Answer but not on matters which are not mentioned therein. The Committee may stop the presentation of evidence which were not

SECTION 15. DISCIPLINING AUTHORITY

The disciplining authority consisting of the Committee on Arbitration (COA) composed of the Vice Presidents and the Legal Counsel shall decide the case within thirty (30) days of receipt of the CODI Investigation Report and Recommendation.

SECTION 16. FINALITY OF DECISIONS

a. A decision rendered by the disciplining authority where the penalty of reprimand, serious reprimand, suspension for not more than thirty (30) days, or a fine in the amount not exceeding thirty (30) days' salary is imposed, shall be final and executory and not appealable, unless a motion for reconsideration is seasonably filed. However, the Respondent may file an appeal within fifteen (15) days before the disciplining authority when the issue raised is a violation of due process.

b. If the penalty imposed is exclusion, dismissal, suspension exceeding thirty (30) days, or a fine in an amount exceeding thirty (30) days' salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal, and no such pleading has been filed.

c. A motion for reconsideration may be filed before the disciplining authority by the Respondent within fifteen (15) days of receipt of the decision of the disciplining authority. The disciplining authority shall act or decide on the motion for reconsideration within thirty (30) days of receipt thereof.

SECTION 17. MOTION FOR RECONSIDERATION OR APPEAL, AND SUBSEQUENT PROCEEDINGS, AND OTHER MATTERS NOT COVERED BY THESE GUIDELINES

The filing of a motion for reconsideration and appeal, and subsequent proceedings and other matters not covered by these Guidelines shall be governed by:

a. the Manual of Regulations of Private Higher Education ('MORPHE'), for students of the institution;
b. Labor laws and regulations for those employed by the HEI. He or she may file an original action before the National Labor Relations Commission questioning the decision of the disciplining authority.

SECTION 18. PARALLEL AND COMPLEMENTARY ACTIONS

Nothing in these Guidelines shall be construed to limit the rights of the victims of GBSH from pursuing civil, criminal and other legal actions as may be provided by law.

SECTION 19. MOTU PROPIO INVESTIGATION.

Even if an individual does not want to file a complaint or does not request that the school take any action on behalf of a student, staff, or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of Gender Based Sexual Harassment (GBSH) or sexual violence, the school should promptly investigate to determine the veracity of such information or knowledge and the circumstances under which such act of GBSH or sexual violence were committed and take appropriate steps to resolve the situation. If a school knows or reasonably should know about acts of GBSH or sexual violence could have been committed that creates a hostile environment, the school must take immediate action to eliminate the same acts, prevent their recurrence, and

SMU ANTI-SEXUAL HARASSMENT POLICY AND IMPLEMENTING GUIDELINES

SECTION 1. STATEMENT OF POLICY.

The University strongly condemns any form of sexual harassment, exploitation and intimidation. In keeping with this declaration, any act or conduct constituting work-, education- or training-related sexual harassment or Gender–based sexual harassment ('GBSH') shall render the perpetrator liable for administrative sanctions to be enforced in a manner as herein provided.

These updated Guidelines are based on Republic Act No. 7877 or the *Anti-Sexual Harassment Act of 1995*, Republic Act No. 9262 or the *Anti- Violence Against Women and Their Children Act of 2004*, Republic Act No. 11313 or the *Safe Spaces Act of 2019* and most recently, CHED Memorandum Order No. 3, Series of 2022 or the *Guidelines on Gender-based Sexual Harassment in Higher Education Institutions* and other relevant laws and guidelines.
Pursuant to the above policy, the process for reporting and responding to complaints of sexual harassment shall be posted in conspicuous bulletin boards in the University. In the same manner, the Committee on Decorum and Investigation (CODI), the Human Resource Development Office (HRDO), the Office of the Dean of Student Affairs and Services (DSAS), and Prefects of Discipline (POD) shall undertake regular and continuing awareness campaign program in order to effectively prevent, to promptly correct, and if necessary, to impartially deal on violation of this policy by any member of the University community.

SECTION 2. PERSONS LIABLE FOR GENDER-BASED SEXUAL HARASSMENT

Gender-based sexual harassment may be committed by the following:

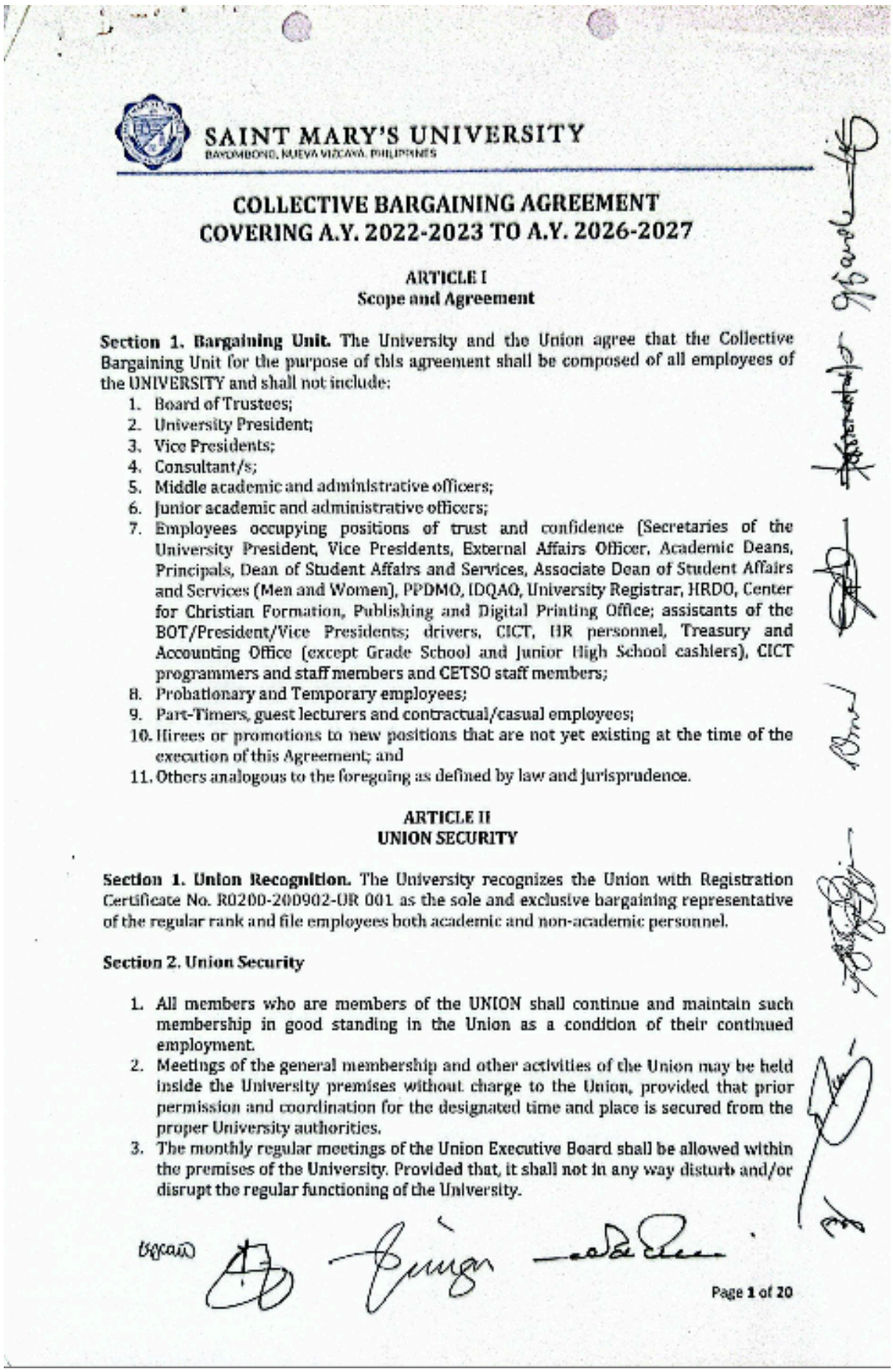
a. Persons of the same or opposite sex who have authority,

for mentoring.

C. Academic Personnel - Students Relationship

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

Collective Bargaining Agreements



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

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

ARTICLE I
Scope and Agreement

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

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

ARTICLE II
UNION SECURITY

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

Section 2. Union Security

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

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Section 3. Option to Accept Promotion

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

Section 4. Dues and Assessments

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

Section 5. Union Meetings & Quarters

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

ARTICLE III
Union Rights and Privileges

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

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

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

ARTICLE IV
Obligation of Both Parties

Section 1. Justice and Fairness

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

ARTICLE V
Union Representations

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

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

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

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

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

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

A. Academic Personnel

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

B. Non-Academic Personnel

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

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

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

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

1 The three years should show an increasing trend of performance evaluation rating in the Satisfactory level (rating of 75 to 79), or sustained at least Very Satisfactory performance rating.

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

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

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

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

The period of probation may be shortened by the University President upon the recommendation of the Personnel Selection, Rank and Tenure Committee (PSRTC). One year of probation may be waived for every year of outstanding performance, but in no way can it be less than two (2) years.

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

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

Section 3. Criteria for Promotion

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

Section 4. Academic Ranking.

The college academic ranks are:

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

The Basic Education step ranks are:

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

Section 5. Non-Academic Ranking.

The ranks for the non-academic employees are:

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

ARTICLE VII
Teaching Load

Section 1. Teaching Load

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

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

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

Section 2. Teaching Load Assignment

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

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

Section 3. Four-Preparation Limit.

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

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

ARTICLE VIII
Working Conditions

A. Academic Personnel

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

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

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

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

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

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

B. NON-ACADEMIC PERSONNEL

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

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

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

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

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

ARTICLE IX
Career Advancement

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

Section 2. Study Grant Program

A. Academic Personnel

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

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

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

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

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

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

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

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

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

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

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

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

a. Permanent employees enrolled on their own expense at Saint Mary's University shall be granted a 20% discount on tuition fees if enrolled in the masterate degree program, and 10% discount on tuition fees if enrolled in the doctorate and Juris Doctor programs."
b. The employee is required to accomplish the permit to study to avail the discount.
c. Academic personnel with full work load in the University (teaching and non-teaching) and who are enrolled on their own expense, may avail of the 50% discount on tuition fees if enrolled in allied/aligned masterate degree program in SMU.
d. Permit to study and progress reports are required to be accomplished.

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

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

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

ARTICLE X
Scholarships

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

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

ARTICLE XI
Provisions for Salaries and Other Economic Benefits

Section 1. Incremental Proceeds.

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

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

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

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

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

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

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

Section 7. Bereavement Leave. All employees shall be entitled to seven (7) working days bereavement leave with pay that may be availed within the 40-day period from date of death of employee's immediate family member. This leave aims to allow the employee to

attend to the funeral wake, interment, 9th day and 40th day of death of employee's immediate family member.

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

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

Section 8. Leave of Absences

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

Section 9. Death Benefits.

1. In the event that a member dies from any cause except self-inflicted injuries, his/her officially nominated beneficiaries shall be entitled to receive a death benefit in lump sum equal to the Retirement benefit (last monthly salary multiplied by the corresponding retirement benefit rate multiplied by the credited years of service) but not less than Php50,000.00.

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

Section 10. Longevity Pay/Loyalty Awards.

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

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

Section 11. Medical and Dental Benefits.

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

2. The University shall provide probationary and permanent employees an annual medical examination free of charge which includes the following: ECG, chest x-ray, CBC, urinalysis, blood chemistry which includes: FBS, BUN, Creatinine, Cholesterol, HDL, LDL, Triglycerides, Uric Acid, SGPT and SGOT.

Section 12. Insurance Protection.

All full time employees are covered (on a rider policy, as negotiated by Administration) by the group accident insurance package that covers all enrolled students of the University which may vary from year to year. The benefits under this accident insurance coverage may include.

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

Other Features

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

Section 13. Overtime Pay and Field Work.

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

Section 14. Mid-year term Pay

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

Section 15. Retirement Benefits

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

Section 16. Resignation Benefit

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

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

Section 17. Sabbatical Leave

1. All full-time faculty and staff who have served Saint Mary's University for 20 years are qualified for sabbatical leave of one (1) month with pay. If not availed, the employee may still qualify for a sabbatical leave of one and one-half (1 ½) months after 25 years of service. If an employee avails the one-month sabbatical leave with pay after 20 years of service, he/she can still avail a half-month leave with pay upon reaching 25 years of service. The leave is upon the recommendation of the Dean or Head of Office, endorsed by the Advisory Board and approved by the President.

2. For the faculty, the sabbatical leave applies only to faculty members who are teaching in the college level and to non-academic personnel. Elementary and high school faculty already enjoy a similar privilege during mid-year term.
3. The chief purpose of the sabbatical leave is for the personnel to be re-energized to continue efficient service to the University.
4. The sabbatical leave pay is based on the salary corresponding to the rank/step of the employee or the total salary for fixed units for those with fixed units.
5. The Advisory Board shall use the following criteria in approving and/or selecting the grantees:
   a. Urgency of purpose
   b. Exigency of service
   c. Seniority
   d. Date/Timing of leave
6. In a given year, the number of grantees to avail of the sabbatical leave shall not be more than 5.
7. The sabbatical leave should preferably start at the beginning of a term. The application for sabbatical leave should be filed at least one month before the start of the leave.
8. The sabbatical leave preferably should not be during peak periods. The recommended periods are second semester or mid-year term.
9. Upon return, the employee shall carry at least the basic load for the semester.
10. The leave shall not be considered as a disruption in the service of the employee.
11. One who is granted sabbatical leave and does not immediately return for work at the end of the sabbatical leave period shall be considered resigned from the university after non-compliance with the return to work notice. The employee shall immediately reimburse the benefit granted through deduction from whatever amounts are due to the employee. In meritorious cases as recommended by the Advisory Board, an extension of the leave without pay may be approved by the University President, but the same must be applied at least 15 days before the beginning of the requested extension.
12. If the sabbatical leave is not availed of by a qualified employee whose application is constantly denied by the Advisory Board/President due to the exigencies of the work force or for other reasons, the sabbatical leave pay for one month (after 20 years of service) and one and one-half months (after 25 years of service) shall be monetized and given upon retirement.

Section 18. Substitution Pay

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

Section 19. Other Benefits.

The Administration:

1. shall pay the 13th month pay of employees in two installments: midyear and not later than December 5 of each year. For emergency cases or other contingencies, an advance of the 13th month pay may be granted. The salaries during approved sabbatical leave and sick leaves with pay shall be included in the computation of the gross pay for purposes of computing the thirteenth month pay. *Honorarium-based pay and NSTP pay shall be included in the computation of the thirteenth month pay.

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

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

Section 20. Signing Bonus

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

Section 21. Non-Economic Benefits.

1. The employees' share in the incremental proceeds of tuition fee increase shall be distributed not later than three (3) months from the beginning of the school year subject to CHED guidelines.
2. Justifiable absences shall not be taken against the employee in the evaluation. For this purpose, the following are considered justifiable absence:
   a. Sick leave (with medical certificate if sick leave is for 2 days or more)
   b. Absences approved by the University as leaves with pay for a maximum of 10 days
   c. Bereavement leave of 7 working days
   d. Authorized absences incurred by Union officers or their authorized representatives during CBA negotiations, LMC meetings and other Management-Union activities for a maximum of 15 days only
   e. All other institutional and legally granted leaves.
3. The University shall notify the Union of any dismissal for authorized causes or retrenchment of an employee within 30 days prior to the occurrence of such event.
4. The employees shall be informed of the results of their evaluation made by the students, colleagues and/or superiors, as well as the ranking/re-ranking points they earned. This is without prejudice to the right of the concerned employee to inquire how the evaluation was done.
5. The University shall provide a child care facility in AY 2022-2023.

ARTICLE XII
Labor-Management Cooperation (LMC)

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

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

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

ARTICLE XIII
Termination of Services

Section 1. Resignation and Leave of Absence Without Pay.

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

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

Section 3. Termination Proceedings.

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

ARTICLE XIV
Grievance Procedure

Section 1. Declaration of Principles.

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

Section 2. Grievance Procedure

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

ARTICLE XV
Strike and Work Stoppage

Section 1. Declaration of Principles.

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

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

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

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

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

ARTICLE XVII
Effectivity and Duration of Agreement

Section 1. Effectivity and Duration.

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

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

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

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

Section 2. Separability Clause.

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

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

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

SAINT MARY'S UNIVERSITY (SMU)

Represented by:

Dr. John G. Tayaban
Vice President for Administration

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

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

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

Atty. Epifanio Delbert G. Galima III
Legal Counsel

Mrs. Ruby Lyn R. Nuestro
HRDO Director

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

Represented by:

Mrs. Dorilyn C. Tiongson
President

Dr. Erwin D. Naval
Vice President for Faculty

Mr. Dennis Abosejo
Vice President for Office Personnel

Miss Evelyn J. Rizardo
Board of Director

Mr. Francisco L. Lopez Jr.
Board of Director

DR. JOHN OCTAVIOUS S. PALINA
University President

Transparent Pay Structures for All Employees

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.

MONTHLY SALARY GUIDE with 6% increase
SY 2024-2025

Name:
Rank:

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

Document Code	EOMS-CHA-FO-021, Rev. 0
Effectivity Date	2024/12/08
Page/s	1 of 1

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

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

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

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

Dr. John Octavious S. Palina
University President

SAINT MARY'S UNIVERSITY

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

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

Name:	
Step:	

Document Code	**EOMS-CHA-FO-021, Rev. 00**
Effectivity Date	**2024/12/08**
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STEP	Bachelor's Degree		With Board		With Masteral		MA with Board	
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025
1	15,550	16,483	16,500	17,490	17,136	18,164	17,769	18,835
2	15,865	16,817	16,818	17,827	17,453	18,500	18,088	19,173
3	16,183	17,154	17,136	18,164	17,769	18,835	18,404	19,508
4	17,136	18,164	17,453	18,500	18,088	19,173	18,721	19,844
5	17,453	18,500	17,769	18,835	18,404	19,508	19,038	20,180
6	17,769	18,835	18,088	19,173	18,721	19,844	19,356	20,517
7	18,088	19,173	18,404	19,508	19,038	20,180	19,674	20,854
8	18,404	19,508	18,721	19,844	19,356	20,517	19,992	21,192
9	18,721	19,844	19,038	20,180	19,674	20,854	20,307	21,525
10	19,038	20,180	19,356	20,517	19,992	21,192	20,626	21,864
11	19,356	20,517	19,674	20,854	20,307	21,525	20,942	22,199
12	19,674	20,854	19,992	21,192	20,626	21,864	21,261	22,537
13	19,992	21,192	20,307	21,525	20,942	22,199	21,577	22,872
14	20,307	21,525	20,626	21,864	21,261	22,537	21,895	23,209
15	20,626	21,864	20,942	22,199	21,577	22,872	22,212	23,545
16	20,942	22,199	21,261	22,537	21,895	23,209	22,530	23,882
17	21,261	22,537	21,577	22,872	22,212	23,545	22,846	24,217
18	21,577	22,872	21,895	23,209	22,530	23,882	23,165	24,555
19	21,895	23,209	22,212	23,545	22,846	24,217	23,480	24,889
20	22,212	23,545	22,530	23,882	23,165	24,555	23,799	25,227
21	22,530	23,882	22,846	24,217	23,480	24,889	24,115	25,562
22	22,846	24,217	23,165	24,555	23,799	25,227	24,434	25,900
23	23,165	24,555	23,480	24,889	24,115	25,562	24,750	26,235
24	23,480	24,889	23,799	25,227	24,434	25,900	25,068	26,572
25	23,799	25,227	24,115	25,562	24,750	26,235	25,384	26,907
26	24,115	25,562	24,434	25,900	25,068	26,572	25,703	27,245
27	24,434	25,900	24,750	26,235	25,384	26,907	26,019	27,580
28	24,750	26,235	25,068	26,572	25,703	27,245	26,338	27,918
29	25,068	26,572	25,384	26,907	26,019	27,580	26,654	28,253
30	25,384	26,907	25,703	27,245	26,338	27,918	26,972	28,590
31	25,703	27,245	26,019	27,580	26,654	28,253	27,289	28,926
32	26,019	27,580	26,338	27,918	26,972	28,590	27,607	29,263
33	26,338	27,918	26,654	28,253	27,289	28,926	27,922	29,597
34	26,654	28,253	26,972	28,590	27,607	29,263	28,241	29,935
35	26,972	28,590	27,289	28,926	27,922	29,597	28,557	30,270
36	27,289	28,926	27,607	29,263	28,241	29,935	28,877	30,610
37	27,607	29,263	27,922	29,597	28,557	30,270	29,192	30,944
38	27,922	29,597	28,241	29,935	28,877	30,610	29,510	31,281
39	28,241	29,935	28,557	30,270	29,192	30,944	29,827	31,617
40	28,557	30,270	28,877	30,610	29,510	31,281	30,145	31,954
41	28,877	30,610	29,192	30,944	29,827	31,617	30,461	32,289
42	29,192	30,944	29,510	31,281	30,145	31,954	30,779	32,626
43	29,510	31,281	29,827	31,617	30,461	32,289	31,095	32,961
44	29,827	31,617	30,145	31,954	30,779	32,626	31,415	33,300
45	30,145	31,954	30,461	32,289	31,095	32,961	31,731	33,635
46	30,461	32,289	30,779	32,626	31,415	33,300	32,049	33,972
47	30,779	32,626	31,095	32,961	31,731	33,635	32,365	34,307
48	31,095	32,961	31,415	33,300	32,049	33,972	32,683	34,644
49	31,415	33,300	31,731	33,635	32,365	34,307	33,000	34,980
50	31,731	33,635	32,049	33,972	32,683	34,644	33,319	35,318

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

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

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

Dr. John Octavious S. Palina
University President

SAINT MARY'S UNIVERSITY

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

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

Document Code	**EOMS-CHA-FO-021, Rev. 00**
Effectivity Date	**2024/12/08**
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Name:
Step:

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

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

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

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

Dr. John Octavious S. Palina
University President

Just compensation, including for outsourced staff (security and maintenance)

Excerpt from the Contract with Security Agency

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

5. TRAINING OF GUARDS

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

6. MODE OF PAYMENT

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

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

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

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

7. ESCALATION PROVISION

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

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OFFICE OF THE LEGAL COUNSEL
DATE: JUN 24 2024

Just compensation, including outsourced staff (security and maintenance)

Excerpt from the Contract with the Manpower/Maintenance Agency Service

(MRF);

k. Removal of cobwebs and scrubbing of stain marks or fingerprints on walls, doors, post and ceilings;

l. Checking of water faucets, water apparatus, lights, and electrically run equipment, windows, and doors at the close of office hours;

m. Checking and controlling and maintaining the refilling of overhead water tanks;

n. For those assigned in the school canteens, the work includes keeping the whole canteen area clean, sanitizing the dining tables after every use by customers, wash the spoons, forks and plates (excluding the serving trays, pots and pans of concessionaires), manage canteen waste segregation and disposal;

o. Assisting in hauling, moving of tables, chairs, cabinets, and etc. upon instruction of authorized officials of concerned unit/dept.

p. Perform such other relevant duties that may be assigned by the General Services supervisor or authorized school authorities.

4. Financial Obligations and Payment of Salaries

a. For and in consideration of the above services and during the effectivity of this contract, the **CLIENT** shall pay the **AGENCY** the following:

1. Php458.41* per day of actual service rendered, where the rate per day was derived as follows:

Equivalent Monthly Rate*	Php450 X 313 days / 12 months	11,737.50
Service incentive leave	Php450 X 5 days / 12 months	181.25
Amount due to personnel		11,918.75
Divided by number of days per month		26
		458.41

2. Salary-related premium contributions per personnel amounting to P1, 841.88 with the following breakdown.

Mandated salary-related premium contribution for personnel (principal's share) payable on the end of month billing.

SSS premium	1,045.00
Philhealth premium	586.88
EC	10.00
Pag-Ibig premium	200.00
Total	1,841.88

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DATE: _____

3. Premium pay for days worked on holidays to be billed based on actual attendance.
4. Night shift differential pay for janitorial staff entitled thereto based on actual hours of attendance and when required by CLIENT.
5. 13th month pay will be paid in December with 50% released on mid-year, if requested.
6. Administrative fee of P2, 500.82 payable 15th and 30th. The Administrative fee will be pro-rated based on the actual number of days during the Holy Week and Christmas break to account for the reduced services during these periods.

b. Salaries of personnel and administrative fee are paid not later than five (5) days after the close of the payroll period. The payroll period for 1 to 15 are paid on or before the 20th day of the month while days 16 to 31 are paid on or before the 5th day of the following month with no unusual delay.

c. The **AGENCY** shall be entitled to an adjustment of the stipulated contract price if the minimum wage is increased or if increased fringe benefits in favor of the AGENCY's personnel are promulgated by law, decree or wage order subsequent to the execution of this contract. The said adjustment shall be equivalent to the increase in the fringe benefit promulgated by law.

d. The CLIENT shall pay the AGENCY the stipulated amounts in accordance with the breakdown provided above. Any adjustments due to changes in minimum wage or other mandated benefits shall be mutually agreed upon in writing and reflected in an amended contract.

5. Supervision and Administration of Personnel

a. The **AGENCY** shall supervise, discipline, control and administer over its janitorial personnel in accordance with law, government rules and regulations as well as the rules and policies laid down by the CLIENT on this matter.

b. The **AGENCY** management shall arrange a regular monthly meeting with the **CLIENT** for any possible problem/s or dispute that might affect the performance of assigned janitorial and maintenance service personnel.

c. To have a closer supervision of personnel, the **AGENCY** shall conduct frequent on-the-spot checking to ensure the smooth implementation of maintenance measures, plans and procedures. Aside from the regular inspection, supervisors shall visit or call the **CLIENT** or its representatives for consultation from time to time to discuss matters of mutual concern.

d. The **AGENCY** shall include a once-a-year training on safety and first aid techniques for its personnel as part of its continuing manpower and development.

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OFFICE OF THE LEGAL COUNSEL
DATE:

Employee Benefits

III. Benefits Granted by Management .....
A. Sick Leave .....
B. Additional Service Incentive Leave .....
C. Longevity Pay/Loyalty Awards .....
D. Midyear Pay .....
E. Rice Allowance .....
F. Uniform Allowance .....
G. Leave of Absence Without Pay .....
H. Medical and Dental Benefits .....
I. Insurance Protection .....
J. Birthday Leave and Birthday Cash Gift .....
K. Bereavement Leave .....
L. Study Grant for Academic Personnel .....
M. Study Grant for Personnel Dependents .....
N. Substitution Pay .....
O. Access to University Services .....
P. Loans .....
Q. Field Trips .....
R. Christmas Break .....
S. Semestral Break .....
T. Holy Week Break .....
U. Sabbatical Leave with Pay .....
V. Resignation Benefit .....
W. Retirement Benefit .....
X. Funeral Benefit .....

Chapter Eight
REMUNERATIONS AND BENEFITS

I. Rules Pertaining to Salaries .....

II. Legal Benefits .....
A. Social Security System Benefits .....
B. Paternity Leave .....
C. National Health Insurance Program Benefits .....
D. Home Development and Mutual Fund Benefit .....
E. The 13th Month Pay .....
F. Service Incentive Leave .....
G. Solo Parent Leave .....
H. Special Benefit for Women .....
I. Paid Holidays .....

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

Composition:

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

Members:

Physical Wellness Program
Dean of Student Affairs & Services
Department Head, MAPEH
Head, CAO
Coordinator, Sports Development

Psycho-Spiritual Wellness Program
University Chaplain
Head, GTO

Functions:

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

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

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NARRATIVE REPORT

SDG: 3

Title of Activity: SIGLA 2025: SMU Integral Growth and Lifestyle Advocacy Wellness Program

Date/Time: May 9-10, 2025

Venue: Saint Mary's University

Organizers: HRDO

Objectives:

1. Provide employees with an opportunity for spiritual reflection and personal renewal, fostering a deeper sense of purpose.

2. Promote physical wellness, teamwork, and camaraderie among employees through friendly competition and active participation in various sports and recreational activities.

Beneficiaries (if any): -

Participants: 496 Employees of Saint Mary's University

A. Highlights of the Activity

Saint Mary's University (SMU) successfully concluded its annual SMU Integral Growth and Lifestyle Advocacy (SIGLA) Wellness Program 2025 on May 10, at the Fr. Cornelius Tonus Gymnasium. The three-day event, held from May 8 to 10, was filled with fun and engaging activities designed to promote overall wellness in lifestyle and health. This event also aims to build camaraderie among university personnel.

In previous years where SIGLA activities were spread across the calendar, this year's program was planned into an intensive three-day activity to accommodate scheduling conflicts. According to SIGLA Committee Chairman, Ma'am Ruby Nuestro, this change allowed participants to immerse more deeply in the purpose of the program. And the University President, Dr. John Octavious S. Palina, praises the active participants who took a step further in exploring their capabilities.

Day 1: Sports Event

On May 9, it was the **official opening of the SIGLA Games** at the Four Pillars. The ceremony included the singing of the Pambansang Awit and SMU Hymn, lighting of the torches, an oath of sportsmanship, and SMU President Dr. John S. Palina formally declared the games open. After which the yell competition began, and was judged by the SIGLA Coordinators: Fr.

Alberto I. Tamisen, CICM, Sir Edwin Mania, Ma'am Ruby Nuestro, Sir Samuel Damayon and Pres. John Octavious S. Palina. More than just loud cheers, their performances reflected intelligence through well-composed chants — showcasing thoughtful writing and strategic messaging. The strong coordination and synergy among members also highlighted the value of teamwork.

Participants competed in various sports events including basketball, volleyball, badminton, table tennis, chess, and track events such as 50m and 100m sprints. The event provided a platform for healthy competition, teamwork, and physical wellness among faculty and staff.

Day 2: Cultural Event

The final day, May 10, opened with a Zumba session followed by championship matches in the morning. In the afternoon, the program shifted to cultural festivities at the Fr. Tonus Gymnasium. Performances featured vocal solos, duets, quartets, social and modern dances, and for the first time, a Battle of the Bands—an exciting new addition inspired by the University Week celebrations. To ensure fairness and introduce an element of surprise, the order of performances was determined through draw lots, adding to the excitement of the competition. Many have showcased their hidden talents and capabilities in order to catch the title "Champions."

The SIGLA Week concluded with an awarding ceremony recognizing the outstanding performances of the four competing teams. The Blue Team, led by Mrs. Venica Acosta, CPA, emerged as the overall champion. The Red Team, headed by Dr. Moises Alexander Asuncion, secured the first runner-up spot, followed by the Green Team under Fr. Philip Yu Jr. and the Yellow Team led by Dr. John Tayaban as second and third runners-up, respectively.

Overall, the SIGLA Wellness Program 2025 served as a vibrant reminder of SMU's commitment to nurturing a balanced, compassionate, and purpose-driven community.

B. Summary of the Activity Evaluation

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

TITLE OF TRAINING/SEMINAR:	SIGLA 2025 Marian Employees as Pilgrims of Hope through SIGLA Activities
VENUE:	SMU
DATE AND TIME:	May 8 to 10, 2025 @ 7:30 am to 5:00 pm
TOTAL NO. OF PARTICIPANTS:	458
TOTAL NO. OF RECEIVED EVALUATION:	214
	42.97%
as of	June 2, 2025 at 5:12:PM

SoGS	2	GSD	23
CoL	0	JHS	27
SAB	8	SHS	20
SEAIT	12	NAP	61
SHANS	28	UHS	2
STEH	25	MGS	6

TRAINING/SEMINAR EVALUATION SUMMARY

	AVERAGE RATING	RATING BASED ON NUMBER OF RESPONDENTS			
ATTAINMENT OF THE ACTIVITY'S OBJECTIVES:	3.81	Excellent	Very Satisfactory	Fair	Needs Improvement
1. Provide employees with an opportunity for spiritual reflection and personal renewal, fostering a deeper sense of purpose.	3.80	175	36	2	1
2. Promote physical wellness, teamwork, and camaraderie among employees through friendly competition and active participation in various sports and recreational activities.	3.81	176	36	2	0
1) SPORTS EVENTS (May 9 & 10am)	3.50	Excellent	Very Satisfactory	Fair	Needs Improvement
Time Management	3.44	114	84	13	3
Venue Conduciveness	3.67	147	64	3	0
Participants' Engaging	3.53	128	74	9	6
Food	3.34	106	81	21	6
2) CULTURAL EVENTS (May 10pm)	3.63	Excellent	Very Satisfactory	Fair	Needs Improvement
Time Management	3.68	152	56	6	0
Venue Conduciveness	3.79	170	44	0	0
Participants' Engaging	3.65	148	58	8	0
Food	3.37	110	76	25	3
RELEVANCE OF THE TOPICS	3.87	Very relevant	Moderately relevant	Somewhat relevant	Not relevant
SMU Employees' Recollection	3.87	189	23	1	1
SPEAKER'S EFFECTIVENESS	3.93	Very effective	Moderately effective	Somewhat effective	Needs Improvement
Rev. Fr. Marcial Lloyd C. Castaneda	3.93	200	12	2	0

The SIGLA 2025 seminar, with the theme "Marian Employees as Pilgrims of Hope through SIGLA Activities," was held at Saint Mary's University from May 8 to 10, 2025, and was attended by approximately 500 employees. As of May 20, 2025, a total of 214 evaluation forms were submitted, representing 42.97% of total participants.

The overall evaluation results indicate that the seminar was well-received, with an average rating of 3.81 for the attainment of the activity's objectives. Specifically, participants rated the activity 3.80 for providing opportunities for spiritual reflection and renewal, and 3.81 for promoting physical wellness, teamwork, and camaraderie through various events.

Among the three major activities, the sports events held on May 9 and the morning of May 10 received the lowest average score at 3.50. While the venue was rated decently at 3.67, and participant engagement at 3.53, time management (3.44) and food (3.34) were areas noted for improvement. This feedback highlights the need to enhance activity pacing and logistics for future sporting events.

The cultural events, conducted on the afternoon of May 10, were evaluated more favorably, with an overall average of 3.63. Participants especially appreciated the venue conduciveness (3.79) and found the activities engaging (3.65). However, time management again received the lowest score in this segment at 3.42, suggesting possible issues with scheduling or program flow.

In terms of the relevance of the seminar topics, participants responded positively, giving an average rating of 3.87, indicating that the content was timely, meaningful, and resonated with the audience. The effectiveness of the speaker, Rev. Fr. Marcial Lloyd C. Castañeda, was one of the seminar's strongest points, with an impressive rating of 3.93. Most respondents marked him as "very effective," affirming his ability to engage and inspire the participants.

Overall, SIGLA 2025 successfully achieved its objectives and left a positive impression on its attendees. The recollection was seen as the most impactful component, setting a reflective and purposeful tone for the week. While sports and cultural events were engaging, the feedback suggests opportunities to improve in time management and logistical arrangements. Strengthening evaluation participation and feedback from all departments is also recommended to support more holistic planning and implementation for future SIGLA activities.

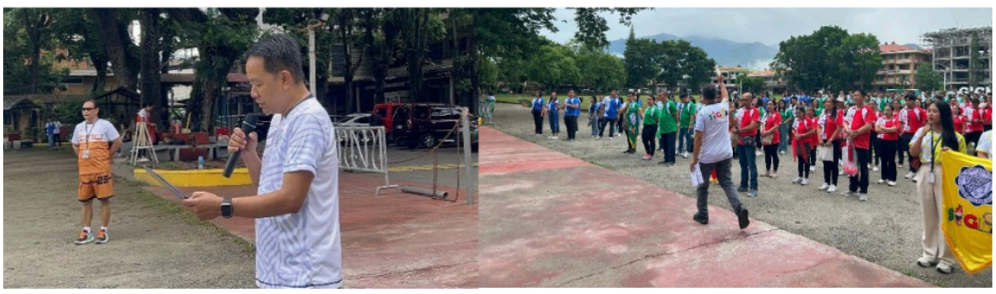
2. Photo Documentation

DAY 2 (Opening of SIGLA 2025 & Sports Competition)

Parade of Team colors at the Oval Track and Field.



Lighting of Torches and Declaration of Opening of Games by Pres. John S. Palina, the game master of the SIGLA 2025.





The SIGLA Core Team (Left to right) Ma'am Ruby Nuestro, Ma'am Grace Marabut, Sir Edwin Mania and Sir Samuel Damayon.

YELL COMPETITION





SPORTS EVENTS







LARO NG LAHI





FUN GAMES



CULTURAL EVENTS




Quartet


Singing
Competition



EXTRA ACTIVITES DONE DURING SIGLA 2025









Prepared by:

Frances Suzzane G. Soronel
CoS, HRDO

Noted by:

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

SMU Employees' Union Officers

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

May 27, 2024

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

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

Labor Management Council Meeting

LMC - [illegible] 2024

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

October 27, 2024

DR. JOHN G. TAYABAN
Vice President for Administration
Saint Mary's University

Dear Sir,

Warmest greetings!

In recent months, various concerns and emerging issues have been raised by our rank-and-file employees regarding certain administrative policies and workplace dynamics. In response, we would like to request for a dialogue through a meeting of the Labor Management Committee, where these matters can be discussed collaboratively to foster positive working conditions and mutual understanding. The list of the issues and problems are attached herewith. We are hoping that we can schedule it this November.

We are looking forward to a fruitful and constructive dialogue wherein we collaboratively craft solutions that promote a positive and equitable workplace for all.

Truly yours,

DR. ERWIN D. NAVAL
President, SMUEU

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SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

VICE PRESIDENT FOR ADMINISTRATION

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Revision	01
Effectivity Date	2022/11/17
Page/s	Page 1 of 1

ATTENDANCE SHEET

Date: February 28, 2024 **Time:** 8:30AM **Venue:** Boardroom
Moderator: Dr. John G. Tayaban **Subject:** Labor Management Council Meeting

NAME	OFFICE/DEPARTMENT	SIGNATURE
1. John G. Tayaban, PhD	VP for Administration	
2. Rev. Fr. Philip A. Yu, CICM	VP for Mission and Identity	
3. Dr. Moises Alexander T. Asuncion	VP for Academic Affairs	
4. Mrs. Venica S. Acosta, CPA	VP for Finance & Treasurer	
5. Atty. Epifanio Delbert G. Galima, III	Legal Counsel	
6. Mrs. Ruby Lyn R. Nuestro	HRDO Director	
7. Mrs. Dorilyn C. Tiongson	Union President	
8. Miss Jocelyn J. Rafael	Union Officer	
9. Dennis Aboreje	Union Officer	
10. ERWIN NAVAL	Union Officer	

Grievance Mechanism and Procedure

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 Narrative Report

ADMINISTRATIVE SESSION 2024
NARRATIVE REPORT

The Administrative Session for the first semester of academic year 2024-2025 was held last September 11, 2024 (Wednesday) at the Sacred Heart Center from 1:00 to 5:30 in the afternoon. This activity is conducted every semester to introduce the new employees & appointees during the semester, to renew ties as Marian community, to welcome new employees, to be informed of new appointments, to know the state of the University and be informed of key direction for the academic year, to be updated on Quality Assurance issues, to be updated on administrative matters, and to calmly surface, analyze and find solutions to common issues concerning the Marian community. The session was moderated by Mrs. Sheryl A. Baria, the newly appointed Department Head for BA,OA, and Entrepreneurship.

The program started with an opening prayer led by Sister Felicisima Ibay, SFIC, followed by the singing of the Philippine National Anthem. Dr. John G. Tayaban, Vice-President for Administration, then gave his welcome remarks to the participants of the Administrative Session 2024.

Mrs. Ruby Lyn R. Nuestro, HRDO Director, introduced the new employees and the new appointees for the Academic Year 2024-2025. After the presentation, a community song led by Mrs. Kristabelle Geijy D. Gonzales was sung to welcome the newly-hired employees.

For the state of the university and directions for the academic year 2024-2025, Dr. John Octavious S. Palina, University President, first presented a video of the highlights and major activities of the university for academic year 2023-2024 in the core areas of excellence which includes the outstanding achievements in PAASCU accreditations, rankings not only recognized in the Philippines but also internationally such as Applied HE, WURI, and other recognitions from different government agencies, Licensure exam performances, professional leadership, competitions ; in the core area of innovation which includes national and international research presentations & publications and infrastructure; in the core area of communion which includes the operationalization of international linkage programs through outbound and inbound faculty and student mobility, newly forged partnership agreements, and membership to national association and organizations; and lastly in the core area of Christ's mission which embraces faith and empower local communities through liturgical and faith celebrations, Marian Feasts and solemnities and community extension services.

The second part of the University President's presentation was focused on the strategic directions of the university for the current academic year. This includes revisiting the vision and mission statements, core values, strategic goals and strategic actions. Dr. Palina further discussed on key strategic goals for the current academic year. Goal 1 focuses on executive development program, SIGLA and scholarship program. Goal 2 focuses on instructional development program, faculty development program and management succession program, physical plant and facilities development, and students' development program. Goal 3 focuses on alumni relations program, research production

Venica S. Acosta, the VP for Finance and Treasurer also answered issues concerning financial matters. Refer to the attached list of questions/issues raised with their corresponding responses.

FERA issues was answered by Mr. Allan S. Guiab, FERA President. Issues raised were: conduct of face-to-face assembly; suggestion to create a form to gather comments or suggestion from members for discussion during future meetings; to revisit the guidelines regarding FERA benefits such as eligibility, contribution amounts, and adequacy of support for bereaved families or those with special needs. In response to the suggestion on creating a form for suggestions, Mr. Guiab said that this will be discussed among the FERA officers that a google form will be crafted and it will be sent to all members wherein members can send their suggestions regarding the refinement of the constitution and by-laws.

After the presentation of issues, there were no follow up questions asked, the VP Administration gave his closing message and also encouraged everyone to express their thoughts freely by visiting the VP Admin office to fill out the suggestion forms because according to him, the administration is always ready to listen to ideas for the improvement of the university

The Administrative Session concluded at 5:30 in the afternoon with a closing prayer led by Rev. Fr. Alberto I. Tamisen, CICM, University Chaplain. A Google Form was immediately sent to all employee group chats for the evaluation of the Administrative session activity.

Prepared by:

MARY JOY A. AHUTE
Secretary

Noted by:

DR. JOHN G. TAYABAN
VP for Administration

publication and utilization, IP development & advocacy program and strategic communications and branding program. He further reiterated that one of the general directions for the University is to maintain and strengthen its competitive position. And he mentioned that as part of the continual improvement, Dr. Palina mentioned that SMU will embark to an improved ISO Management System which is the ISO 21001:2018 that focuses particularly on Educational Organization Management System (EOMS) because according to him, by 2025, the ISO 9001:2015 will not be applicable and so there is a need to upgrade to ISO 21001:2018 which is more aligned to educational institutions and it is also needed for SMU's application for autonomous status. He mentioned also that aside from ISO, PQA, WURI, Applied HE, SMU will embark on UI Green Metric which is according to him, UI Green Metric is a measure of the university's effort for sustainability. Furthermore, he also presented partner agencies for other resources. Dr. Palina ended his talk by mentioning the compensation package program which will include a salary increase for all employees if approved by the Board of Trustees.

The next presentation was about Quality Assurance Updates which was presented by Mrs. Pearl Via S. Coballes, IDQAO Director. Her presentation includes the result of PAASCU accreditations conducted last academic year 2023-2024, public and private rankings and gave a short briefing on the shifting from ISO 9001:2015 to ISO 21001:2018 – Educational Organization Management System.

Dr. John G. Tayaban then presented the administrative updates particularly on Data Privacy Reminders, AEMAP-Senior High School and Vehicles. Dr. Tayaban discussed further the content of the Data Privacy Manual emphasizing the following: collection, use, storage, disposal wherein he reiterated that data being collected are only those that are necessary which are used for legitimate purposes. He further emphasized that storing of the data collected must be always in a safe storage may it be digital or physical storage area. For disposal of data, Dr. Tayaban discussed some ways on how to dispose such as shredding and total deletion (for digitally stored data).

Before the presentation of issues raised and responses, Dr. Tayaban, presented the commendable points which were sent by employees through the floated Google Form. Among which were benefits for permanent employees; the aligned university's policies to bolster research endeavors; enhanced honoraria for adviser-promoter, technical evaluators and recognition of publication citations during the Gawad Maria Program; engagement of SMU in various quality assurance audit/rankings; improved wifi speed; conduct of assemblies such as Admin session to vent employees' grievances and needs; academic excellence & dedication to Christ's Mission; longevity awards and benefits; vehicle pass; presence of drinking stations; community engagement through community outreach programs & projects and Scholarships & financial aid to students which makes education more accessible.

Dr. Tayaban then proceeded to present the consolidated administrative issues raised by employees through the Google Form that was floated 2 weeks earlier. There was no issue raised for mission and identity, whereas academic issues were answered by Dr. Moises Alexander T. Asuncion, the Vice-President for Academic Affairs. Likewise Mrs.

ADMINISTRATIVE SESSION 2024

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

Submitted via Goggle Form from employees in all levels

I. Number of issues/concerns/ commendations from the various Units or offices :

SCHOOL/DEPT/OFFICE	NO	SCHOOL/DEPT/OFFICE	NO.
School of Accountancy and Business (SAB) HTM	1	NON-ACADEMIC PERSONNEL	2
School of Engineering Architecture & Information Technology (SEAIT)	3	University Learning Resource Center (ULRC)	1
School of Health and Natural Sciences (SHANS) Nursing CNS	4	Office of University Registrar (OUR)	1
School of Teacher Education and Humanities (STEH) Languages Social Science	6	University Health Services Office (UHSO)	1
School of Graduate Studies	3	Treasury and Accounting Office (TAO)	1
Senior High School	7	Guidance & Testing Office (GTO)	1
Grade School	1	University Research Center (URC)	1
Not Indicated	11	Alumni Affairs Office (AAO)	1

Total=45

Access to Faculty Development

Chapter Seven

FACULTY DEVELOPMENT PROGRAM

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

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

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

I. Objectives of the Faculty Development Program

The Faculty Development Program strives to achieve the following objectives:

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

II. Components of the Faculty Development Program

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

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

2.3 Involvement in Professional organizations/ Associations

3. In-campus Personnel Development Activities

III. Formal Professional Advancement

Formal Professional Advancement involves graduate studies and certification or accreditation.

1. Graduate Studies

A. SCHOLARSHIP GRANTS WITHIN SMU

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

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

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

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

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

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

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

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

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

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

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

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

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

B. SCHOLARSHIP GRANTS OUTSIDE OF SMU

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

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

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

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

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

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

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

Gender Pay equity monitoring

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 shown in Table 1, covering 642 employees, show the representation of male and female employees across four salary brackets, from ₱1–₱250,000 to ₱800,001 and above. Female employees constitute 58% of the workforce and represent the majority across all four salary brackets, including 52% in the highest bracket. This gender-disaggregated analysis provides a basis for monitoring compensation patterns, identifying potential gender disparities, and informing appropriate measures to promote fair pay regardless of gender. It demonstrates SMU's commitment to promoting equal pay for work of equal value and equitable employment practices.

Table 1.

Pay Distribution by quartile and sex in AY 2024-2025

Bracket	Salary Range	Total	Male	Male%	Female	Female%
Q1	1-250,000	265	120	45%	145	55%
Q2	250,001-400,000	213	95	45%	118	55%
Q3	400,001-800,000	141	46	33%	95	67%
Q4	800,001-above	23	11	48%	12	52%
TOTAL		**642**	**272**		**370**	

Internationalization Office Procedures on Forging Agreements with International Partners

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
INTERNATIONALIZATION OFFICE

Document Code	EOMS-IZN-OP-001, Rev. 01
Effectivity Date	2025/08/01
Page/s	Page 1 of 4

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Signature: Date: 8/22/25

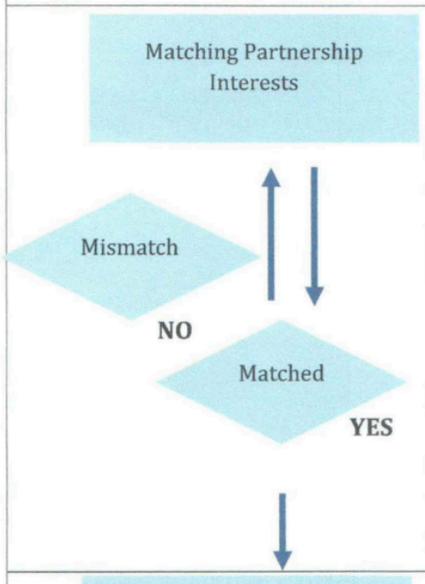
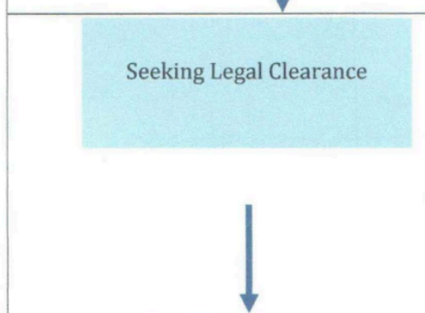
Revision History

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Dr. Clara M. Gonzales	Initial Issue
01	Aug. 1, 2025	Dr. Clara M. Gonzales	Format and Content

STANDARD OPERATING PROCEDURE

Title	**Forging of Partnership Agreements**
Scope	This covers the process from partnership exploration to the time a partnership is institutionalized through a signed agreement.
Objective	To ensure an efficient process of forging partnership agreements.
Definitions	Legal clearance – a review of the partnership agreement conducted by the SMU legal officer to ensure that the best interests of the University are upheld in the agreement.

Activity	*Description*
Partnership Exploration ↓	The Office Head seek prospective partners by attending pathways to partnership conventions, seeking partner recommendations from SMU colleagues, and responding to partnership invitations. The office head checks the credentials of the prospective partners by checking their websites and seeking recommendations from university experts, current partners, and other reputable organizations.
Exploratory Meeting/Discussion	After the partner's credentials are validated for authenticity, the Office Head organize an exploratory meeting/discussion for the initial presentation of partnership interests. Possible implementing units in the university are identified, and they are invited to participate in the partnership content review.

Activity	*Description*
	The Office Staff (OS) distributes transmittal letters to concerned personnel and administrators for the content review of partnership proposals. The main objectives of the review are to ensure that the stipulations in the MOA match the University's partnership interests, promote mutual benefits, and are in compliance with the following legal and statutory bases: CHED CMO 55, s. 2016 Policy Framework and Strategies on the Internationalization of Philippine Higher Education; CHED CMO 1, s. 2000 Policies and Guidelines for the Implementation of International Linkages and Twinning Programs, and the SMU Strategic Plan 2025-2030. Amendments to the agreement are made when there is a mismatch, or the agreement is discontinued for continual improvement. The concerned PL Coordinator and Office Head facilitate negotiations for the mismatch. • **IZN-FO-001:** *Partnership Proposal Review Form*
	After the partnership interests are matched, the OS forwards the draft to the Legal Counsel for standard legal clearance, including all other provisions unique to that agreement. • **IZN-FO-001:** *Partnership Proposal Review Form*
	The OS informs the partners of the prospective schedule of the MOA signing. She arranges the venue and requests a budget for the activity. She designs the program and distributes invitation letters to the concerned personnel and administrators. She documents and prepares narrative reports on the activity. The Office Head facilitates the signing. • *Copy of Transmittal Letters and Program Invitation* • *Venue Reservation Logbook* • **CAS-FO-002:** *Petty Cash Form*

Activity	*Description*
Notarizing the Agreement ↓	The Legal Officer certifies the authenticity of the partnership agreement. The agreement is legally forged after it is signed and notarized. • **IZN-RF-002:** *Signed and Notarized Partnership Agreements*
Evaluation	The Office Head and staff evaluate the process for continual improvement. • **IZN-FO-021:** *Minutes of Meeting Form*
↓ Continual Improvement	

Prepared by:	
DR. CLARA M. GONZALES	8/22/25
Process Owner	Date Signed
Reviewed by:	
MS. PEARL VIA S. COBALLES	
Quality Management Representative	Date Signed