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CVPC (1983)



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**Office of the Public Information**

The University Code of Negros Oriental State University

RATIONALE:

The conversion of Central Visayas Polytechnic College (CVPC) to Negros Oriental State University (NORSU) by virtue of Republic Act No. 9299 approved on June 25, 2004, made it necessary to revise the old CVPC College Code and come up with the NORSU University Code. The University Code contains provisions that update and upgrade the standard of operations of NORSU ensuring the pursuance of its mission, the attainment of its goals and objectives and ultimately, the realization of its vision.

HISTORICAL BACKGROUND:

In January 4, 2005, a committee was formed to craft the University Code pursuant to Executive Order No. 2, series of 2005. The committee was chaired by Dr. Ponciano O. Julom, Vice-President for Development and Special Concerns. The members of the committee are listed in Annex A. The University Code was based on the University Charter (RA 9299) incorporating relevant provisions of the CVPC College Code, administrative manual, academic manual, research manual, extension manual, student handbook, and other manuals of the University citing relevant government laws deemed important to the successful operation of the University. In view of the retirement, resignation, and/or passing away of some of the original members of the Committee, the University President, in September 29, 2006, designated Dr. Peter T. Dayot, Vice President for Planning, Research, Extension and International Linkages as the new Committee Chairperson. The members of the new committee are listed in Annex B. In 2007, after a series of sessions, writing workshops, and editing activities, the Committee submitted the first draft to the University President for comments and suggestions. Comments and proposed revisions to the draft were returned by the University President to the committee for final revision. Finally in 2008, a prototype copy of the University Code was submitted to the University President for final action and approval. The University Code was referred back to the Committee for further study. In School Year 2008-2009, the University President reorganized the committee, this time headed by Dr. Victoria P. Dinopol, Vice President for Academic Affairs. On October 20-21, 2008, the committee convened in South Sea Resort, Bantayan, Dumaguete

City to refine the University Code. Problems on the legitimate representation of committee membership forced the suspension of the representation of committee membership forced the suspension of the finalization of the University Code. On January 5, 2012, the University President issued Memorandum No. 01-A, series of 2012 creating the Review Committee of the Academic and Administrative Manuals with Dr. Victoria P. Dinopol as Chairperson and Dr. Maria Elsa Ilona A. Bulado and Dr. Peter T. Dayot as Co-Chairpersons. The members are listed in Annex C. On January 16 to 18, 2012, the committee met at Antulang Beach Resort, Siaton, and Negros Oriental. During the 3-day meeting, the Administrative and Academic Manuals together with the BOR-approved Research Manual, Extension Manual and the Student Handbook were integrated with the University Code. On February 13 and 14, 2012, the draft produced by the said revision committee was presented to faculty members of the different external campuses by the President of the accredited faculty union, Engr. Eduardo Iso, for comments and suggestions. On February 15, 2012, the final draft of the University Code integrating all the above mentioned manuals were presented to the joint Academic and Administrative Councils which was unanimously approved for endorsement to the Board of Regents. On February 17, 2012, the Board of Regent in its meeting returned the final draft of the University Code with a directive that it be reviewed by a legal consultant. On February 28, 2012, in compliance with the directive of the Board of Regents, the committee submitted the University Code to Atty. Pearl S. Estacion, Dean of the College of Law, the legal consultant. The legal consultant was designated by Dr. Sojor upon the recommendation of the committee chairperson. On April 17, 2012, the University Code was finalized for presentation to the Board of Regents after a series of meetings by the committee with the legal consultant.

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THE UNIVERSITY CHARTER:

THE UNIVERSITY CHARTER also known as Republic Act No. 9299 is “An Act Converting the Central Visayas Polytechnic College (CVPC) into a State University to be known as the Negros Oriental State University (NORSU), integrating therewith the Genaro Goñi Memorial College in the City of Bais, the Siaton Community College in the Municipality of Siaton, and the Mabinay Institute of Technology in the Municipality of Mabinay, all located in the province of Negros Oriental and Appropriating Funds thereof.”

The University Charter was signed into law by Her Excellency, President Gloria Macapagal-Arroyo on June 25, 2004.

GENERAL MANDATE:

The general mandate of Negros Oriental State University is expressed in Section 2 of Republic Act 9299 herein quoted as follows: **“The University shall primarily provide advanced education, higher technological, professional instruction and training in the fields of arts, sciences, education, commerce, agriculture and forestry, and fishery and other related fields of study. It shall also promote research and extension services and provide progressive leadership in its areas of specialization.”**

Quoted hereunder, Section 3 of RA 9299 provides for the curricular offerings of the State University, to wit: **“The University shall offer undergraduate and graduate studies in the fields of arts and sciences, philosophy, literature, mass communication, teacher education, agriculture and forestry, fishery, engineering and architecture, maritime education, industrial and information technology, hotel, and restaurant management, tourism, public health, criminology, volcanology/geology, public administration, business and accountancy, law, medicine, nontraditional courses and other degrees within its areas of specialization and according to its capabilities as the Board of Regents may deem necessary to carry out its objectives, particularly to meet the needs of the province of Negros Oriental and the region.”**

In addition to this, the law provides that “The University shall maintain and operate a laboratory high school if it has a College of Education. Otherwise, the existing laboratory high school shall be allowed to remain and operate until the existing students shall have completed their high school education.” Insofar as administration is concerned, the law provides that **“the University shall have the general powers of a corporation set forth**

in Batas Pambansa Blg. 68, as amended, otherwise known as “The Corporation Code of the Philippines.” The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents and the President of the University insofar as authorized by the Board.”

The vision, mission and goals of NEGROS ORIENTAL STATE UNIVERSITY are the following:

VISION

Negros Oriental State University is a dynamic higher education institution of preference in the Visayas and Mindanao.

MISSION

Negros Oriental State University passionately delivers excellent instruction, fosters cutting-edge research, and encourages socially responsive community services through relevant and innovative technologies.

GOALS

Negros Oriental State University strives to advance:

N national development

O opportunity and access to poor but deserving students

R research and teaching functions

S scholarship and innovation

U unity in diversity

CORPORATE VALUES

The values that distinguish the academic programs of Negros Oriental State University are:

K kinship of mind and heart for development

A adaptability and accountability in the profession

B benchmarking with global standards and practices

I industry and hard work for productivity

L leadership in societal transformation

I interdependence with various stakeholders

N nurturing desire for harmony of man and nature

EXPLANATORY NOTE:

The conversion of Central Visayas Polytechnic College to Negros Oriental State University by virtue of Republic Act No. 9299 approved on June 25, 2004, made it necessary to revise the old CVPC College Code and come up with an appropriate university code called, the Negros Oriental State University Code. The Code shall contain provisions that update and upgrade the standards of operation of the State University ensuring the pursuance of its mission, the attainment of its goals and objectives and ultimately, the realization of its vision.

This Code defines the powers and duties of the Board of Regents, the rights and privileges of the faculty, staff, students and the larger members of the community. It also stipulates the corresponding duties, obligations, and responsibilities in conformity with the rules and regulations therein embodied.

GENERAL PROVISIONS

Article 1. Name of the Code.

This code shall be known as the University Code of the Negros Oriental State University.

Article 2. The Institution.

Negros Oriental State University is a public, non-sectarian, non-profit institution of higher learning offering higher and advanced education principally supported by national government funds, its powers, duties and responsibilities being those provided for in Republic Act No. 9299, the University Charter.

Article 3. Academic Freedom and Institutional Autonomy.

Pursuant to Section 8 (2) of Article XV of the 1987 Philippine Constitution, academic freedom in Negros Oriental State University as an institution of higher learning, guarantees that the academic staff has control over the following: (1) admission and examination of its students, (2) the curricula or courses of study, (3) certification and graduation of its students, and (4) determination of who may teach.

Article 4. Academic Freedom of Faculty.

Academic freedom relates to the freedom of the teacher, scholar or researcher to discuss the problems of his/her subject and to restate his/her opinions and conclusions after thorough and careful investigation within the bounds of propriety, free from interference or intimidation of whatever sorts and sources.

Article 5. Color and University Hymn.

The official colors of Negros Oriental State University Systems shall be red, white, blue and gold and adopted appropriately in its official logo and featured prominently in its banner, on the cover of this book and the official seal of the University. The University shall have a University Hymn approved by the Board of Regents to be sung after the Philippine National Anthem in appropriate programs of the University.

Title One

THE GOVERNANCE OF NEGROS ORIENTAL STATE UNIVERSITY

Chapter 1

THE BOARD OF REGENTS

Article 6. The University Administration. Section 4 of Republic Act No. 9299 vests on the University the general powers of a corporation set forth in Batas Pambansa Bilang 68, as amended, and otherwise known as "The Corporation Code of the Philippines". "The Administration of the University and the exercise of its corporate powers are vested exclusively in the Board of Regents (BOR) and the President of the University insofar as authorized by the Board."

Article 7. Composition of the Board of Regents (BOR). As specified in Section 5 of RA 9299, the University Board of Regents, hereinafter referred to as the Board is composed of the following:

Section 1. a. The Chairperson of the Commission on Higher Education (CHED), Chairperson. In his/her absence, any authorized or designated CHED Commissioner shall sit as the Chairperson;

b. The President of Negros Oriental State University, Vice Chairperson;

c. The Chairperson of the Senate Committee on Education, Arts and culture, Member;

d. The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, Member;

e. The Regional Director of the National Economic and Development Authority (NEDA), Member;

f. The Regional Director of the Department of Science and Technology (DOST), Member;

g. The President of the Federation of Faculty Association of the University, Member;

h. The President of the Federation of Student Councils of the University, Member;

i. The President of the Federation of Alumni Association of the University, Member; and

j. Two (2) prominent citizens who have distinguished themselves in their profession or fields of specialization, Members.

Section 2. The two prominent citizens mentioned in (j) shall be appointed by the Board from at least five (5) persons, qualified and recommended by a Search Committee (SC) for a term of two (2) years, subject to reappointment for one (1) term.

Section 3. The Search Committee shall be constituted by the University President, in consultation with the Chairperson of the Board of Regents and shall be composed of at least 3 members or upon the discretion of the Board.

Section 4. The term of office of the following members of the Board shall be coterminous with their respective term of office set forth in their respective Constitutions and By-Laws:

- a. The President of the Federation of Faculty Associations
- b. The President of the Federation of Student Governments
- c. The President of the Federation of Alumni Associations.

Article 8. Promulgation and Implementation of Policies.

Section 6, of RA 9299 provides that the Board shall promulgate and implement policies on education and other pertinent provisions of the Philippine Constitution on education, agriculture, science, and technology, as well as, the policies, standards and thrust of the Commission on Higher Education (CHED) under RA No. 7722, otherwise known as the "Higher Education Act of 1994."

Article 9. Powers and Duties of the Board of Regents. Section 7 of RA 9299 states the following specific powers and duties of the Board in addition to its general powers of administration and the exercise of all other powers granted to the Board of Directors of a corporation under existing laws:

- a) To promulgate rules and regulations as may be necessary to carry out the purposes and functions of the University;
- b) To receive and appropriate all sums a may be provided, for the support of the University in the manner it may determine in its discretion, to carry out the purposes and functions of the University;
- c) To import duty-free economic, technical and cultural books and/or publications, upon certification by the CHED that such imported booksand/or publications are for economic, technical, vocational, scientific, philosophical, historical or cultural purposes, in accordance with the provisions of the Tariff and Customs Code, as amended;
- d) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose of the same when necessary for the benefit of the University, and subject to the limitations, directions and instructions of the donor, if any. Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income in the computation of the income tax of the donor, in accordance with the provisions of the National Internal Revenue Code (NIRC), as amended: Provided, that such donations shall not be disposed of, transferred or sold;
- e) To fix the tuition fees and other necessary school charges, such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as the Board may deem proper to

impose, after due consultations with the involved sectors; Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, all interests that shall accrue there from shall form part of the same funds for the use of the University. Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension or other programs/projects of the University: Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected. If, for reasons beyond its control, the University shall not be able to pursue any project for which the funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

f) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;

g) To authorize the construction or repair of its buildings, machinery, equipment and other facilities and the purchase and acquisition of real property, including necessary supplies, materials and equipment;

h) To appoint upon recommendation of the president of the University, vice presidents, deans, directors and heads of campuses, faculty members, and other officials and employees of the University;

i) To fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provision of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

j) To approve the curricula, instructional program and rules of discipline drawn by the administrative and academic councils herein provided;

k) To set policies on admission and graduation of students;

l) To award honorary degrees upon persons in recognition of outstanding contribution in the fields of education, public service, arts, science and technology, agriculture or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates of completion of nondegree and nontraditional courses;

m) To establish and absorb nonchartered tertiary institutions within the province of Negros Oriental as branches and centers in coordination with the CHED, and in consultation with

the Department of Budget and Management (DBM), and to offer therein programs or courses to promote and carry out equal access to educational opportunities as mandated by the Constitution;

n) To establish research and extension centers of the University where such will promote the development of the latter;

o) To establish chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;

p) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate, so as to expedite the administration of the affairs of the University

q) To authorize an external management audit of the University, to be financed by the CHED, subject to Commission on Audit (COA) rules and regulations; and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

r) To collaborate with other governing boards of the state colleges and universities within the province of Negros Oriental or the region, under the supervision of the CHED and in consultation with the DBM, and work towards the restructuring of the University to become more efficient, relevant, productive and competitive;

s) To enter into joint ventures and business and industry for the profitable development and management of the economic assets of the University, the proceeds of which shall be used for the development and strengthening of the University;

t) To develop consortia and other economic forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in the furtherance of the purpose and objectives of the University;

u) To develop academic arrangements for institution-capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/specialists as consultants, part time or visiting or exchange professors, scholars, or researchers, as the case may be;

v) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning or distance education, community laboratory, etc. for the promotion of greater access to education;

w) To establish policy guidelines and procedures for participative decision-making and transparency within the University;

x) To privatize, where most advantageous to the University, management of non-academic services such as health, food, building or grounds or property maintenance and such other similar activities; and

y) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated by the Governing Board as outstanding, based on the guidelines, qualifications and/or standards set by the Board, after unanimous recommendation by the search committee.

Article 10. Meetings of the Board of Regents. Section 8 of RA 9299 states “The Board shall regularly convene at least once every quarter, However the Chairperson of the Board may, upon a three (3)-day prior notice, call a maximum of two (2) special meetings whenever necessary.”

Section 1. A quorum shall be required in all meetings of the Board. A quorum of the Board for the transactions of corporate business shall consist of the majority of the number of members as fixed in the Charter of the University under Section 8, paragraph 2 of RA 9299 at eleven (11) members, provided however, that the Chairperson of the Board or the President of the University is among those present at the meeting.

Every decision of at least a majority of the members present at the meeting at which there is a quorum shall be valid as a corporate act.

Section 2. In the absence of the CHED Chairperson, a duly designated CHED Commissioner, shall represent him/her in the meeting with all the rights and responsibilities of a regular member, provided however, that during this meeting, the President of the University as vice chairperson shall be the presiding officer; provided further, that this provision notwithstanding, the CHED Chairperson is also authorized to designate a CHED commissioner as the regular chairperson of the Board of Regents, in which case said CHED Commissioner also acts as the presiding officer.

Section 3. In case the chairperson of the Congressional Committee on Education shall not be able to attend the Board meeting, a duly designated representative shall attend the said meeting on his/her behalf with the same rights and responsibilities of the regular members of the Board.

Section 4. The members of the Board shall not receive any salary but shall be entitled to reimbursements for actual and necessary expenses incurred, in their attendance to Board meetings or in connection with other official business authorized by the Board, subject to all applicable government laws and regulations.

Chapter 2

ADMINISTRATION OF THE UNIVERSITY

Article 11. The Administrative Council and the Academic Council. There shall be an Administrative Council and an Academic Council to be considered as the highest councils of the University. The Administrative Council shall be composed of the President of the University as the chairperson, the Vice Presidents, Administrative Officers, Campus

Administrators/Chancellors, Deans, Directors, Supervisors, Department Chairpersons and all other administrative officials of the University. The Academic Council shall be composed of the President as Chairperson, Vice Presidents, Campus Administrators, Deans, Directors, Supervisors, and Department Chairpersons and faculty members with ranks of Assistant Professor or higher.

Section 1. Powers, Duties, and Responsibilities. The Administrative and Academic Councils shall have the following powers, duties, and responsibilities:

- a. The Administrative Council shall have the power to review and recommend policies and policy directions pertaining to administrative matters of the University system.
- b. The Academic Council shall have the power to review the curricular offerings, fix the requirements for admission, retention, graduation, conferment of titles, rules of discipline and all applicable academic related matters and to recommend the same to the Board of Regents for approval.
- c. The Academic Council shall have disciplinary power over all students and shall from time to time, formulate and implement academic policies, rules and regulations on discipline subject to the approval of the Board or Regents.

Article 12. The Administration of the University. Section 4 of RA 9299 provides that “the University shall have the powers of a corporation set forth in Batas Pambansa Blg. 68, as amended, otherwise known as the Corporation Code of the Philippines”. The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents and the President insofar as authorized by the Board.

Article 13. The University President. The University shall be headed by a President, who shall render full time service.

Section 1. Selection and Appointment. The University President shall be selected and appointed by the Board of Regents subject to the guidelines, qualifications and/or standards set by the Board upon the recommendation of a duly constituted Search Committee.

Section 2. Term of Office. The University President shall have a term of four (4) years and shall be eligible for one more term immediately following the expired term.

Section 3. Vacancy in the Office of the University President. In case of vacancy in the Office of the University President by reason of death, compulsory retirement, resignation, removal for cause or incapacity to perform his/her functions, the Board of Regents shall designate an officer in-charge to serve for the unexpired term and until a successor shall have been installed.

Section 4. Powers, Duties, and Responsibilities of the University President. The University President shall have the following powers, duties, and responsibilities:

- a. To serve as ex-officio head of the faculty of every college or any other unit of the University.
- b. To have general supervision of all business and financial operations of the University.
- c. To direct all officers and members of the teaching and non-teaching staff.
- d. To carry out the general policies formulated by the Board of Regents, and act within the limits set and shall direct or assign the details of an executive action.
- e. To prepare the agenda of all the meetings of the Board of Regents and of the University Councils; provided that any member of the Board and the University Councils is entitled to have a business matter included in the agenda.
- f. To preside over all commencement exercises of the University and officially confer to its graduates titles, degrees, and honors granted by the Board. All diplomas and certificates issued by the University shall be signed by the University President, the College Dean concerned, and attested to by the Registrar.
- g. Should a permission given to a person or group of persons to engage in an activity in any campus of the University be used to arouse disloyalty to the Government of the Philippines, or to discourage students from enrolling or attending classes in the University, or to create by overt act, disturbance or dissension among students, faculty members, or employees, or to interfere directly or indirectly with the business affairs of the University, the University President shall, after due process, cancel the permit so granted and thereafter prohibit such person or group of persons permanently from staying in the campus. The President shall, thereafter, inform the Board of Regents of his/her action which may in turn, take appropriate action on the matter.
- h. To be the official link of communication between the faculty members, the employees, and the students of the University and the Board.
- i. To recommend to the Board of Regents the Vice Presidents, Deans, Assistant Deans, Directors, Departments Heads and faculty members.
- j. To recommend qualified and competent persons to fill vacancies or create new positions, taking into consideration the recommendation of the Personnel Selection and Promotion Board (PSPB).
- k. To hold accountable all officers, faculty and staff members to the full discharge of their duties and, if in his/her judgment it is so warranted, he/she shall, after consultation with the Dean or the Head of Unit concerned, initiate the necessary proceedings for appropriate disciplinary action in accordance with existing laws and regulations.

l. To submit an annual report and present to the Board of Regents the annual budget of the University, providing them a certified true and correct data of income and expenditures.

m. To execute and sign, after the approval of the Board of Regents, all contracts, deeds, and other instruments necessary for the proper conduct of the business of the University. However, in regular or recurring undertakings and transactions where his/her action is virtually ministerial, certain conditions and terms thereof, having been fixed in the University's existing regulations and general laws, may be changed by directing through appropriate written instructions that approval of some specified cases may be made on his/her behalf by lower rank officers of the administrations, subject to such safeguards as he/she may impose.

n. To be generally responsible for the enforcement of discipline in the University and in the maintenance of a set academic standards in all its units.

o. To have the right to modify or disapprove any action or resolution made by any college faculty or administrative body, if in his/her judgment, the larger interest of the University so requires. Should he/she exercise such power, the University President shall communicate his/her decision in writing, to the body immediately affected, stating the reason/s for his/her action; and shall accordingly inform the Board of Regents which may take an action it may deem appropriate in connection therewith.

p. To invite scholars of eminence and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a service thereof and for this purpose, he/she may authorize honoraria for such service, to be taken from local funds and at rates in accordance with government accounting and auditing rules and guidelines.

q. To defend the budget of the University before the Department of Budget and Management (DBM) and other relevant government bodies.

r. To have such powers as provided elsewhere in this Manual or by the University Code, or by the Charter of the University, or as may be specifically authorized by the Board of Regents and to delegate in writing any of his/her specific functions to any officer under him/her.

Section 5. Specific Powers of the University President.

The University President shall have the following specific powers:

- a. To accept the resignation of faculty members and all employees of the University;
- b. To grant or deny application for leave of absence or extension thereof of any personnel with or without pay or application for monetization of leave credits;
- c. To approve applications for retirement of members of the faculty and non-academic personnel;

- d. To approve or disapprove applications for scholarship or fellowship, subject to existing rules and to grant or deny requests for extension of the same;
- e. To issue Office Orders for all contracts of services lasting not more than six (6) months and when the interest of the service so requires;
- f. To transfer faculty members and employees from one campus, department or unit of the University to another when the exigency of the service so requires;
- g. To appoint qualified members of the faculty to graduate school fellowship locally and abroad, and to fix the financial assistance that may be given to the fellow, in accordance with applicable and guidelines promulgated by the Board of Regents;
- h. To supervise, control and/or regulate curricular activities of students; and
- i. To promulgate special rules which in his/her judgment, are necessary and pertinent to the collection, safekeeping, and or proper disbursements of funds or properties of all colleges and units and all officially recognized student organizations of the University.

Article 14. The Vice Presidents.

The University President shall be assisted by Vice Presidents.

Section 1. Number of Vice Presidents and their Designations

.As provided for in RA 9299 there shall be two (2) Vice Presidents; one Vice President for Academic Affairs and a Vice President for Administration, without prejudice to the appointment of more Vice Presidents when so warranted.

Section 2. The Board of Regents, upon recommendation of the President may designate more Vice Presidents, the number of which shall depend on the provisions of existing rules.

Section 3. Vice Presidents' Area of Responsibility.

The University President has the authority and flexibility to choose the areas of responsibility that will be assigned to each designated Vice President.

Section 4. Duties and Responsibilities.

The Vice Presidents shall be directly responsible to the President. They shall assist him/her in the effective implementation of the educational and administrative policies of the University, in the management and supervision of all curricular, curricular, administrative, research, outreach/extension, production and other related programs of the University.

Article 15. The Campus Administrators.

There shall be a designated Campus Administrator for every external campus. Such designation shall be made by the President with confirmation of the Board of Regents for a term to be fixed by the Board. He/She must have an earned doctoral degree preferably with a major in Educational Management. Section 1. Powers, duties, and responsibilities of the

Campus Administrator. The following are the powers, duties and responsibilities of the Campus Administrators:

- a. To be directly responsible to the University President in the administration of the affairs in his/her campus and shall coordinate with the Vice President concerned in carrying out his/her functions, responsibilities and duties.
- b. To provide leadership for the Deans in their respective campuses and shall have general supervision over academic, administrative, and financial operations of the campus.
- c. To prepare plans, targets and budget of the Campus for submission through proper channels, to the President for approval and the Board of Regents for confirmation.
- d. To evaluate the performance of all non-teaching personnel of the Campus and with the assistance of the Deans, shall also evaluate the performance of the teaching personnel and recommend alternative strategies to improve the quality of their performance.

Article 16. The Assistant Campus Administrators. Whenever practicable, there shall be designated an Assistant Campus Administrator in every satellite campus to assist the Campus Administrator in the performance of his/her functions with a term of office to be determined by the University President. **Article 17. The Center Directors.** There shall be designated, Center Directors who the President may deem necessary to perform specific functions of the University, for a term to be determined by him/her and subject to the approval of the Board of Regents. To qualify, they must be a holder of an appropriate master's degree or preferably, a doctoral degree. **Article 18. The Assistant Directors.** The University President may, in his/her discretion, designate Assistant Directors for a term to be determined by him/her.

Article 19. The Dean. There shall be a designated Dean in every College who shall preferably have an earned appropriate doctoral degree.

Section 1. The term of the Dean shall be determined by the Board of Regents upon the recommendation of the University President.

Section 2. Duties and Responsibilities. The duties and responsibilities of the Deans are as follows:

- a. to head the instructional department of their College, supervise their respective staff and personnel, and take responsibility over the facilities and properties under their jurisdiction in accordance with the school policies. They shall be directly responsible to the Vice President concerned in the performance of their functions and duties on matters related to instruction, research, extension and production.
- b. To provide leadership for the faculty, advice students in their study programs, supervise the teachers in the performance of their duties and responsibilities and evaluate their performance.

c. To prepare annual plans, targets and budget of their respective colleges for submission to the Planning Office and to the University President and the Board of Regents for approval.

Article 20. The Assistant Dean. There shall be a designated Assistant Dean in every college with a population of not less than five hundred (500) students whose term of office is to be determined by the University President.

Section 1. The term of the Assistant Dean shall be determined by the Board of Regents upon the recommendation of the University President.

Section 2. The Assistant Dean provides the Dean assistance over matters relating to instruction, research, and extension functions of his/her college and does such other duties as may be assigned to him/her by the Dean.

Article 21. The Department Chairperson. There shall be a Department Chairperson to be designated for every faculty discipline with at least ten (10) faculty members.

Section 1. Functions, Duties and Responsibilities. The functions, duties and responsibilities of the Department Chairperson are:

a. To head the instructional functions of his/her discipline, monitor his/her respective faculty and staff members and students, and take responsibility over the facilities and properties under his/her care. He/She shall be directly responsible to the Dean in the performance of his/her functions and duties related to instruction, research and extension.

b. To provide leadership for the faculty, advise students in their study programs, and assist in the evaluation of faculty members' work performance.

c. To prepare annual plans, targets, budget and accomplishment reports of the department concerned for submission to the Dean.

Article 22. Other Officials of the University. The other officials of the University shall include, but not limited to the following: (a) Plantilla positions: Board Secretary, Financial Management Officer, Chief Administrative Officer, Human Resource Management Officer, University Registrar, University Accountant, University Librarian, Budget Officer, and University Dentist; and (b) Designated Positions: University Internal Auditor, University Engineer, University Physician, University Nurse, and Management Information Service Officer.

Section 1. The Board Secretary. The Board of Regents shall appoint a Secretary, who shall serve as such for the Board, the Administrative Council, the Academic Council, and the University and shall keep all records and proceedings of the Board and the Councils. He/She shall communicate to each member notices of meetings. He/She must be a holder of at least an appropriate master's degree or Bachelor of Laws or preferably an appropriate doctoral degree.

Section 2. The Financial Management Officer. The Financial Management Officer shall be responsible for financial planning and record-keeping, as well as financial reporting to the President and the Board of Regents. He/she shall be responsible for the analysis of the financial reports prepared by the Accountant, advice and coordinate the activities with the management in areas of financial management and accountability, strategic and business leadership with direct responsibility and oversight of financial operations. He/She must be a CPA with a master's degree or Doctorate in Business Administration, or preferably a lawyer with at least five (5) years of relevant experience.

Section 3. The Chief Administrative Officer. The Chief Administrative Officer is responsible for managing the administrative and property matters of the University. He/She must have at least an appropriate master's degree from an accredited Graduate School or preferably be a holder of an appropriate doctoral degree or a degree in law.

Section 4. The University Internal Auditor. The Internal Auditor heads the Internal Audit Section (IAS) of the University. He/she is responsible for the adequacy and effectiveness of the whole system of the internal controls within the University. He/she shall be responsible for developing an overall audit strategy taking into account the available resources, the thrust of the University, the work of external auditors, the University's risk assessment process and Internal Auditor's own assessment of risk. He/she shall undertake medium term and annual work supported by formal report to provide the required assurance in consultation with the President and confirmation of the Board. He/she must be a Certified Public Accountant (CPA) with appropriate master's degree or preferably a doctoral degree in business with at most five (5) years of the practice of profession.

Section 5. The Human Resource Management Officer. The Human Resource Management Officer (HRMO) heads the Human Resource Management Unit of the University. He/She shall be responsible for the development of the University's human resources. He/She manages the records of all its teaching and non-teaching personnel and is responsible for the formulation of its annual plans and targets. He/She is responsible for the periodic reports on appointments, status of employment of its manpower complement required by the Civil Service Commission (CSC), Department of Budget & Management (DBM), Commission on Higher Education (CHED), and other government agencies. He/She must have a relevant master's degree and preferably be a holder of an appropriate doctoral degree.

Section 6. The University Registrar. The University Registrar is the records custodian of the University. He/She serves as the liaison officer of the University with other government agencies on matters related to records. He/She must have an extensive experience as administrator and must possess the necessary license as Registrar or the equivalent. He/She must hold at least an appropriate master's degree from an accredited university or college or preferably a relevant doctoral degree.

Section 7. The University Accountant. The University Accountant manages the accounting and financial matters of the University. He/She shall be responsible for the preparation and submission of all pertinent documents to the COA, DBM and other financial institutions of the government.

He/She must be a Certified Public Accountant (CPA), a holder of at least a Master in Business Administration from an accredited university/college and has three (3) years' experience in government accounting.

Section 8. The University Budget Officer. The Budget Officer heads the University's Budget Office. He/She prepares the annual budget of the University in coordination with all heads of units of the system and is responsible for the submission of the same to the President and the Board of Regent for approval. He/She must be a holder of at least a Master in Business Administration from an accredited university/college and have three (3) years of experience in public budgeting.

Section 9. The University Engineer. The University Engineer is responsible for preparing the University's plans, designs, specifies materials, site, determines procedures that will economically and safely yield the desired quality, directing the placement of materials, and organizing personnel and equipment. He/She must be a licensed Civil Engineer with at least three (3) years professional practice preferably with an appropriate master's degree.

Section 10. The University Librarian. The University Librarian manages the affairs of the University System Library. He/She is responsible for updating library collections of books, magazines, journals and other resources including but not limited to IEC materials. He/She also keeps the community updated on the latest academic information. He/She must be a licensed librarian, with at least a Master of Science in Library or preferably has a Doctorate in Library Science or related disciplines.

Section 11. The University Physician. The University physician is responsible for giving the employees and students of the university information which they may request about the diagnosis, treatment and prognosis. He/she is also responsible for rendering the annual check-up of both the employees and students. He/she must be a licensed Medical Doctor with three (3) years professional practice.

Section 12. The University Nurse. The University Nurse is under the responsibility of the University Physician who must provide diagnosis, treatment of illness and injuries, provide certain secondary care responsibilities and other clinical responsibilities. He/She must be a Registered Nurse with three (3) years of professional practice and preferably with appropriate master's degree.

Section 13. The University Dentist. The University Dentist shall be responsible for providing dental care information and preventive measures to the employees including the students. He/she shall provide information about the diagnosis, treatment and treats patients with dental problems. He/she shall also be responsible for conducting annual

oral examination on both the employees and students. He/she must be a Licensed Dentist with a minimum three (3) years practice in his/her profession and preferably with an appropriate master's degree.

Section 14. The Management Information Officer. The Management Information Officer is responsible for evaluating University's current structure and operations, and identifies areas where efficiency and effectiveness can be improved through the use of technological strategies. He/She shall structure and direct the organizational changes that are required. He/She must be at least a Master in Information Technology with a minimum of three (3) years' experience in information system in addition to technical aptitude.

Title Two

TERMS AND CONDITIONS OF EMPLOYMENT

Chapter 3

THE EMPLOYEES OF THE UNIVERSITY

Article 23. Composition. The employees of the University shall be composed as follows:

- a. those who are engaged in pure actual teaching with academic ranks and holding permanent or temporary appointments;
- b. Those who are holding academic ranks with designated functions as support staff to administration, hereby referred to as Academic Staff members;
- c. Those who are holding administrative and staff plantilla positions;
- d. Those who are working in various offices as casuals; and
- e. Those who are teaching/working in various offices on contractual basis.

Article 24. Ranks and Qualifications. The minimum and basic requirements for positions in the government are stated in the Revised Policies on Qualification Standards pursuant to Civil Service Commission (CSC) Resolution No. 030962 dated September 12, 2003. However, the State University adopts higher qualification standards, as stipulated in the College Code under the terms and conditions of employment.

Section 1. Plantilla Positions. Pursuant to Sections 21 and 23, Book VI of Executive Order No. 292 (Administrative Code of 1987), the Department of Budget and Management (DBM) prepares and furnishes all national government agencies (NGAs) with the yearly Personal Services Itemization and Plantilla of Personnel (PSIPOP) in support of the General Appropriations Act (GAA), for guidelines on the verification, accomplishment and references for budgetary purposes.

The PSIPOP contains the unique item numbers, position titles, salary grades, and authorized salaries, data on each incumbent of the position, such as name, salary, salary step, sex, date of birth and other personal and professional information.

Section 1.1. Faculty Plantilla Positions. The following are the classifications of faculty plantilla positions and their corresponding minimum qualifications:

Section 1.1.1. Regular Faculty. A regular faculty member is one who satisfies the requirements of the existing national re-classification and upgrading circulars as defined in the Philippine Association of State Colleges and Universities (PASUC) supported by DBM issuances and the existing University guidelines for the following academic ranks:

- a. University Professor
- b. Professors (with sub-ranks)
- c. Associate Professors (with sub-ranks)
- d. Assistant Professors (with sub-ranks)
- e. Instructors (with sub-ranks).

Section 1.1.2. Minimum Qualifications. The minimum qualification for the rank of Instructor shall be an appropriate master's degree with an approved thesis from an accredited Graduate School. An appropriate master's degree is one with an approved thesis in the discipline he/she is teaching.

A faculty member or academic staff holding a baccalaureate degree shall not qualify for a permanent status.

To qualify for the different academic ranks higher than Instructor I, one must conform to the existing guidelines issued by PASUC and DBM.

Section 1.2. Staff Plantilla Positions. Appointees to career service positions must meet the education, training, experience, and eligibility requirements prescribed in the Qualification Standards Manual, unless otherwise determined by the Commission.

Regular staff plantilla positions consist of the following generic or specific titles:

- a. University President
- b. Board Secretary
- c. Chief Administrative Officer (FMO)
- d. Chief Administrative Officer
- e. Accountant
- f. Administrative Officer V

- g. Registrar (with sub-ranks)
- h. College Librarians (with sub-ranks)
- i. Dentist
- j. Nurse
- k. Guidance Counselor
- l. Administrative Officers (with sub-ranks)
- m. School Librarian
- n. Administrative Assistants (with sub-ranks)
- o. Administrative Aides (with sub-ranks)
- p. Security Guards (with sub-ranks)
- q. Watchmen (with sub-ranks).

Appointees to career service positions must meet the education, training, experience, and eligibility requirements prescribed in the Qualification Standards Manual, unless otherwise determined by the Commission.

Section 1.3. Casual, contractual, and coterminous positions. Appointees to casual, contractual, and coterminous positions that are not primarily confidential in nature must meet the education, training, and experience requirements prescribed in the Qualification Standards Manual. Eligibility is not required for appointment, but preference should be given to civil service eligible applicants. The duties of the abovementioned positions may involve the practice of a profession regulated by the Philippine Bar/Board laws, and/or require licenses such as those required for positions under Category IV of CSC MC No. 11, s. 1996 such as those related to aviation, technical positions, driver, and security guards.

Section 2. Non-Plantilla Positions. The following are non-plantilla positions:

Section 2.1. Part-time Academic Staff. Part-time Academic Staff are those who serve the University with terms of reference stipulated and defined in their Office Orders and shall include the following:

- a. Visiting Professors
- b. Exchange Faculty
- c. Lecturers/Trainers/Demonstrators
- d. Technical Specialists
- e. Academic Consultants

f. Professor Emeritus.

Section 3. Part-time Contractual Positions. Part-time Contractual Positions are those who serve the University with terms of reference stipulated and defined in their Office Orders and shall include the following:

a. Faculty Part-time Positions

b. Staff Part-time Positions.

Article 25. Recruitment and Selection. Recruitment and qualifications shall be based on applicable qualification standards approved by the Board of Regents and relevant Civil Service Commission (CSC) provisions. Any conflicting interpretation of a particular provision that arises must be resolved by the Board in accordance with existing laws and regulations.

Section 1. Recruitment Process. The recruitment process is a periodic selection and evaluation of applicants based on merit through fair and open competition conducted by the Personnel Selection and Promotion Board (PSPB). Any candidate who meets the University's qualification standards can occupy a vacant plantilla position or if already an appointee can be promoted.

Sec. 1.1. Personnel Selection and Promotion Board (PSPB) of Staff Positions. There must be a Personnel Selection and Promotion Board (PSPB) for staff applicants created by the University President to screen and evaluate applicants to all staff positions except those that involve the following:

a. Substitute appointments

b. Appointments of faculty members and academic staff who belong to the Closed Career services

c. Appointments to entry level staff positions.

The Vice-President for Administration shall administer the recruitment processes of staff members.

When a vacancy occurs, the Vice President for Administration shall immediately announce such vacancy and publish the minimum qualifications and other requirements needed, in accordance with the standards set for the vacant position.

The **Staff PSPB** of the University shall be composed of the following:

Chair - Vice-President for Administration

Vice-Chair - Vice-President for Academic Affairs

Secretary - Administrative Officer V/ HRMO

Members - Head of Office/Campus Administrator Concerned - Accredited Staff Union President.

Section 1.2. Personnel Selection and Promotion Board (PSPB) of Faculty Positions.

Upon the discretion of the University President, the Faculty Personnel Selection and Promotion Board (PSPB) shall be created with the Vice-President for Academic Affairs as Chairman and it shall administer the recruitment process.

The University President, in his/her discretion, may create a PSPB for faculty applicants.

The Faculty PSPB of the University shall be composed of the following:

Chair - Vice-President for Academic Affairs

Vice-Chair - Vice-President for Administration

Secretary - Administrative Officer V/ HRMO

Members - Dean/Campus Administrator Concerned - Accredited Faculty Union President - Department Chairperson Concerned

Section 2. Guidelines on the Appointment of Regular Employees. All appointments to the positions shall be governed by the rules and regulations issued by the Civil Service Commission including pertinent provisions of the University Code and other resolutions of the Board of Regents. As a general rule, no political beliefs, gender preference, cultural or community affiliation or ethnic origin, and religious opinion or affiliation shall be a matter of inquiry in the appointment of employees in the University.

Section 2.1. All appointments shall be in writing and shall be recommended by the University President to the Board of Regents for confirmation or approval.

Section 2.2. An appointment takes effect upon approval by the appointing authority and upon assumption of duty by the appointee. It remains in force until after due process, revoked by the appointing authority for unsatisfactory conduct or want of capacity; provided that such action is appealable to the Board of Regents and/or appropriate government agencies/institutions.

Section 2.3. Appointments in the University shall be made according to merit and fitness, “the best and the brightest” to be determined as far as practicable by appropriate licensure examinations, earned honors and awards and other applicable means. These, however, do not apply to positions which are policy determining, primarily confidential and highly technical in nature.

Section 2.4. Regular appointments may either be permanent or temporary. Tenure of appointment from temporary to permanent requires at most three (3) years of faithful and efficient service and completion of an appropriate master’s degree with approved thesis from an accredited Graduate School. Temporary appointments will last for one (1) year, and may be renewed by the appointing authority.

Section 2.5. No Office Orders must be issued to personnel holding part-time positions without a written permission or clearance from their current or previous employers.

Section 2.6. The maximum age of a person appointed to any regular academic and non-academic position shall be at 50 years old at the time of appointment.

Section 2.7. No incumbent elected government official shall be eligible for appointment or reinstatement in the faculty as a regular employee during his political term.

Section 2.8. Appointments to faculty and staff positions shall be made on the basis of a criteria-based qualification assessment results and ranking undertaken by the appropriate PSPB and confirmed/approved by the Board of Regents upon the recommendation of the University President.

Article 26. Tenure of Employees. Tenure refers to the right to permanent appointment of all employees in the University who meet the minimum qualification requirements. Initial appointment of all employees in the University shall be probationary and follow existing guidelines hereafter.

Section 1. Guidelines for Faculty Tenure. Faculty tenure is based on the following:

Section 1.1. Regular appointments may either be permanent or temporary. Temporary appointments will last for one (1) year, and may be renewed by the appointing authority. Permanent appointment shall be granted to a faculty member who earned an appropriate master's degree with approved thesis from an accredited Graduate School and has served the University for at least three (3) years of actual effective and efficient service.

Section 1.2. Full-time academic service in the University shall consist of instruction, research, extension, and production.

Section 1.3. Faculty applicants with appropriate doctoral degree, proven competence and track records in instruction, research, extension, and production transferring from other government institutions or State Universities and Colleges (SUCs) to NORSU may be allowed lateral entry.

Section 2. Guidelines for Staff Tenure. Staff members must serve a probationary period of six (6) months following their initial appointment. If no notice of termination or unsatisfactory conduct or want of capacity is given by the appointing authority to the employee before the expiration of the six-month probationary period, the appointment may become permanent.

Article 27. Employee Compensation. Total Compensation represents all financial and non-financial rewards and entitlements arising from employment relationship.

Section 1. Compensation of Employees. Compensation of all employees of the University shall be based on Department of Budget and Management (DBM) circulars, and other applicable laws and rules governing SUCs.

Section 2. Types of Employee Compensation. The types of employee compensation are as follows:

1. Fixed Compensation – These are cash compensation items which are regularly granted to all employees such as: basic salaries, Additional Cash Allowance (ACA) and Additional Compensation (ADCOM);
2. Variable Compensation – These are cash compensation items which are granted to employees based on certain qualifications or rendition of special services such as: hazard pay, honoraria, and overload pay;
3. Basic Pay – This is the primary cash compensation for work performed by employees, excluding any other payments, allowances and fringe benefits;
4. Salary – This refers to the basic pay for work performed by employees paid on a monthly or hourly basis;
5. Fringe Benefits – These refer to cash compensation benefits given to employees to supplement the basic pay. These include cash allowances, bonuses, premium payments, and approved and existing Collective Negotiation Agreement (CNA) incentives in accordance with approved NORSU Board of Regents Resolutions, DBM circulars, and other government policies and guidelines.

Section 3. Salary Grade. The salary grade of University employees is classifies as follows:

Section 3.1. Faculty Salary Grade. The point allocation for each academic sub-rank and the salary grade shall be as follows (based on NBC 461*):

FACULTY RANK	MINIMUM EDUCATIONAL QUALIFICATION	SUBRANK	SALARY GRADE	CCE POINT BRACKET	QCE MINIMUM POINTS
Instructor	Bachelor's degree	I	12	65 and below	
		II	13	66-76	80
		III	14	77-87	90
Assistant Professor	Master's degree	I	15	88-96	80
		II	16	97-105	85
		III	17	106-114	90
		IV	18	115-123	95
Associate Professor	Master's degree	I	19	124-130	76
		II	20	131-137	81
		III	21	138-144	86
		IV	22	145-151	91
		V	23	152-158	96

Professor		I	24	159-164	61
		II	25	165-170	66
		III	26	171-176	71
	Doctoral degree	IV	27	177-182	76
		V	28	183-188	81
		VI	29	189-194	86
University Professor			30	195-200	91

* Subject to amending policies and guidelines of PASUC, DBM and other government circulars

Section 3.1.1. Accreditation of Professors. Faculty members who have been evaluated as full professors shall undergo PASUC Accreditation.

a. **Full Professors.** Professorial positions approved by Philippine Association of State Universities and Colleges (PASUC) must be accredited by the Zonal Accreditation Committee upon the recommendation of the University President.

b. **Accreditation of University Professors.** Only two (2) positions of University Professor (one Faculty and one SUC Executive) per University shall be authorized for every six (6) years, the total of which shall not exceed five percent (5%) of the total number of accredited full professors in the University concerned. Upon recommendation by the institution Head concerned, all candidates for the rank of University Professor shall undergo screening by an independent body, to be organized by PASUC.

Section 3.2. Staff Salary Grade. The salary grade of University staff employees are classified according to the Civil Service Eligibility Manual:

RANK/ SUB- RANK	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
I	1	Bachelor's degree	None required	None required	None required
II	2	Bachelor's degree	None required	None required	None required
III	3	Bachelor's degree	6 months relevant experience	8 hours relevant training	Career Service (Sub professional)
IV	4	Bachelor's degree	6 months relevant experience	8 hours relevant training	Career Service (Sub professional)
V	5	Bachelor's degree	1 year relevant experience	8 hours relevant training	Career Service (Sub professional)

VI	6	Bachelor's degree	1 year relevant experience	8 hours relevant training	Career Service (Sub professional)
II	8	Bachelor's degree	1 year relevant experience	8hours relevant training	CS-Sub professional
II	9	Bachelor's degree	1 year relevant experience	8 hours relevant training	CS-Sub professional
I	10	Bachelor's degree	1 year relevant experience	24 hours relevant	CS-Professional
II	11	Bachelor's degree	1 year relevant experience	24 hours relevant training	CS-Professional
III	14	appropriate Master's degree	2 years relevant experience	48 hours relevant training	CS Professional
V	18	appropriate Master's degree	4 years in position involving management and supervision	48hours training in management & supervision	CS Professional
I	11	Bachelor in Library Science/Information Science/BSE /Arts major in Library Science	2 years relevant experience	24hours relevant training	RA 1080
I	12	Bachelor of Science in Nursing	1 year relevant experience	480 hours relevant training	RA 1080
III	13	Bachelor's degree relevant to the job	1 year relevant experience	480 hours relevant training	CS Professional
II	14	Bachelor in Library Science	2 years relevant experience	480 hours relevant training	CS Professional
II	15	Bachelor of Science in Nursing	2 years of relevant experience	480 hours of relevant training	RA 1080

II	15	Bachelor in Library Science/Information Science/BSE/Arts major in Library Science	1 year of relevant experience	480 hours of relevant training	RA 1080
III	18	Master of Science in Library Science	2 years of relevant experience	480 hours of relevant training	RA 1080
II	17	Doctor of Dental Medicine/Dental Surgery	2 years of relevant experience	480 hours of relevant training	RA 1080
II	17	appropriate Master's degree	2 years of relevant experience	480 hours of relevant training	CS Professional
I	11	Master's degree/ LL.B	2 years of relevant experience	480 hours of relevant training	CS Professional/ Second Level
II	15	Master's degree/ LL.B	2 years of relevant experience	480 hours of relevant training	CS Professional/ Second Level
III	18	Master's degree/ LLB	2 years of relevant experience	480hours of relevant training	CS Professional/ Second Level
III	19	appropriate Master's degree	2 years of relevant experience	480 hours of relevant training	RA 1080
	20	appropriate Master's degree	3 years of relevant experience	480 hours of relevant training	LET/CS Professional
III	22	appropriate Master's degree	4 years of relevant experience	480 hours of relevant training	LET/ CS Professional
	24	appropriate Master's degree /CPA/lawyer	4 years in position/s involving Management & Supervision	6 months training in Management & Supervision	CS Professional/ RA 1080
	24	appropriate Master's degree	4 years in position/s involving Management	6 months training in Management	CS Professional/ RA 1080

			and Supervision	and Supervision	
V	24	appropriate Master's degree	4 years of relevant experience	6 months of relevant training	CS Professional
	25	appropriate Doctoral degree	5 years in position/s involving Management and Supervision	6 months training in Manageme nt and Supervision	LET/CS Professional/ RA 1080
III	29	appropriate Doctoral degree	5 years in position/s involving management and supervision	None required	None required

Article 28. Employee Promotion. Promotion is the advancement of a permanent employee from one position to another with an increase in duties, responsibilities, and accompanied by an increase in salary as authorized by the NORSU Merit System, policies, rules and regulations formulated and recommended by the University President and approved by the Board of Regents; Rule VI (Promotion) and Rule VII (Other Personnel Actions) of the Omnibus Rules Implementing Book V of Executive Order no. 292; pertinent circulars and other issuances of the Department of Budget and Management (DBM), the Administrative Manual, Faculty Manual, and this University Code.

Article 29. Work Load. All regular employees of the University are required to be in their official place of assignment and to render forty (40) hours of service in one week from Monday to Friday, except legal holidays. Normal official time is from 8:00 A.M. to 12:00 P.M. and 1:00 to 5:00 P.M. In the exigency of the service, the official time of employees may be modified as long as the total number of hours in a week is forty (40).

Section 1. Faculty Work Load. Faculty work load shall consist of instruction and a combination of research, extension and production.

Section 1.1. Regular Teaching Load. The regular teaching load of each full-time faculty is as follows:

- a. 18 lecture hours per week for faculty load with three (3) or four (4) preparations;
- b. 21 lecture hours per week for a faculty load of two (2) preparations;
- c. 24 lecture hours per week for a faculty with one (1) preparation.

Section 1.1.1. The University President, upon the recommendation of the Vice President for Planning, Research, Extension, and International Linkages (PREXIL), may reduce the

teaching load to not less than three (3) units per semester, of any faculty member who is actively engaged in research.

Section 1.1.2. All teachers handling major courses should have at least one (1) subject with a minimum of 30 students in the class.

Section 1.1.3. Academic staff members, such as Vice-President's, Deans and Directors are required to teach at least one three (3)-unit subject per semester in the undergraduate level. The following non-teaching assignments shall be credited as faculty workload as follows:

Adviser of the Federated Student Government	1 load
Adviser of official University Publication	1 load
President of the Accredited Faculty Union	1 load
Department Chairperson (with at least 10 faculty members)	1 load
Assistant Director (External Campuses)	1 load
Director	3 loads
Assistant Dean (with at least 500 students)	3 loads
Assistant Dean (with less than 500 students)	2 load
Dean (with at least 500 students)	4 loads
Dean (with less than 500 students)	3 loads
Campus Administrator 4 loads Vice President	5 loads

Section 1.1.4. The following are the basis for faculty teaching loads:

a. for regular lecture subjects: one (1) unit of lecture shall be equivalent to one (1) contact hour;

b. For natural sciences subjects with laboratory: one (1) unit of lecture shall be equivalent to one (1) contact hour and one (1) unit of laboratory is equivalent to one and a half (1.5) contact hours; and

c. For technology subjects with laboratory: one (1) unit of lecture shall be equivalent to one (1) contact hour and one (1) unit of laboratory is equivalent to two (2) contact hours.

Section 1.1.5. On top of the regular load, full-time faculty members shall arrange for five (5) hours a week of consultation with students. The consultation period of each teacher shall be posted in conspicuous places for students to see. Part-time faculty members and similar others shall likewise, allot a reasonable amount of time for the same purpose. Consultation time is not compensable. The consultation schedule should appear in their respective faculty load form.

Section 1.2. Flexi-time. Flexi-time means flexible working hours. Flexi-time may be allowed for faculty members subject to the discretion of the College Dean, recommended by the Vice-president for Academic Affairs and approved by the University President. Such approved flexi-time will be the faculty members' regular working hours. They shall not change them without the corresponding approval of the University President.

Section 1.3. When the interest of the University so requires, the University President may extend the daily hours of work of any or all of the faculty and academic staff members and may require any or all of them to do overtime work not only during working days but also on holidays.

Section 1.4. Authorized services rendered beyond regular working hours and overtime work rendered by faculty and academic staff members on declared non-working holidays shall be given their equivalent service credits based on the list of faculty members and academic staff involved, indicating their validated number of hours served, recommended by the concerned College Dean and the Vice-President for Academic Affairs to the University President for approval.

Section 1.4. Authorized services rendered beyond regular working hours and overtime work rendered by faculty and academic staff members on declared non-working holidays shall be given their equivalent service credits based on the list of faculty members and academic staff involved, indicating their validated number of hours served, recommended by the concerned College Dean and the Vice-President for Academic Affairs to the University President for approval.

Section 1.6. Work Overload. In the exigency of the service, a faculty member may be allowed to carry six (6) hours of overload. The six (6) hours overload must be outside the regular eight-hour official period. Approved work load in excess of the regular teaching load as stipulated in Section 1 hereof shall be entitled to honorarium in accordance with existing rules, laws and policies of the government.

Section 2. Staff Work Load. Staff work load shall be based on the regular official time of 8:00 A.M. to 12:00 P.M. and 1:00 to 5:00 P.M. from Mondays to Fridays for a total of forty (40) hours per week.

Section 2.1. Flexi-time. Flexi-time may be allowed for staff members subject to the approval of the University President. Such approved flexi-time will be the staff members' regular working hours. They shall not change them without the corresponding approval of the University President.

Section 2.2. A daily time record of attendance shall be required and kept in proper form and must be signed by his/her direct supervising official authorized by the University President.

Section 2.3. When interest of the University so requires, the University President may extend the daily hours or work of any or all the employees and may likewise, require any or all of them to do overtime work not only during working days but also on holidays.

Section 2.4. Overtime Work of Staff Members. As a general rule, overtime work for staff members must be authorized in writing by the University President and recorded by the Human Resource Management Officer (HRMO). Overtime credits can be used by the concerned personnel for Compensatory Time-Off (CTO).

Section 2.5. Teaching Load. Staff members who are given teaching loads should hold their classes after the regular official time. Classes held within the regular official time shall not be compensable.

Article 30. Performance Evaluation. There shall be an established Performance Evaluation System/s in the University designed and administered to continuously foster improvement of employee performance and efficiency, enhance organizational effectiveness and productivity, and provide an objective performance rating which shall serve as basis for incentives and rewards, promotion, training and development, personnel actions and administrative sanctions.

Section 1. Faculty Performance Evaluation. All regular and part-time faculty and academic staff members will go through performance evaluation administered/conducted by the NORSU Center for Instructional Development and Accreditation (CIDA).

Section 1.1. The teaching performance of faculty members is evaluated annually by the superior, peers, self, and students.

Section 1.2. The part-time faculty members are evaluated on their teaching performance once every semester by their students and superiors.

Section 2. Staff Performance Evaluation. Performance evaluation of all regular, casual, and contractual part-time staff members shall be done once a year and administered by the Office of the Vice-President for Administration. This evaluation is done by the superior, peers, self, and clients.

Chapter 4

UNIVERSITY PROFESSIONAL DEVELOPMENT AND INCENTIVE PROGRAM (UPDIP)

Article 31. The University Professional Development and Incentive Program (UPDIP). The UPDIP is an incentive program of Negros Oriental State University that aims to give institutional support to its employees.

Section 1. UPDIP Committees. There shall be two (2) UPDIP Committees in the University, one for faculty and academic staff nominees and the other for staff nominees. They shall be composed of the following:

Staff UPDIP Committee

Chair - Vice-President for Academic Affairs

Vice-Chair - Vice-President for Planning, Research, Extension and International Linkages (PREXIL)

Members - Campus Administrator/College Dean concerned - President of the Accredited Faculty Union - HRMO.

Section 2. The UPDIP Committees shall plan, formulate guidelines and criteria, implement, monitor and evaluate the entire program. Section 3. The UPDIP includes the following scholarships and grants:

Section 3.1. Study Leave with Pay. Qualified faculty members may apply for scholarship grants sponsored by local, national, or international organizations subject to the terms and conditions of the sponsoring organization/agency. The grantees shall be given study leave with pay by the University within the period stipulated in the scholarship contract.

Section 3.2. Tuition Fee Waiver. To encourage professional growth, the University extends 100% tuition fee waiver to faculty members and academic staff pursuing higher degrees in the NORSU Graduate School. This subsidy is valid throughout the length of their study, but should not exceed five (5) years for those pursuing a master's degree and seven (7) years for those pursuing a doctoral degree.

Section 3.3. Thesis and Dissertation Grants. Thesis and dissertation financial grants shall be given to qualified faculty members who are on the writing stage at the NORSU Graduate School and other accredited Graduate Schools for a period of one (1) year based on the guidelines set by the UPDIP. Support comes in the form of cash and leave-with-pay benefits.

Section 3.4. Textbook Writing Grant. This encourages faculty members to write textbooks, reference, or workbooks for courses in the undergraduate programs, whether

in print or other media, in their field of specialization. Priority is given to difficult courses and/or courses with high enrolment.

Section 3.5. Research Publication Incentives. These incentives shall be given to a regular faculty/staff member whose research (est.) in his/her field of specialization is/are published in any international refereed journal. Incentive shall be in form of cash to be determined by the appropriate UPDIP committee.

Section 3.6. Professorial Chair. A faculty member may be awarded professorial chair for meritorious performance in teaching, research, and creative writing. This is considered one of the highest forms of recognition accorded to a faculty for achievement in the academe. The holder of professorial chair delivers a public lecture or publishes a paper in a scholarly journal within the period of the award.

Section 3.7. Sabbatical Leave. A Sabbatical leave is a privilege granted to an individual who has demonstrated above average ability in instruction, scholarship, research or other creative accomplishment as seen in one's publication, teaching, exhibition or performance.

Section 3.7.1. A faculty member with the rank of at least Associate Professor who has rendered a minimum of six (6) years of continuous service in the University is entitled to a sabbatical leave of one full school year (2 semesters and 1 summer).

Section 3.7.2. A staff member with a master's degree, at least an equivalent Salary Grade of 18, and a minimum of six (6) years of continuous service in the University is entitled to a sabbatical leave of one year.

Section 4. Manner of Selection. There shall be a periodic call for UPDIP nominees as determined by the appropriate UPDIP Committee.

Section 4.1. Faculty UPDIP. The Deans shall submit their nominees to the Office of the Vice-President for Academic Affairs who in turn, shall submit the same to the Faculty UPDIP Committee to undergo the screening process.

Section 4.2. Staff UPDIP. For staff members, the Vice President for Administration shall submit the names of the nominees upon recommendation by the HRMO.

Section 4.3. UPDIP Recipients. The recipient(s) of the UPDIP scholarships/grants shall be approved by the Board of Regents as recommended by the appropriate UPDIP Committee through the University President.

Section 5. Any employee of NORSU, who currently enjoys scholarship/grant given by entities other than the University, shall not enjoy another scholarship/grant within the duration of the entire program.

Section 6. When a scholarship/grant given by the UPDIP to an employee for a specific discipline is used in the pursuit of another, that scholarship/grant is deemed forfeited automatically on the date of enrollment.

Section 7. General Provisions of the UPDIP on Scholarship/Grant. The scholarship/grant shall be made available only to the most qualified and deserving employees as recommended by the respective UPDIP Committee. As such, the NORSU scholar/fellow is expected:

- a. to be enrolled in the Graduate School of accredited Higher Educational Institutions.
- b. To faithfully live up to the terms of the scholarship/grant;
- c. To attend an institution of recognized standing in the field as may be indicated in the Special Order issued by the President of the University;
- d. To conform to existing rules and regulations of the receiving institution and the sponsoring agency or organization;
- e. To pursue diligently, conscientiously and faithfully, his/her course of study;
- f. To retain the scholarships/grant unless compelled to withdraw therefrom for urgent reasons by the University President. Doing other activities which jeopardize the interests of the fellowships is strictly prohibited;
- g. To reimburse the University, in case of withdrawal from the contract, the total amount received including damages;
- h. In case the contract is revoked on account of the grantee's behavioral problems detrimental to NORSU, the scholar/grantee shall reimburse all incidental expenses including interests to the University;
- i. Renewal of scholarship/grant contracts shall be made on the basis of a highly satisfactory performance only;
- j. All scholars/grantees are required to submit on a regular basis, all pertinent documents to the Vice-President for Academic Affairs (for the faculty), the Vice-President for Administration (for the staff), and the Human Resource Management Officer including official transcript/certification of grades at the end of each semester duly signed by the School Registrar of the Institution.

Section 8. The validity period for all scholarships/ grants shall be four (4) years for a doctoral degree and two (2) years for a master's degree.

Section 9. No employee who has just returned from a scholarship/grant shall be awarded another grant.

Section 10. To avoid uncompromising commitments, no scholar/grantee may apply for a scholarship/grant outside the University without the prior knowledge of the University President.

Section 11. General Provisions of Return Service. On completion of the scholarship/fellowship grant, the grantee shall render NORSU a return service.

Section 11.1 for a regular local scholarship: Two (2) years return service for every year of study;

Section 11.2 for foreign fellowship or scholarship: Three (3) years return service for every year of study;

Section 11.3 for foreign or locally funded observation tours, travel grants, and other short term training programs not less than three (3) months and not exceeding one (1) year: One (1) year return service.

Section 11.4 In case the scholar/grantee fails to render return service, he/she shall refund the University all expenses incurred including interest and shall be considered persona non grata by the University. Failure of the scholar/grantee to refund shall be a cause for appropriate formal charges under the Civil Service Commission or other laws violated.

Section 12. UPDIP Funding. The UPDIP shall establish the University Scholarship/Grant Program which will be provided with corresponding budgetary allocation by the University as approved by the Board of Regents.

Article 32. Faculty and Staff Development Program. Qualified faculty and staff members are entitled to development opportunities which shall include but not be limited to trainings and scholarship grants. In addition, the University shall employ various alternative strategies or approaches to improve the performance of the faculty and staff through such things as coaching, counseling, job rotation, on-the-job training, job enrichment, job enlargement, and others.

Section 1. The University shall include a specific budgetary allocation for human resource development purposes.

Section 2. All other provisions related to Human Resource Development shall be approved by the Board of Regents upon the recommendation of the University President.

Section 3. All faculty and staff members of the University who wish to further their studies and enroll in other courses shall get prior written authorization from the University President. Failure to do so will subject the personnel to disciplinary action by the University Administration.

Section 4. The faculty and staff development program shall be aligned with the existing Collective Negotiation Agreement (CNA) between the University and the recognized Unions of the University

Chapter 5

EMPLOYEE LEAVE PRIVILEGES

Article 33. Employee Leave Privileges. In general, the employees of the University whether permanent, temporary or casual who render work after six months of continuous, faithful and satisfactory service, shall be entitled to leave privileges in accordance to Civil Service Rules and Regulations. Section 1. Staff Leave Privileges. Staff members and Academic Staff members except Department Chairpersons shall be entitled to the following leave privileges:

Section 1.1. Vacation and Sick Leave. Fifteen (15) days of vacation and fifteen (15) days of sick leave credits with full pay exclusive of Saturdays, Sundays and other public holidays, without limitation as to the number of vacation and sick leave credits that they may have accumulated.

Section 1.2. Maternity Leave. Every female staff member, married or unmarried, can avail of a 60-day maternity leave after rendering an aggregate of two (2) or more years of service. She can avail herself of maternity benefits even if the period of delivery occurs during the long vacation, in which case, both the maternity benefits and the proportional vacation pay shall be received by the faculty concerned.

Maternity leave of those who have rendered 1 year or more but less than 2 years of service shall be computed in proportion to their length of service, provided that those who have served for less than one (1) year shall be entitled to 60-day maternity leave with half pay.

Section 1.3. Paternity Leave. A married male staff member may go on paternity leave of seven (7) days on the condition that the legitimate spouse has delivered or suffered a miscarriage. The married male staff member is entitled to paternity leave for the first four (4) deliveries of his legitimate spouse with whom he is cohabitating.

Married male staff employees with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four deliveries regardless of whichever spouse gives birth. The paternity leave shall be non-cumulative and strictly nonconvertible to cash. It may be enjoyed either in a continuous or in an intermittent manner by the staff member on the days immediately before, during, and after the childbirth or miscarriage of his legitimate spouse.

Section 1.4. Five (5)-day Forced Leave or Mandatory Leave. All staff members with ten(10) days or more vacation leave credits shall be required to go on vacation leave

whether continuous or intermittent for a minimum of five (5) working days annually under the conditions set forth in CSC MC No. 41, s. 1998.

Section 1.5. Special Leave Privileges. In addition to the vacation, sick maternity and paternity leave, officials and employees with existing or approved CNA except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

- funeral/mourning leave - graduation leave
- Enrolment leave - wedding/anniversary leave
- Birthday leave
- Hospitalization leave
- Accident leave
- Relocation leave
- Government transaction leave
- Calamity leave
- Filial leave.

The granting of special leave privileges are subject to the following conditions:

- a. That the official/employee may be granted a maximum of three (3) days within a calendar year of any or combination of special leave privileges of his/her choice which he/she would opt to avail;
 - b. That the privileges shall be non-cumulative and non-commutative;
 - c. That the official/employee shall submit the application for the said special leave at least one (1) week prior to its approval except in emergency cases; and
 - d. Special leave privileges may be availed of by the official/employee when the occasion is personal to him/her and that of his/her immediate family
- Section 1.6. Special Leave Privileges for Women.** Any female staff member who has undergone surgery caused by gynecological disorders shall be entitled to a special leave of a maximum of two months with full pay, provided she has rendered at least six (6) months aggregate service in an or various government agencies for at least twelve (12) months. In addition, the University shall recognize other special leave privileges for women pursuant to the provisions of the Republic Act 9710 (Act for the Magna Carta for Women).
- Section 1.7. Terminal Leave.** A terminal leave is applied for by an official or an employee who intends to sever his/her connection with his/her employer. Accordingly, the filing of application for terminal leave requires as a condition sine qua non, the employees resignation, retirement or separation from the service through no fault of his/her own. It must be

shown first that public employment cease by any of the said modes of severances. Section 1.8. In addition to the leave privileges mentioned in the preceding sections, staff members may be granted additional special leave privileges subject to the conditions stated in the approved and existing CNA between the University and the accredited Faculty Union. Section 2. Faculty Leave Privileges. All Faculty members shall enjoy the same leave privileges except for the following: Section 2.1. Vacation Leave. A faculty member shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days summer vacation plus 14 days of Christmas vacation. A faculty who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to eighty-four (84) days of proportional vacation pay. Section 2.2. Vacation Service Credits of Teachers. Teachers' vacation service credits refer to the leave credits earned for services rendered on activities during summer or Christmas vacation, as authorized by the University President. These vacation service credits are used to offset absences of teachers due to illness or to offset proportional deduction in vacation salary due to absences for reasons. The manner by which service credits may be earned by teachers is subject to the guidelines issued by the President.

Section 2.3. Sick Leave. A faculty member unable to report for work due to illness, may apply for sick leave with pay provided he/she has accumulated service credits. He/she is entitled to a sick leave of absence after presenting a medical certificate if sick for more than five (5) consecutive days.

Section 2.4. All regular faculty members shall enjoy the same leave privileges in Article 32, Sections 1.2, 1.3 and 1.6.

Section 2.5. Terminal Leave. A faculty member who resigns or retires or to be terminated may apply for a terminal leave with unspent leave service converted to cash based on existing Civil Service rules.

Section 2.6. In addition to the leave privileges in the preceding sections, faculty members may be granted additional special leave privileges subject to the conditions stated in the approved and existing CNA between the University and the accredited Faculty Union.

Section 3. All applications for vacation leave of absence for 1 full day or more shall be filed in advance or whenever possible five (5) days before the expected date of such leave and shall be submitted on the prescribed form for proper action by the University President.

Section 4. All applications for vacation leave of absence for one full day or more shall be made on the prescribed form and submitted for the corresponding action of the University President.

Section 5. All applications for sick leave of absence for one full day or more shall be on the prescribed form and filed immediately upon the employee's return from such leave. A notice of this absence should however, be sent to his/her immediate supervisor or to

the head of office prior to his/her absence for recording purposes. All application for sick leave in excess of five days shall be accompanied by a proper medical certificate.

Section 6. Computation of vacation and sick leave shall be made on the basis of one day vacation and one sick leave for every month of actual service.

Section 7. Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or any member of his/her immediate family.

Section 8. Sick leave may be applied for in advance in case the official or employee will undergo medical examination or operation or is advised to rest in view of ill health. The application form must be supported by an authenticated medical certificate.

Section 9. The University President may grant another sick leave to an employee if granting is determined proper under the given circumstances. In case of doubt, a medical certificate may be required.

Section 10. Applications for leave of absence on account of wounds or injuries incurred in the performance of duty extending beyond the available leave credits of the employee concerned must be made on the prescribed form and supported by proper medical certificate and other evidences showing that the wounds or injuries were incurred in the performance of duty. The University President may direct that absence during any period of disability, shall be on full pay, but not to exceed six (6) months. He/ She may, in his/her discretion, also authorize the payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured person.

Section 11. Leave of absence for any reason than illness of an office or employee or any of his/her immediate family members, must be contingent upon the needs of the service. Hence, the grant of vacation leave shall be at the discretion of the University President.

Section 12. Outright violation of the laws, rules or regulation shall be a ground for disciplinary action.

Section 13. Pursuant to CSC Resolution No. 10-1358 dated July 6, 2010, the University follows the following guidelines on Half Day Absence: 1. Any employee who is absent in the morning is considered to be tardy and is subject to provisions on Habitual Tardiness; and 2. Any employee who is absent in the afternoon is considered to have incurred under time, subject to the provisions on under time.

Section 14. Where an employee fails to report for work on a regular day for which a holiday is declared, he/she shall not be considered absent on that day. An employee paid on a daily basis is not entitled to compensation for Saturday, Sunday, or public holiday unless the service is especially required and rendered on that day. Accordingly, Saturday, Sunday, or public holidays occurring within the period of leave shall not be charged against his/her vacation or sick leave.

Section 15. Accumulation of Vacation and Sick Leave. Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year in which credits were earned may be carried over the succeeding years. Whenever any officer or employee retiree, voluntarily resigns, or is allowed to resign, or is separated from the service through no fault of his/her own, he/she shall be entitled to the commutation of all accumulated vacation and/or sick leave to his/her credit, exclusive of Saturday, Sunday, or holidays without limitation as to the number of days of vacation and sick leave that he/she may accumulate provided his/her leave benefits are not covered by special laws.

a. The University President, through the Human Resource Management Officer shall prepare a staggered schedule of mandatory annual five-day vacation of officials and employees, provided that he/she may, in the exigency of the service, cancel and previous leave.

b. The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the University President, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

Section 16. Tardiness and under time are deducted from vacation leave credits and shall not be charged against sick leave credits unless the under time is for health reasons supported by medical certificate and application for leave.

Section 17. Any officer/employee of the University who retires, voluntarily resigns, or is separated from the service through no fault of his/her own and who is not otherwise, covered by special law, shall be entitled to the commutation of all his/her leave credits exclusive of Saturdays, Sundays, and public holidays without limitation and regardless of the period when the credits were earned. Provided, that the unlimited leave privileges may be availed of only by the concerned officers/employees who are in the service since as of January 9, 1986, the date of affectivity of EO 1077 or thereafter.

Section 18. An employee of the University who is separated from the service for cause shall forfeit his/her leave credits.

Section 19. An officer or employee of the University who applies for vacation or sick leave shall be granted leave with pay at the salary rate he/she is currently receiving, provided, however, that such officer or employee has vacation and sick leave credits to cover the leave applied for.

Section 20. Approval of Terminal Leave. Application for commutation of vacation and sick leave shall be governed by the government pertinent provisions on leave and is submitted to the University President for approval.

Section 21. Cause for Disciplinary Action. Any violation of the leave laws, rules, and regulations or any misrepresentation or deception in connection with an application for leave, shall be a ground for disciplinary action.

Section 22. Other leave administration shall be subject to pertinent rules and regulations as provided for in the Omnibus Rules on Leave, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 292.

Chapter 6

EMPLOYEE RETIREMENT PRIVILEGES

Article 34. Retirement Privileges for Staff Employees. Retired members of the staff shall enjoy certain privileges which the University is in a position to grant in accordance with law.

Section 1. Library Privileges. A retired employee may avail of library privileges and shall receive publications from the University which are regularly furnished to the faculty.

Section 2. Plaque of Merit. A plaque of merit shall be presented to a retiree during special occasions such as the Founders Day Celebration, Teachers' Day and other similar occasions.

Section 3. Medical and Dental Clinic Services. The retiree shall be entitled to free, lifelong medical and dental services in the University. **Section 4. Additional privileges.** Upon retirement, the qualified retiree is entitled to the benefits stipulated in the approved and existing CNA between the University and the Accredited Staff Union.

Article 35. Retirement Privileges for Faculty Members. Retired members of the faculty shall enjoy certain privileges which the University is in a position to grant in accordance with law.

Section 1. The retirement privileges for faculty members are the same with **Article 34, Sections 1 to 3.**

Section 2. A retired faculty may be conferred a **Professor Emeritus Award**, provided he/she has rendered at least fifteen (15) years of active and dedicated service to the University and the community. This award is given to a retired faculty or academic staff member who holds the rank of at least Full Professor at the University upon his or her retirement and is given the title in recognition of exceptional competence in his/her field of specialization. He/she is likewise invited to render instructional or research services.

A special committee created by the President shall be responsible for evaluating deserving candidates and shall submit its recommendations to the Board of Regents through the University President for confirmation.

Section 3. Additional privileges. Upon retirement, the qualified retiree is entitled to the benefits stipulated in the approved and existing CNA between the University and the Accredited Faculty Union.

Chapter 7

PERSONNEL MECHANISM

Article 36. Channels of Communication. All personnel of the University shall course all official communications addressed to the University President or the Board of Regents or any of its members, respective Head of Office, Department Chairperson, Dean or Administrator and Vice President concerned. The principle of “exhaustion of administrative remedies” shall be strictly observed by all personnel of the University. Any act of violation to this rule shall be considered insubordination and a ground for disciplinary action.

Article 37. Types of Communication Channels. Faculty and academic staff members are encouraged to raise issues through the following channel:

Section 1. Administrative Channel. If the issue is administrative in nature, it may be most appropriate to utilize the administrative structure, including but not limited to the respective Head of Office, Department Chairperson, Dean or Administrator.

Section 2. Committee Channel. If the issue is within the province of a committee, it may be appropriate to communicate directly with members of the committee or through the committee chairperson.

Section 3. Other Channels. In other cases, the issue may be brought to the officers of the accredited employee Union concerned. All communications requiring Board of Regent action should be passed through the appropriate channels.

Article 38. Flow of Communication. In line with the University structure, the official flow of communications for all employees shall be coursed as follows:

a. For Faculty communications

1. The Department Chairperson

2. The Dean

3. The Vice President for Academic Affairs

4. The University President.

b. For Faculty communications based at the academic centers/units

1. The Director of the Center

2. The Vice-President concerned

3. The University President

c. For Staff communications

1. The Head of Office

2. The Vice President for Administration

3. The University President

Article 39. Courtesy and Diplomacy. Courtesy and diplomacy should be observed in all official employee communications. All official letters and documents should always be addressed to the Head of the Office concerned. Except in emergency cases, official communications, no matter to whom it is addressed, should be sent through official channels, that is, through the office next higher or lower in rank than the originating or transmitting office.

Article 40. Prompt Response to Correspondence. Requests for action, information or reports must be attended to with the least possible delay. All employees shall, within fifteen (15) working days from receipt thereof, respond to letters, or other means of official communications sent by the public. The reply must contain the action taken on the request.

Section 1. In like manner, communications received from any member of the Head of Office of the University shall be answered or acted upon within fifteen (15) working days from receipt thereof.

Section 2. If it is necessary to delay action on correspondence, a letter or explanation should be sent to the interested or concerned party.

Section 3. Communications which can be acted upon without the need of research or consultations with other persons or offices should be answered within 48 hours after receipt thereof.

Article 41. Employee Discipline. Disciplinary and non-disciplinary proceedings in administrative cases are governed by the provisions of this University Code.

Section 1. No employee shall be suspended, removed from the service, nor meted penalty except for cause and after due process in accordance with the provisions of the applicable government laws, rules, and regulations.

Section 2. Supervision/Removal. The Board of Regents, upon recommendation of the University President, may suspend or remove after due process, an employee, if found guilty of an offense.

Article 42. Grievance Committee. A Grievance Committee shall be created by the University President, subject to the approval of the Board of Regents to hear complaints

filed against any officer, faculty and staff, pursuant to the provisions of law, rules and regulations.

Only permanent employees shall be appointed or elected as members of the Grievance Committee.

Section 1. Composition of Grievance Committee. There shall be two Grievance Committees in the University created by the University President. The composition of each committee is as follows:

Section 1.1. The Staff Grievance Committee of the University shall be composed of the following:

Chair - Vice-President for Administration

Vice-Chair - Vice-President for Academic Affairs

Secretary - Administrative Officer V/ HRMO Members - Resident Ombudsman - Head of Office/Campus Administrator - Accredited Staff Union President.

Section 1.2. The Faculty Grievance Committee of the University shall be composed of the following:

Chairman - Vice-President for Academic Affairs

Vice-Chair - Vice-President for Administration and Special Concerns

Members - Resident Ombudsman - CARE Director

- HRMO

- Accredited Faculty Union President

- Campus Administrator/Dean/Immediate Supervisor/s of aggrieved party.

Section 2. Staff Complaints and Grievances. The following instances shall be acted upon through the Staff Grievance Committee:

a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law, the University Code and the Administrative Manual, including salaries, incentives, working hours, leave benefits, unreasonable withholding of salaries and inaction on application for leave;

b. Non-implementation of policies, practices and procedures which affect employee from recruitment to promotion, detail, transfer, retirement, termination, lay-off, and other related issues that affect them;

c. Inadequate physical working conditions such as lack of proper ventilation in the workplaces, and insufficient and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high or hazardous;

d. For interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another;

e. Protest on appointments; and

f. All other job related matters giving rise to employee dissatisfaction and discontentment other than those cases enumerated above.

Section 2.1. The following cases shall not be acted upon through the staff grievance machinery:

a. Disciplinary cases which shall be resolved pursuant to the Administrative Manual and the University Code;

b. Sexual harassment cases as provided for in RA 7877; and

c. Union-related issues and concerns.

Section 2.2. No staff member shall publish or discuss publicly, charges or complaints against any officer, faculty, or employee concerning his/her official duties, private life or conduct. Complaint or charges shall be addressed to the proper authorities of the University for Action before resorting to any other remedy outside of the University. The principle of exhaustion of administrative remedies shall be strictly observed.

Section 2.3. The support staff in the Office of the Vice-President for Administration of the University shall extend secretariat services to the Grievance Committee.

Section 3. Faculty Complaints and Grievances. Faculty Complaints are the faculty member's expressed (written or spoken) feelings of dissatisfaction with some aspects of his/her working conditions, relationships or status which are outside his/her control. This does not include those involving disciplinary actions which are governed by separate rules.

Grievance refers to a complaint in writing which has, in the first instance and in the faculty member's opinion, been ignored, overridden or dropped without due consideration.

Section 3.1. All erring faculty members are subject to disciplinary action in accordance with the provisions of the Uniform Rules of Administrative Cases as provided for in the CSC Omnibus Rules Implementing Book V of EO No. 292 and CHED Manual of Operations for SUCs.

Section 3.2. Faculty members who commit any of the following non-exclusive offenses may be disciplined in accordance with the established sanctions of the University without prejudice to the provisions of the Labor Code and the related laws/regulations:

1. Non-performance of any one of the prescribed functions set in this University Code.

2. Non-compliance of obligations stipulated in the contract between the University and the faculty member.
3. Tardiness/absences without justification, apart from sickness, beyond 10% of the class meetings of the faculty during the semester.
4. Repeated and unjustified failure to submit grades and other required documents according to deadlines.
5. Non-attendance in University/Department meetings and other official activities without justification.
6. Absence for at least a week without previous notice or arrangement with and approval by the Department Chairperson and/or /Dean or /Executive /Director except for emergencies.
7. Inflicting bodily injury on another faculty member or administrative personnel or a student within the University.
8. For part-timers, teaching in another school and/or working full-time in other institution without permission.
9. Making malicious, obscene or libelous statements about the person of any member of the academic community.
10. Disorderly behavior or promoting or participating in gambling and/or drinking during class/office hours. 1
1. Misuse of University name, property or equipment for personal and/or commercial purposes.
12. Grave public scandal.
13. Unauthorized and unjustified possession of final examination questions.
14. Plagiarism and falsification of any document and other forms of dishonesty.
15. Illegal possession of drugs or deadly weapons on campus.
16. Discrediting the University's name in public.
17. For full-timers, teaching in other schools and/or working fulltime in other institutions without permission.
18. Tampering with official or faculty grading records.
19. Changing of a grade of a student in consideration of some remuneration or favor. 20. Final conviction by a court of law of a crime involving moral turpitude.
21. Sexual harassment.

22. Willful failure to pay just debts.

Section 3.3. No member of the faculty shall publish or discuss publicly, charges or complaints against any officer, faculty, or employee concerning his/her official duties, private life or conduct.

Any complaint or charge of said nature shall be addressed to the proper authorities of the University for action before resorting to any other remedy outside of the University. The principle of exhaustion of administrative remedies shall be strictly observed.

Section 3.4. Reprimand, Suspension or Removal. The Board of Regents, upon recommendation by the Disciplinary Committee to the University President, may reprimand, suspend or remove, after due process, a member of the faculty if found guilty of an offense.

Section 4. Responsibilities and procedures of the University Grievance Committee shall be in accordance with the CSC-approved University Guidelines in the Implementation of Grievance Machinery. (See CVPC Memorandum Order No. 13, s. 2003)

Article 43. Program on Awards and Incentives. Awards and incentives of all University personnel shall be governed by existing laws, rules and regulations and shall the provisions of Memorandum Order No. 14, s. 2003 on the Guidelines in the Implementation of Programs on Awards and Incentives for Service Excellence (**PRAISE**).

Chapter 8

GENERAL RESTRICTIONS AND OTHER REGULATIONS

Article 44. Publication/Public Discussion. No employee of the University shall publish or discuss publicly, any classified information concerning a particular office, department, or college not released for publication, without the written permission of his/her concerned Head of Office, Department Chairperson, Dean, Director, Campus Administrator, Vice President and the approval of the University President.

Article 45. Monetary and Proprietary Transactions. No employee shall enter into secret deals with anyone involving money, property, or other valuable considerations which might influence the scholastic standing of the student concerned.

Article 46. Use of Official Time. Insofar as it is consistent with their regular duties, employees of the University may use official time in attending relevant meetings and other development activities called and authorized by the University President.

Article 47. Invitation and Acceptance of a Speaking Engagement. Members of the faculty and academic staff are encouraged to accept invitation to speak or serve as resource persons in graduation exercises, special convocations, seminars, workshops, trainings, conferences, professional association meetings and similar activities for professional growth and community service, provided such acceptance will not

jeopardize his/her basic duties and responsibilities in the University. The time spent in going to and returning from the venue shall be considered official and pertinent travel expenses may be paid for by the University unless otherwise arranged.

Article 48. Inviting a Resource Person. Any employee with the permission from the University President or his/her duly authorized representative may invite a person not officially connected with the University to be a resource person, a demonstrator of new technology or a lecturer on special topics before a class or a larger group of students.

Article 49. Undertaking Research. Any employee may undertake research work under the auspices of an organization outside of the University provided such participation does not jeopardize his basic duties and responsibilities in the University. The publication of such research shall be credited to the University side by side the outside organization

Article 50. The University Instructional Materials Committee. The University Instructional Materials Committee (UIMCom) shall be created by the University President and to be composed of the following:

Chairperson - Vice-President for Academic Affairs

Assistant Chair - Director, Center for Instructional Development and Accreditation

Members: - Department Chairperson

- One (1) Internal Expert
- One (1) External Expert
- One (1) English Critic.

The faculty presenter/s or author/s shall defend the proposed instructional material/s to be used.

Article 51. Utilization of Printed/Duplicated Textbooks. All textbooks, sourcebooks, workbooks or other similar learning materials, whether original or duplicated, used in any class shall undergo careful review by the University Instructional Materials Committee which shall in turn recommend its utilization to the Dean concerned and approved by both the Vice-President for Planning, Research, Extension and International Linkages and the Vice-President for Academic Affairs.

PROPERTY AND FINANCIAL ADMINISTRATION

Title Three

Chapter 9

ADMINISTRATION OF STATE UNIVERSITY PROPERTY

Article 52. Buildings and Grounds Supervisor. The University shall be under the immediate supervision of the Buildings and Grounds Supervisor or in his/her absence, the equivalent official duly designated by the University President. He/She shall be responsible for the supervision and control of all personnel assigned for the repair, cleanliness and maintenance of the aesthetic value of the buildings and their surroundings.

Article 53. Use of Buildings, Premises and Facilities. The primary use of the University buildings and its facilities and grounds are for instruction, research and extension and therefore, care must be taken to ensure they serve the purpose for which they were acquired.

Section 1. Except when specially provided by law, the priority use of the University building and facilities, grounds and other properties is for instruction.

Section 2. The use of buildings, facilities, and premises by any faculty, staff, students, private individuals or organizations for other purposes other than instruction, research shall be approved by the University President in accordance with existing laws and rules promulgated by the Board of Regents.

Article 54. Responsibility for Movable Property. In addition to the Supply Officer of the Main Campus, other Supply Officers shall be appointed/designated for each external campus to take custody and responsibility of movable properties of the University. The Supply Officers shall be properly bonded in Fidelity Fund in accordance with existing laws and regulations. No property of the University shall be taken or used without prior written approval of the University President or by his duly authorized representative.

Article 55. Use and Operation of Government Motor Vehicles. In general, all motor vehicles owned and operated by the University shall be pooled under the supervision of the University President or his authorized representative.

The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations of the University and the pertinent provisions of existing laws, government rules and regulations.

Article 56. Sale and Disposal of University Property. The sale or disposal of equipment or any property of the University shall be in accordance with existing government laws, rules and regulations.

Article 57. Solicitation within the University. No solicitation of funds, canvassing for the sale of merchandise, subscription, sale of tickets, and other promotional or charity schemes shall be conducted in the University buildings or grounds without the approval of the University President or his duly authorized representative. Streamers, placards, poster and similar materials used to announce, advertise or publicize events, products, or the like shall be posted or placed in any building or grounds of the University without a written permission from the University President or his/her duly authorized representative.

Article 58. Procurement System. The provisions of the Implementing Rules and Regulations (IRR-A) of Republic Act 9184, the **Government Procurement Reform Act** shall govern the procurement of infrastructure projects, goods and consulting services through **public bidding, except as otherwise provided in said implementing guidelines.**

Section 1. There shall be a Bids and Awards Committee (BAC) to undertake a streamlined procurement process and ensure an effective implementation of procurement contracts. The composition and qualification of the BAC shall be the following:

a. Regular Members. The regular members of the BAC are:

1. Chairperson, who is at least a third ranking permanent official of the University
2. Vice Chairperson, who can either be: An officer, who is at least a fifth ranking permanent official with knowledge, experience and/or expertise in procurement, and represents the legal or administrative area of the University, or;

An officer, who is at least a fifth ranking permanent official, with knowledge, experience and/or expertise in procurement, and represents the finance area of the University.

b. Provisional Members. The provisional members of the BAC are:

1. An officer who has technical expertise relevant to the procurement at hand and has knowledge, experience and/or expertise in procurement;
2. A representative from the end user unit who has knowledge of procurement laws and procedures.

Chapter 10

FINANCIAL ADMINISTRATION

Article 59. The Budget of the University. The annual general appropriations, special budgets and fund releases for the University are within the performance monitoring and evaluative function of the Department of Budget and Management. The University shall be responsible for the sound and efficient use of its resources for its operations and accomplishment of its operational targets.

Section 1. Pending the approval of the annual budget for the current year, the University shall operate beginning January 1 of a given year by using the budget of the previous calendar year. The funds of the University shall be made available for expenditure based on its Programs of Receipt and Expenditures (PRE) approved by the Board of Regents.

Section 2. Income of the University from school charges, land grants, business enterprises and other operations as may be imposed and/or regulated by the Board of Regents, shall constitute the special trust fund of the University and may be expended in accordance with the Board approved Program of Receipts and Expenditures (PRE).

Section 3. The Board of Regents shall formulate and implement its own budget policy guidelines, provided they are reflective and supportive of the needs of high-priority programs, projects, activities and areas of expenditures set by the Board in accordance with the DBM directives and issuances.

Article 60. Accounting System of the University. In line with the thrust on good governance, the University adopts the Electronic New Government Accounting System (e-NGAS) pursuant to COA Circular No. 2004-007 to enhance uniformity in the application of government accounting rules and facilitate the consolidation of financial reports.

Section 1. All vouchers and warrants shall be submitted for approval to the University President or his duly authorized representatives.

Section 2. Periodic and relevant financial reports shall be prepared by the Accounting Office as basis for monitoring financial management performance of the University and compliance with COA accounting and auditing rules and regulations.

Section 3. Expenses for Travel. Local and domestic travel expenses shall be subject to existing laws, rules, and regulations:

Section 3.1. The President may, in his/her discretion, authorize any of the University satellite or external campuses to charge from its appropriation for traveling expenses of personnel, such amount as may be necessary for travel within the country, to attend seminars, workshops and other trainings, observation or study tours and similar activities, subject to usual government accounting and auditing rules and regulations.

Section 3.2. Expenditures incidental to foreign travel of University personnel shall be governed by existing laws, rules and guidelines for foreign travel.

Article 61. Internal Audit Services. The program of internal audit shall be an integral part of the university management in order to achieve efficient and effective fiscal administration and performance of the University affairs and functions as embodied in Republic Act No. 3456 (Internal Auditing Act of 1962), as amended by RA No. 4177. Specifically, the Internal Audit Services shall cover management systems review and review of internal control systems for safeguarding money and property to ascertain weakness and deficiencies that need to be corrected. Its functions shall be of great assistance in the extent of compliance with the audit requirements of the Commission on Audit (COA) which responsibility is to examine, audit, settle all accounts pertaining to revenue and receipts of, and expenditures and uses of funds and properties of the institution and on a post-audit basis.

Article 62. Income Generating Projects. The Board of Regents upon the recommendation of the University President shall create an Income Generating Project (IGP) Management Board. This Management Board shall take responsibility for all income generating concerns of the University and the creation of various committees to supervise the different IGPs.

Section 1. Compensation. All personnel involved in the operation of the IGPs must be properly remunerated as stipulated in the University IGP Manual.

Section 2. Income earned from investments in IGP shall be used to develop and strengthen the instructional, research and extension programs of the University subject to the usual government accounting and auditing rules and regulations.

Section 3. Administration of Related Business Enterprise. The operation of business enterprises and other income generating projects of the University including the profitable use of its lands and other assets shall be administered in accordance with the rules and regulations recommended by the University President to the Board of Regents for approval.

Article 63. Investment in Government Securities. Pursuant to pertinent provisions of the University Charter, the University may set aside funds to be invested in government securities and financial institutions. To maintain cash liquidity, however, the investments shall be rolled over for as long as the funds are not needed, without prejudice to the requirements of the University such as adequate instructional facilities, research and extension centers and other services to promote the development of the University. The investment shall be authorized by the University President within the limits prescribed by the Board of Regents. All interests earned from these investments shall form part of the special trust funds for the use of the University.

Title Four
ACADEMIC AFFAIRS

Chapter 11

CURRICULUM, ACADEMIC CALENDAR, ADMISSION REQUIREMENTS

Article 64. Curriculum. All curricular offerings in the University shall be based on CHED's Policies and Standards. However, the University shall enrich its offerings to reflect its uniqueness and autonomy.

Article 65. Curriculum Revision. Curriculum revisions may be done every four (4) to five (5) years depending on research results, assessment results, and CHED issuances. Curriculum revisions shall be subject to the recommendation of the University Academic Council, endorsed by the University President, and approved by the Board of Regents.

Section 1. Coverage of Revised Curriculum. There shall be no retroactive implementation of any revised curricula. The implementation of a revised curriculum shall cover only the first year students of the succeeding school year where the Revised Curriculum was approved by the Board of Regents.

Section 2. Adoption of a Revised Curriculum. If the student had stopped schooling for at least 3 years and there is already a revised curriculum implemented, the student shall adopt the new curriculum.

Article 66. New Curricular Offering. New curricular offerings or degrees shall undergo the required processes stipulated in the CHED guidelines, policies and issuances and subject to the approval of the Board of Regents.

Article 67. Temporary "Freezing" of Programs. Existing degrees or no degree programs which do not have feasible number of student enrolment for a period of 3 years may be recommended for temporary "freezing" until demand for the program has significantly improved.

Article 68. Academic Calendar. The University Academic Calendar shall be based on the CHED Memorandum Circular and prepared by the University Registrar in consultation with the Vice President for Academic Affairs and approved by the University President.

Section 1. The University shall adopt a semestral system.

Section 2. Each semester shall consist of at least 18 weeks of class work in accordance with the CHED Memorandum Circular on academic calendar.

Section 3. A summer session shall consist of 6 weeks of class work equivalent to one semester of classes in accordance with the CHED Memorandum Circular on academic calendar.

Article 69. Entrance and Admission Requirements. As a general rule, no college student shall be denied admission to the University by reason of belief, race, sexual orientation, socio-economic status, religious or political affiliation, conviction or ideology. However, some entrance requirements such as those prescribed in this University Code and Student Handbook approved by the Academic Council and the Board of Regents, must be complied with.

Section 1. The University adopts an open admission and selective retention policy. Pursuant to this, all students must meet the high academic standards of performance required in all its programs.

Section 2. All applicants for admission shall meet all entrance requirements prescribed by the University and the college/unit where admission is desired.

Section 3. All applicants must pass a thorough physical, medical, and other necessary examinations as a requisite for admission.

Section 4. Entrance and admission requirements for the College of Law are stipulated in the Admission Policies of the College of Law and the Student Handbook.

Section 5. Entrance and admission requirements for the Graduate School are stipulated in the Admission Policies of the Graduate School and the Student Handbook.

Section 6. Foreign students who meet the University entrance requirements maybe admitted provided that they comply with the policies and guidelines of the Bureau of Immigration Rules on student visa. Other entrance and admission requirements for foreign students are stipulated in the Admission Policies of the Student Handbook.

Chapter 12

CLASSIFICATION OF STUDENTS

Article 70. Definition. Students refer to persons who are officially enrolled in any program offered by the University. A student may be classified as full time, part time, transferee, or “cross-enrollee,” or “exchange student.”

Section 1. A full-time student is one who is registered for formal credits and carries a regular semester load for a specific baccalaureate program enrolled.

Section 1.1. A freshman student is a student who has not finished the prescribed subjects stipulated in the first year program curriculum, or has finished an equivalent of at least 25 percent (25%) of the total number of units required in the program.

Section 1.2. A sophomore student is a student who has satisfactorily completed the prescribed subjects stipulated in the first year program curriculum, or has finished an equivalent of more than 25 percent (25%) but not more than 50 percent (50%) of the total number of units required in the program.

Section 1.3. A junior student is a student who has satisfactorily completed the prescribed subjects stipulated in the first two (2) years of the program curriculum, or has finished an equivalent of more than 50 percent (50%) but not more than 75 percent (75%) of the total number of units required in the program.

Section 1.4. A senior student is one who has satisfactorily completed the prescribed subjects stipulated in the first, second, and third years of the program curriculum or has finished an equivalent of more than 75 percent (75%) of the total number of units required in the entire course.

Section 2. A part-time student is a student who is registered for formal credits but carries less than the full regular load.

Section 3. A transferee is a student who comes from another government-recognized higher educational institution admitted to any program of the University.

Section 4. A working student is a student who is working part time and studying part time.

Section 5. A “cross-enrollee” is a student who cross-registers in a subject at NORSU from another school.

Section 6. A student returnee is one who stopped from studying but did not enroll in another College or University thereafter and decided to continue his/her college degree in the University.

Chapter 13

REGISTRATION

Article 71. Registration. Students seeking enrollment in the University must register within the prescribed enrolment period. As a general rule, no student shall be admitted after the last day of the scheduled registration period. Other registration policies are stipulated in the Student Handbook.

Article 72. Cross Registration. Cross registration is defined as enrolling in a subject in another school or a student from NORSU enrolling in a subject to another school. Cross registration is allowed subject to the following conditions:

Section 1. No student shall be allowed to cross enroll without the authorization of the University Registrar.

Section 2. Students shall submit a formal letter of request for cross registration recommended by the Dean approved by the University Registrar. The letter should indicate the subject(s) to be enrolled, its corresponding credit units, and the educational institution where the student will cross enroll.

Section 3. Transfer credits shall be given to courses taken by a student in an educational institution accredited by one of the recognized accrediting agencies in the Philippines.

Section 4. The total number of units or credits for which the student may register in another educational institution shall not exceed 6 units or the equivalent of two subjects only.

Section 5. Upon approval, the student will be given a Special Permit to Study by the University Registrar. The Special Permit to Study bears the name of the school to which the student requested to cross enroll and the subject(s) with its corresponding descriptive title and credit unit(s). The student should submit the Special Permit to Study to the Registrar of the school wherein he/she will cross enroll.

Section 6. Major subjects are not allowed for cross enrollment, therefore only General Education subjects will be allowed.

Article 73. Registration of Student Transferees. The registration of student transferees is subject to their scholastic standing from the previous school, college or university.

Section 1. A student coming from other schools, colleges or universities may be allowed to enroll in the University provided him/her:

A. meets the minimum weighted average grade required by the concerned college or department where admission is sought.

B. has not completed more than 50 percent of the academic unit requirements of his/her course in the college or university where he/she came from.

C. satisfies other requirements for admission to the college concerned. Section 2. Accreditation of Subjects. For a transferee to earn credits in the course or subject taken in his/her the previous school, the description and the credit units of the course or subject should be the same as those of the University and that the subject grade must be at least 80 or its equivalent. Section 3. Accreditation Period. Accreditation should be done within the period of three semesters from the date of admission to the University; otherwise, the subjects taken will no longer be given academic credits. Section 4. Submission of Accreditation Form. Subjects credited should be stated in the Accreditation Form duly signed by the authorized signatories and filed at the University Registrar's Office.

Chapter 14

ACADEMIC RETENTION POLICY

Article 74. Pre-requisites. Students are required to follow the subjects specified in their respective course curriculum. In no way should a student be allowed to take higher-level subjects unless the student has already taken and passed the required pre-requisites. Subjects taken without the necessary pre-requisite subjects will not be credited.

Students may request for Simultaneous Enrollment if they qualify with the guidelines stipulated under the Rules on Simultaneous Enrollment in the Student Handbook.

Article 75. Incomplete Marks. The mark of “INC” is given to a student whose class standing is passing, but fails to take the final examination or fails to complete other requirements for the course. An “INC” can be removed provided the student concerned completes all the requirements within one semester; otherwise, the mark of “INC” will automatically become a “5.0” (Failure).

The procedure for removal of INC is stipulated in the Student Handbook.

Article 76. Shifting to another Program. Any student may be allowed to shift to another program provided he/she satisfies the minimum Grade Point Average (GPA), if applicable, and other requirements set by the college/department where he/she wants to transfer to.

Article 77. Students under Academic Probation. Students who receive failing grades in three (3) or more subjects taken in a semester shall be placed on academic probation under the following conditions:

- a. Students placed under Academic Probation are not allowed to take more than 15 units in the succeeding semester.
- b. The Academic Probation shall be lifted if his/her performance improves in the succeeding semester.
- c. Students who fail in a major subject are considered under Academic Probation and are allowed to retake the subject only once. Those who fail to meet this provision are required to shift to another course/program.

Chapter 15

CURRICULAR CHANGES

Article 78. Cancellation of Enrollment. A student may be allowed to withdraw enrollment anytime except in the last two weeks prior to the Midterm Examination provided that the student has a written consent from his/her parent or guardian stating the reason for the cancellation. Official cancellation of enrollment will be reflected in the student's Transcript of Records with the mark of “W”.

Failure to produce the written consent approved by the Dean and submitted to the University Registrar will invalidate the official cancellation of enrollment; consequently, the student will have a mark of “DRP” in the Official Transcript of Records. There will be no refund for dropping, withdrawal or cancellation of enrollment.

Article 79. Withdrawal of Enrollment. Withdrawal of enrollment may be allowed within two weeks after classes have officially started provided that the student has not attended any classes. The written letter to withdraw must be noted by the Dean concerned and forwarded to the Registrar’s Office for approval.

Failure to observe this rule, a student may be given a grade of “5.0” or Failure in all subjects not officially withdrawn.

Article 80. Withdrawal of Subject(s). Withdrawal of a subject(s) by a student is allowed not later than one week before the Midterm Period or as specified in the University Calendar of each School Year. The procedure for the withdrawal of subjects is stipulated in the Student Handbook. Non-compliance of the procedure invalidates the student’s official withdrawal of the subject(s) which will result in a grade of 5.0 or Failure.

Article 81. Change of Major/Area of Specialization. Changing a major may be allowed within one week from the formal opening of classes, upon the recommendation of the Department Chairperson and subject to the approval of the Dean concerned. A copy of the request for the change of major shall be forwarded to the School Registrar for updating.

Article 82. Changing or Adding of Subject(s). The changing or adding of subject(s) may be allowed within one week after the formal opening of classes provided the change is justifiable upon the recommendation of the Department Chairperson and approved by the Dean concerned. The request for the Changing of Subject must be filed at the Office of the Registrar in order for it to be official.

Chapter 16

ACADEMIC LOAD AND ATTENDANCE

Article 83. Academic Load. Students are required to follow the approved normal academic load in a given semester stipulated in the course curriculum. The academic load shall include the proper sequencing of prescribed subjects to be taken for the whole duration of the program.

Section 1. Overload Units. Only bonafide graduating students are allowed to overload. The guidelines on the overload units are specified in the Student Handbook.

Section 2. Practicum and internship are required in certain degree and non-degree programs. However, they should not be taken simultaneously with other subjects when such act will jeopardize one or the other. In exceptional cases as determined by the Dean

in coordination with the Registrar, practicum and internship subjects may be taken with regular subjects based on the following:

- a. The student is a bonafide graduating student;
- b. The overload units shall be taken during the last semester of the last school year when the student is enrolled;
- c. The remaining subjects does not exceed (6) units; and d. The total units remaining do not exceed 30 units.

Section 3. During a summer term, students are not allowed to carry more than the maximum load of nine (9) units.

Section 4. A request for overload duly recommended by the Department Chairperson and the Dean concerned shall be filed at the Office of the Registrar for approval. Only officially approved overload units shall be given credit.

Section 5. The Dean has the authority to limit the academic load of students with deficiencies as well as those of working students.

Article 84. Substitution. Substitution is the replacement of subjects taken by the student from another college or educational institution with related descriptive title, scope, and content. Substitution of subjects may be allowed upon the recommendation of the Dean and the approval of the University Registrar.

Article 85. Attendance. Attendance in classes shall be governed by all applicable provisions under the Student Handbook and the University Academic Manual.

Chapter 17

CLASSES

Article 86. Size of Classes. A lecture class size shall not exceed fifty (50) students unless the University President, upon the recommendation of the Dean or Campus Director through the Vice-President for Academic Affairs, authorizes in writing, any deviation from these sizes.

Section 1. A technology/laboratory class size shall not exceed forty (40) students unless the University President, upon the recommendation of the Dean or Campus Director through the Vice-President for Academic Affairs, authorizes in writing, any deviation from these sizes.

Section 2. Classes with less than 15 students shall be dissolved except for regular major subjects. Otherwise, it can only be offered upon the request of the student(s) duly endorsed by the Dean and recommended by the Vice President for Academic Affairs to the University President for approval. This case requires payment of prescribed fees as determined by the Accounting Office.

Section 3. Off-semester subjects may be offered upon the request of the students duly endorsed by the Dean and recommended by the Vice President for Academic Affairs to the University President for approval. Payment of prescribed fees as determined by the Accounting Office is required for the offering of off-semester subjects.

Article 87. Schedule of Classes. The schedule of classes shall be prepared by the Chairperson of the discipline, consolidated by the concerned Dean in coordination with the Registrar and the VPAA and approved by the University President. The final schedule of classes shall be submitted by the Dean to the Registrar at least two (2) weeks before the enrollment period of each semester.

Article 88. Suspension of Classes. The power to suspend classes is vested solely in the University President. However, in the absence of the University President, the Vice-President for Academic Affairs can order the suspension of classes. Unless otherwise specified, the faculty and non-teaching personnel may continue their work.

Chapter 18

FEES

Article 89. Schedule of Fees. Tuition, registration, laboratory, and other miscellaneous fees shall be determined by the University President in consultation with the Federated University Parent Teacher Association (FUPTA) and the Federated Student Government (FSG), subject to the approval of the Board of Regents.

Article 90. Full Payment of Fees. All fees shall be paid in full upon enrollment. However, in some meritorious cases, payments on installment basis may be allowed subject to the approval of the University President.

Article 91. Refund. Refund of fees is subject to the approval of the University President.

Chapter 19

EXAMINATIONS AND GRADES

Article 92. Examinations. Examinations are integral components of instruction and must be administered by the instructors/professors concerned, subject to all applicable university policies, rules and guidelines.

Article 93. Quiet Week. The “Quiet Week” Policy before Mid-Term and Final Examinations shall be strictly implemented. No field trips, cultural shows, and other extra-curricular activities shall be allowed during the said weeks.

Article 94. Evaluation of Academic Performance of Students. The academic performance of students shall be evaluated and graded at the end of each semester. The evaluation should be objective based on the criteria set by the instructor or professor at

the start of the classes. Evaluation may be written, oral, or both and other assessment tools.

Article 95. Authority of Instructors/Professors on Grades. The instructor or professor has the sole authority to determine the grade of a student in the subject.

Article 96. Report of Grades. It is mandatory for all faculty members to submit grade reports not later than ten working (10) days after the last day of the examination period every semester. Corresponding sanctions shall be imposed to violators.

Article 97. Grading System. The University shall adopt a uniform grading system using number grades from a highest of “1.0” to a lowest of “5.0” or Failure. The lowest passing grade is “3.0” in the undergraduate programs and “2.0” for master’s degree programs and “1.7” for the doctoral degree programs. Details of the grading system used by the University are provided in the respective Student Handbook.

GRADE	PERCENTAGE
1.00	95 and above
1.10	94
1.20	93
1.30	92
1.40	91
1.50	90
1.60	89
1.70	88
1.80	87
1.90	86
2.00	85
2.10	84
2.20	83
2.30	82
2.40	81
2.50	80
2.60	79
2.70	78
2.80	77
2.90	76
3.00	75
5.00	Below 75
W	Withdrawn
DRP	Dropped
NC	No Credit
INC	Incomplete

Article 98. Changing of Grades. As a general rule, a report of grades submitted to the Office of the Registrar is official and assumed to be free from clerical and computational errors. However, in some exceptional cases, such as when a clerical error has been committed, the instructor is required to submit the Correction of Grade Entry Form noted by the concerned Department Chairperson and the Dean. The Form shall be forwarded to the Office of the Registrar to rectify the error. However, in no case shall a grade be changed after a lapse of one (1) year from the date the grade report was filed, nor shall any change be done to the prejudice of the student.

Article 99. Academic Honors for Non-graduating Students. The existing rules and regulations and the type of awards governing Academic Honors for non-graduating students shall be in effect unless otherwise amended by the Academic Council.

Chapter 20

GRADUATION

Article 100. Requirements for Graduation. Students shall be recommended for graduation only when he/she has satisfied all academic and other relevant requirements prescribed by course/program. The following rules shall be observed:

Section 1. Within the first three (3) weeks following the opening of classes in each semester, the Dean shall submit to the Registrar, a duly certified list of candidates for graduation for the given semester. The Registrar shall examine the academic record of each candidate to determine whether all requirements for graduation are satisfied and shall publish a list of duly qualified candidates for graduation for that semester. An original copy of the list must be submitted to the Academic Council.

Section 2. The Academic Council shall deliberate and recommend to the University President for the approval of the candidates for graduation to the Board of Regents.

Section 3. Each candidate for graduation is required to remove all his academic and non-academic deficiencies not later than two (2) weeks before the end of the last semester in the University.

Section 4. Clearance from all financial and other responsibilities to the University and all its subsidiary units shall be a requirement for the issuance of diploma, certificate, transcript of records and honorable dismissal. The University Clearance should be accomplished before any document could be released to the graduates of the University. The University Clearance should be submitted to the Registrar for filing.

Section 5. Residency Requirements. The residency requirements of the candidates for graduation of the University are as follows:

a. A student shall be allowed to graduate from the University upon compliance with the residency requirements of at least two (2) years for a degree program and one year for a non-degree program.

b. The residency requirements for a graduate program are the following: twelve (12) units in the master's degree program and at least twenty-four (24) units in the doctoral program, excluding the units for thesis or dissertation. Graduate students are given five years to complete their master's degree and seven years to complete their doctoral degree.

Article 101. Awarding of Academic Honors. The Academic Council shall promulgate policies, rules and guidelines governing confirmation of honors to graduating students.

Section 1. The rules and regulations promulgated by the Academic Council for graduating students shall include provisions for awarding Latin honors, namely: Summa Cum Laude, Magna Cum Laude, and Cum Laude for the baccalaureate degrees and Be emeritus and Emeritus for the graduate degrees. Other awards under the graduate degrees include: *Outstanding Thesis/Dissertation and Outstanding Thesis/Dissertation Defense*.

Section 2. All other issuances regarding the confirmation of other titles and distinctions in recognition of the exemplary performance of graduates of the University shall become part and parcel of this University Code.

Article 102. Graduation Exercises and Academic Attire. The wearing of appropriate academic regalia is required in all baccalaureate services and commencement exercises of the University. Section 1. The faculty, academic staff and the guest of honor and speaker shall wear academic gowns appropriate to the highest degree earned.

Section 2. All faculty and academic staff are required to be present during the Baccalaureate Services and Commencement Exercises.

Section 3. All candidates for graduation shall wear the academic gown prescribed for their respective courses.

Section 4. Anyone found violating these rules is guilty of breach of discipline and will be dealt with accordingly.

Title Five

STUDENT AFFAIRS

Chapter 21

STUDENT SCHOLARSHIPS

Article 103. Meaning of University Scholarships. University Scholarship means basically free tuition, either full or partial. This is awarded to students to encourage excellence in academic, sports and athletic, cultural and work performance. A grant refers to the financial assistance given to qualified students.

Section 1. Scholarship in this University shall be classified as: (1) academic; (2) sports and athletic; (3) cultural and (4) work.

Section 1.1. Academic Scholarship shall be granted to entering Valedictorians and Salutatorians from recognized public/private high schools and vocational schools and those who are able to maintain an average grade of 1.50 and above in the last semester.

Section 1.2. Sports and Athletic Scholarship shall be granted to deserving students who show excellent performance in sports and athletics. Recipients are determined by a Committee on Athletic Affairs and recommended by the Scholarship Committee to the President for approval.

Section 1.3. Cultural Scholarship shall be granted to deserving students who excel in cultural activities to be determined by a Cultural Committee and recommended by the Scholarship Committee to the President for approval.

Section 1.4. Work Scholarship is a financial assistance granted to poor but deserving students. Recipients will be identified and recommended by the Scholarship Committee to the President for approval.

Section 1.5. Scholarship Grants shall be awarded to qualified students based on a set of criteria and guidelines set by the sponsors of the grant.

Section 1.6. No student should enjoy two or more scholarships at the same time. The recipient should waive the lesser to a higher grant. Section 2. In addition to the general average grade requirement to be eligible for a university scholarship, the student should meet the following conditions:

Section 2.1. Must have carried during the previous semester, fifteen (15) units or more of the academic credit of the normal academic load prescribed in the curriculum; in the case of the Graduate School, the student must be enrolled in not less than 9 units during the semester or summer term.

Section 2.2. Must have no grade below 2.0 for the undergraduate level and 1.5 for the graduate level.

Article 104. Scholarship Delinquency. Subject to the approval of the Board of Regents, the University Academic Council shall formulate and implement rules and regulations governing scholarship delinquency. The rules and regulations promulgated by the Academic Council shall form part and parcel of this University Code.

Chapter 22

STUDENT RIGHTS, DUTIES, RESPONSIBILITIES AND PRIVILEGES

Article 105. Rights of Students. Subject to certain limitations prescribed by law and governed by school policies and regulations, the University recognizes the following rights of every bonafide student of the University.

Section 1. Every student has the right to receive relevant and quality education, full physical, moral, and intellectual development, and humane and healthful conditions of learning.

Section 2. Every student is entitled to proper guidance and counseling services to enable him/her to know oneself, to make good decisions and to select from alternatives, his/her future career or vocation.

Section 3. Every student shall, in the exercise of his/her freedom of speech and press, have the right to express and pursue his/her opinions on any subject provided that the expression and dissemination of such views do not disrupt the work and discipline of the school.

Section 4. Every student shall have the right to participate in the formulation and development of school policies through proper representation in the appropriate body/bodies to be determined by the governing board.

Section 5. Every student shall have the right to form or join organizations and societies and to actively participate in their activities not contrary to law.

Section 6. Every student shall have the right to receive reasonable protection from physical harm while in the University premises or while doing school related activities outside the University premises.

Section 7. Every student shall have the right to be informed of the University rules and regulations affecting him/her.

Section 8. Every student shall have the right to participate in curricular and co-curricular activities of the University.

Section 9. Every student is entitled to respect as a person with human dignity. No student shall be subjected to exploitation, involuntary servitude or cruel and unusual punishment.

Section 10. Every student of the University shall enjoy academic freedom.

Section 11. Every student shall have the right to redress of grievances against any act of injustice committed against him/her.

Section 12. No student shall be subjected to any disciplinary action without due process.

Section 13. Every student shall have the right of access to his instructor's class records for the purpose of determining his/her class standing.

Section 14. Every student has the right to pursue his/her course of study and graduate provided he/she has attained the minimum course requirements prescribed by CHED and the University's Policies and Standards.

Section 15. Every student is entitled to expeditious issuance of certificates, diploma, and transcript of records, grades and transfer credentials.

Article 106. Duties and Responsibilities of Students. Every student, regardless of his/her birth, sex, religion, social status, and other circumstances is expected to:

Section 1. Strive to lead an upright, virtuous and useful life as a student and later, as an alumnus. **Section 2.** Love, respect and obey his/her parents/guardians to keep the family harmonious and united.

Section 3. Exert utmost effort to develop his/her best potentials and hone his/her abilities to become an asset to oneself and the larger society.

Section 4. Respect the customs and traditions of the people, the duly constituted authorities, laws of the land and principles of democracy.

Section 5. Participate actively in civic and environmental affairs for the promotion of general welfare.

Section 6. Help in the observance and exercise of individual and social rights, the strengthening of freedom, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace.

Section 7. Respect and cooperate with teachers, fellow students and school authorities in the attainment and preservation of order in the school and in the society.

Section 8. Exercise his/her rights responsibly, with utmost regard for the right of others.

Article 107. Observing Laws, Rules and Regulations. All students are expected to strictly observe the laws of the land, the rules and regulations of the University, and the standards of a good society.

Article 108. Keeping Order and Decorum. In order to ensure order and decorum in the classes, all instructors are empowered to exclude a student or a group of students from his class for an ungentlemanly conduct and to immediately thereafter, report the incident to the College Dean concerned for fast and appropriate action.

Article 109. Noise and Disturbance. Any student who deliberately makes unnecessary noise that disrupts classes or disturbs the serenity of the University shall be subject to disciplinary action in accordance with the pertinent provisions in the Student Handbook.

Article 110. Smoke Free Campus. Absolutely no smoking is allowed in the classrooms, laboratories, libraries, canteens, conference rooms, theatres, halls, hallways, wards, shops, grounds. This includes the outside perimeters of the University within one hundred (100) meters.

Article 111. Ordinary Indebtedness. The University shall not take any action on complaints regarding ordinary indebtedness of its faculty, staff or students to private parties or individuals with whom the University does not have any control.

Article 112. Rules and Regulations on Conduct and Discipline. The following rules and regulations on conduct and discipline of students taken from the Student Handbook are re-stated as follows for the guidance of all concerned:

Section 1. Students shall, at all times, observe the laws of the land and the rules and regulations of the University.

Section 2. No disciplinary proceedings shall be instituted except for conducts prohibited by law or the rules and regulations promulgated by duly constituted authorities of the University.

Section 3. A student shall be subjected to disciplinary action only for deliberately committing any of the following offenses:

- a. any act of dishonesty against the University officials, faculty and staff, including all forms of cheating during examinations.
- b. Carrying within the University premises at any time of the day firearms, knives with a blade longer than 2 ½ inches and other dangerous or deadly weapons, except when the same is used in connection with his/her studies and is permitted by authority to carry such weapon;
- c. Drinking alcoholic beverages and/or manifesting drunken behavior within the premises of the University;
- d. Unauthorized possession or use of dangerous drugs or chemicals, such as LSD, marijuana, heroin and other toxic substances;
- e. Gambling within the institution's premises;
- f. Gross and deliberate discourtesy; and
- g. Creating disorder, tumult, breach of peace and other serious disturbances.

Article 113. University Board of Discipline. The University Board of Discipline (BOD) shall be composed of the following:

1. Director of Student Services;
2. Dean or his/her duly authorized representative of the College where the student belongs;
3. Department Chairperson where the student belongs;

4. One Student Representative preferably the Chief Justice of the Federation of Student Governments or the President of the College Student Government where the student belongs;
5. One Faculty member preferably the adviser of the College Student Government where the student belongs;
6. One Student Affairs Office staff, a non-voting member to act as secretary;
7. Director of the CARE Center his/her duly authorized representative, nonvoting member

Article 114. Disciplinary Procedures. While it is generally acknowledged that disciplinary proceedings in institutions of higher learning need not observe the same requirements of due process in courts of law, NORSU ensures that the rudimentary requirements of due process are followed in all disciplinary cases.

Section 1. Any member of NORSU and the community or the university itself may file a complaint or charge against a student. The complaint should be in writing before it can be acted upon by the University.

Section 2. The written complaint may be submitted to the following offices:

- a) Director for Student Affairs
- b) Dean of College
- c) Department Chairperson
- d) Student Government

Section 2.1. In cases where the penalty is not suspension, dismissal or expulsion, the aforementioned offices may initiate possible settlement or dispute resolution. The Director for Student Affairs must be furnished a written information on all resolutions for record purpose.

Section 2.2. If the penalty for the nature of the violation is suspension, dismissal, or expulsion, the case must be heard by the Board of Discipline (BOD).

Section 3. If the complaint or charge is submitted to the Office of the Student Affairs, the following procedure shall be followed:

Section 3.1. The Director of Student Affairs or his/her authorized representative shall inform the student concerned of the nature of the complaint against him or her and the possible resulting penalties.

Section 3.2. The student charged shall answer the complaint in writing within 10 calendar days from the time he/she receives the written notice of the complaint. Failure to answer may cause a declaration of default against the student in which case the

complaint shall be decided by the BOD on the basis of the evidence presented by the complainant.

Section 3.3. Within five (5) calendar days upon receipt of the answer, the Director for Student Affairs or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge and/or if the charge can be disposed of administratively by agreement of the parties and the Director for Student Affairs.

Section 4. The Board of Discipline will conduct the hearing of the case.

Section 5. On the basis of the clear and strong evidence presented, the BOD shall determine the merits of the complaint charged.

Section 5.1. Decisions of the BOD shall be automatically reviewed by the Vice-President for Academic Affairs (VPAA) within seven (7) calendar days from receipt of the decision. If there is no action, the decision of the matter is deemed final and executory.

Section 5.2. The University President shall review the decision of the BOD within seven (7) calendar days from receipt of the decision if it involves dismissal and expulsion. If there is no action, the decision of the matter is deemed final and executory.

Section 5.3. An appeal for review can be made by the respondent based on the following grounds:

- a. Severity of the penalty
- b. Procedural error
- c. New evidence

Article 115. Effecting Decision. Final decision(s) shall take effect immediately as provided in these rules; however, penalties involving suspension or dismissal rendered within thirty (30) days prior to a final examination, shall take effect only in the semester immediately following; provided that when the respondent is graduating, the penalty must take effect immediately and the student's graduation shall be withheld.

Article 116. Rights of Respondents. Every student shall enjoy the following rights:

Section 1. To be subjected to any disciplinary penalty only after due process;

Section 2. To be declared guilty on the basis of substantial evidence, the burden of proof being with the person filing the charge;

Section 3. To defend himself/herself personally or by counsel, or by a representative of his/her own choice. If the respondent so desires, he/she shall request the tribunal to designate a counsel for him/her from among the members of the University; and

Section 4. To enjoy, pending final decision on the charges, all his/her rights and privileges as a student, subject to the power of the tribunal to order preventive suspension for not more than fifteen (15) days when such suspension is necessary to maintain the security of the University.

Article 117. Records. All proceedings of cases heard before the tribunal shall be recorded in writing by a competent person. The original copy of the records shall be placed under the custody of the University President and declared confidential. No person shall have access to the same unless officially involved therein and he/she has been legally authorized. Any official or employee of the University who shall violate the confidential nature of such records shall be subject to disciplinary action.

Section 1. Disciplinary Action may take the form of expulsion, dismissal, suspension, withholding of graduation, exclusion from classes, reprimand, warning or public apology.

Section 2. Any disciplinary action taken against a student shall be reported immediately to his/her parents or guardians.

Section 3. Any student who deliberately refuses to submit to the jurisdiction of the University on charges filed against him/her or pending in court, shall prejudice his/her future enrolment in any unit of the University.

Article 118. Residence Halls. Whenever economically feasible, the University shall maintain co-educational residence halls for single men and women faculty and students.

Section 1. Each residence hall will be for men and women who are single or live alone away from their families.

Section 2. Each faculty residence shall be operated as an Income Generating Project (IGP) of the University and therefore, must have a fulltime House Manager, responsible for the maintenance and business operation of the hall.

Section 3. The House Manager is directly responsible to the IGP Management Board.

Section 4. Incomes and expenditures from the operation of residence halls shall be subject to Commission on Audit (COA) rules and regulations.

Section 5. The order and discipline of the residents are the responsibility of the House Manager and his/her staff who shall serve in accordance with such rules and regulations as may be prescribed by the President of the University to whom all breaches of discipline and misconduct shall be reported.

Section 6. Each Residence Hall shall have a staff needed for housekeeping and custodial responsibilities. The financial operation and administrative direction of the residence hall shall be under the supervision of the Chief Administrative Officer/ Financial Management Officer to whom all budgetary requests, appointments and housekeeping matters shall be coursed through.

Article 119. Financial Aid. Scholarship grants, assistantships, and other forms of financial aids to students shall be awarded in accordance with the following pertinent rules and regulations:

Section 1. The University President, upon the recommendation of the Dean concerned, the Director of Student Affairs and the Director of Counseling, Assessment, Resources, Enhancement (CARE) may appoint a student to various units of the University, as Student Assistant with a reasonable compensation in accordance with applicable government laws.

Section 2. The Federated Student Government, upon the recommendation of the requesting head of office, may also appoint a student to various units of the University as a Student Assistant with reasonable compensation from the Student Government funds.

Section 3. There shall be created a Student Loan Board (SLB) from which a student may avail of a financial grant. The SLB shall be under the supervision of the Director of the Student Affairs office.

Section 4. All policies, rules and regulations pertinent to the operation and management of the SLB shall be promulgated by the Board itself in consultation with the Student Government. Article 120. Rental of Textbooks. Whenever economically feasible, the University shall make available for sale or rental, textbooks and other instructional and learning materials as an IGP of the University, subject to existing rules and regulations of the University.

Article 121. Curricular Consultation Service (CCS). It should be a matter of policy for the University to provide consultation and guidance services to its students particularly on matters related to their programs of study.

Article 122. Foreign Students. Whenever necessary, a foreign student's advisor ship program under the Office of the Vice-President for Academic Affairs shall be created to look after the welfare and well-being of foreign students while enrolled in the University.

Article 123. Co-curricular Activities. Students are free to participate in all curricular activities of the University and to express views and opinions on issues of public interest subject to limitations provided by all applicable laws of the government.

Section 1. Their participation in the activities shall be their own personal responsibility. However, a written permission from concerned faculty shall be sought so that their absence in class may be excused.

Section 2. Their views and opinions are solely their own and are not necessarily shared by the University faculty and administration.

Article 124. Student Government. There shall be established a Student Government (SG) of the University, the composition of which shall be in accordance with the rules

promulgated by duly constituted authorities. The student government shall be under the jurisdiction of the Director of Student Affairs.

Section 1. The main campus and its satellite campuses shall have one separate SG which shall organize among themselves a federation.

Section 2. No institution-wide student government organization shall be allowed to function without a duly ratified constitution endorsed by the Director of Student Affairs and duly approved by the University President.

Chapter 23

AUXILIARY CONCERNS

Article 125. Athletics. There shall be created a University-wide Athletic Association. All students enrolled in any program of the University, shall, upon payment of the athletic fee, become a member of the Athletic Association provided that membership in the association is not compulsory. The governance of the association shall be vested in a Board of Athletic Affairs which shall be constituted by the President. The Board shall be composed of the following:

- a. Director of the Physical Education
- b. Director of Athletics and Sports
- c. Deans and Campus Administrators
- d. President of the Alumni Association
- e. President of the Federated University Parents Teachers Association
- f. President of the Federated Student Government.

Section 1. The Board of Athletic Affairs shall lay down the broad athletic policies of the University. The Chairperson of the Board shall be elected from among themselves and he/she shall have a term of one year subject to one re-election.

Section 2. All actions of the Board of Athletic Affairs including the broad athletic policies it formulates are subject to the approval of the Board of Regents.

Chapter 24

CONVOCATIONS

Article 126. All-University Convocations. All-University convocations are organized by the administration.

Section 1. All faculty members and academic staff members are required to be present in All-University convocations.

Section 2. Academic regalia shall be worn by the faculty and academic staff during the first All-University convocation of the school year.

Article 127. College Convocations. College convocations are organized by the respective colleges or disciplines. For posterity measures, colleges are encouraged to schedule their college convocation collectively.

Article 128. Speaker in a Convocation. Any person from within or outside the University may be invited to speak during convocations or other academic programs of the University, provided permission of the University President or his/her duly authorized representative has been sought and granted prior to the event.

Title Six

RESEARCH AND EXTENSION

Chapter 25 RESEARCH

Article 129. The Research Function. Pursuant to the provisions of the Republic Act 9299, Republic Act 8439 (Magna Carta for Scientists, Engineers, Researchers and other Science And Technology Personnel in Government) and the approved University Research Manual, all qualified University personnel are mandated to engage in research and development in the arts, science, technology and education, including related training and services activities. The University shall primarily support indigenous, appropriate, and self-reliant scientific and technological capabilities, and their application to the country's productive systems and national life.

Section 1. The University encourages quality research content, delivery system and products in the priority areas of the following disciplines:

sciences, mathematics, engineering, architecture, maritime, humanities, social sciences, communication, information technology, teacher education, industry, environment, energy, arts, culture, sports, law, and others.

Section 2. Faculty members with academic ranks are required to participate actively in the conduct of at least one research per year in their areas of specialization and to publish the same in national or international journals as bases for promotion.

Section 3. Qualified personnel actively involved in research are entitled to rewards and reasonable fiscal incentives in the amount determined in accordance with all applicable government laws, policies and guidelines as well as those provisions approved by the University Board of Regents.

Section 4. All research project proposals shall be subject to review by a panel of experts through the Office of Planning, Research, Extension and International Linkages, who shall assess the basic information, technical description, and budget of the project and to recommend to the President for its approval, revision or outright disapproval.

Section 5. A University Research and Development Advisory Council (URDAC) shall be created to conduct a periodic review, evaluation and assessment of the University's research initiatives and to make relevant reports and recommendations to the Board. This committee shall be reasonably remunerated.

Section 6. Before implementation of any approved research or research related project, the proponent must enter into a Memorandum of Agreement (MOA) with the University President or his duly authorized representative stipulating the terms of reference, specific duties and responsibilities of the parties involved.

Article 130. Research Honoraria/Incentives. Pursuant to the provisions of Republic Act 8439 (Magna Carta for Scientists, Engineers, Researchers and other Science And Technology Personnel in Government) and the approved University Research Manual, honoraria or incentives shall be given to personnel in appreciation of their efficient performance rendered beyond their regular workload in research under the following instances:

Section 1. NORSU employees requested to speak, lecture, or act as resource persons in seminars, in-service training courses, or classroom sessions.

Section 2. NORSU officials or employees paid by another office wherein they are on detail or special assignment provided that if they are already collecting similar compensation or allowance for the same service period for which payment is being claimed, they may choose to collect whichever is higher but in no case shall be receive both.

Section 3. Those paid to a NORSU official or employee for his membership in committees or special projects.

Section 4. Those paid to a NORSU officials or employees who are involved in the conceptualization of projects/programs, implementation of research and development activities, coordination of R&D activities, or rendition of advisory, administrative, and/or management functions in the implementation of R&D activities.

Section 5. University officials and employees who are on assignment on more than one special project may be allowed to enjoy honoraria of all projects provided that the total honoraria received shall in no case exceed 50% of their annual salary (NCC No. 75).

Conversely, those who have several honoraria pertaining to one assignment, only that which is more advantageous to them shall be allowed.

Article 131. Limitations to Payment of Honorarium/Incentives. Payments of research honoraria are limited to the following instances:

Section 1. Regardless of the source of funds, no honoraria shall be paid to any NORSU personnel without the prior approval of the President (LO No. 565, as implemented by COA Circular No. 78-77, Feb. 28, 1978 and May 16, 1988).

Section 2. No overtime pay, meal allowance, transportation and other allowances shall be allowed from the same project for the period that honoraria are granted.

Section 3. Research and technical personnel in programs and projects granted extension beyond the approved duration shall not be entitled to honoraria except under mitigating circumstances approved by concerned authorities.

Section 4. No individual may be entitled to receive honoraria in more than one project/activity within each program or project. In case the individual is assigned or designated in more than one project or activity within a project or program, he shall receive only the higher honorarium.

Section 5. Payment of honorarium to personnel of other agencies shall be subject to verification if the allowable limit has not been exceeded.

Section 6. Claims for honoraria shall be supported by

- a) a copy of appointments or special order or their equivalent containing the amount of honorarium that he is authorized to receive,
- b) Certification that service has been rendered, if applicable and
- c) Certification from the Chief Accountant that the total honoraria in lieu of overtime pay.

Article 132. Other Research Entitlements. Subject to all applicable rules, guidelines and other issuances of the government, personnel involved in Research and Development whether on permanent or emergency basis may also be given the following: Clothing or uniform allowance (Sec. 305, GAAM, Meal allowance (Sec. 293, GAAM), Transportation allowance (CPG No. 80-4), Quarters allowance (Sec. 301 and 302, GAAM), Hazard pay (Sec. 152-153, AAMRO) Insurance, Medication allowance, Legal counsel allowance (Sec. 45, Art. 16, RA 8250).

Article 133. Program/Project Designations. For a particular research and development project, designations or appointments to the following may be done in accordance with all applicable laws, any qualified and capable personnel of the University may be designated for the position:

- a. Program Leader

- b. Project Leader
- c. Project Staff
- d. Research Coordinator
- e. Research Support Staff
- f. Research Development Consultant
- g. Member of a Technical Panel/Community Team
- h. Member of an Inter-Agency Committee (IAC)
- i. IAC Support Staff

All other provisions found in the University Research Manual that are not inconsistent, form, part of the Code.

Chapter 26

EXTENSION

Article 134. The Extension Function. Pursuant to RA 9299, all qualified personnel of the University are mandated to engage in extension projects and outreach activities in priority communities of the province, the country, and the global community. The University encourages relevant, socially responsive extension projects and outreach activities that will improve the economic, social, spiritual and physical well-being of the people.

Section 1. The University shall encourage its qualified personnel to establish a working relationship with extension workers from other institutions, the local government units, the public school system and industry for the potential value and promise of a consortium-form of extension and outreach activities.

Section 2. Faculty and staff members should participate in the conduct of at least one extension and development project per year. Students who have special skills and expertise may be tapped for extension works under the supervision of the faculty concerned to be reasonably compensated by the University.

Section 3. An extension project may involve industries in the development of trade skills standardization, resource person services, resource exchange, funding or financial assistance, placement and referrals, and use of innovative and non-traditional instructional delivery modes or systems, provision of adult citizens with vocational efficiency and other applicable skills.

Section 4. All extension projects shall facilitate transfer of technology, foster leadership and promote self-reliance among the less privileged communities.

Section 5. Whenever applicable, an extension works must be in the area of specialization of the implementer and should utilize the results of research in order to strengthen the impact of the project and provide a link between knowledge and technology transfer.

Section 6. All extension project proposals shall be subject to review by experts through the Vice President for Planning, Research, Extension and International Linkages, who shall assess the basic information, technical description, and budget of the project and to recommend to the University President for approval.

Section 7. Before the implementation of any approved extension project, a Memorandum of Agreement (MOA) stipulating the terms of reference, specific duties and responsibilities of the parties involved must be signed first by the proponent and the University President or his duly authorized representative.

Section 8. No extension-related activities shall be conducted unless the same is approved by the University President or his duly authorized representative.

Section 9. Qualified personnel engaged in extension activities are entitled to rewards and reasonable fiscal incentives in the amount determined in accordance with all applicable government laws, policies and guidelines as well as those provisions approved by the University Board of Regents.

Section 10. The marketing of all products and services derived from extension projects shall be channeled through the Income Generating Project (IGP) Unit of the University.

Section 11. There shall be created a team or committee to be reasonably remunerated which will conduct a periodic review, monitoring, evaluation and assessment of the completed extension projects and make relevant reports of its findings and recommendations to the Board.

Section 12. Terminal Report (in three original copies) of a completed extension and development project is required for submission to the President, immediately after the completion of the project. The option to publish the report in the Catalyst or other journals shall be decided by the PREXIL Center.

Title Seven

CONCLUDING PROVISIONS

Chapter 27 AMENDMENT AND EFFECTIVITY

Article 135. Amendments. Any amendments of this University Code shall be recommended by the Administrative and Academic Councils, through the University President, and approved by the Board Regents.

Article 136. Repealing Clause. The provisions of the Central Visayas Polytechnic College (CVPC) College Code which are contrary to or inconsistent with the provisions of this University Code are hereby superseded and repealed.

Article 137. Effectively. This Code shall take effect immediately upon its approval by the Board of Regents.

ANNEXES

Annex A – Members of the University Code Committee (2005)

Chairperson:

Dr. Ponciano O. Julom, Vice President for Development and Special Concerns

Vice Chairpersons: Dr. Cecilia A. Abringe, Vice President for Administration

Dr. Peter T. Dayot, Vice President for Planning, Research, Extension and International Linkages

Members: Engr. Oliver Hermosa, FASA President

Mrs. Corazon Addily Utzurrum, NAAPA President

Mr. Dominic de los Santos, FSG President

Engr. Antonio A. Dinoy, Dean, CEA and Director Main Campus II

Dr. Winhelda N. Baquilta, Guihulngan Campus Director

Dr. Bernardina E. Duenas, Bais CityI Campus Director

Dr. Arsenia A. Albito, Bayawan City-Sta. Catalina Campus Director

Mr. Benjamin S. Canete, Baic City II Campus Director

Dr. Juanita Solis, Slaton Campus Director

Annex B – Members of the University Code Committee (2007)

Chairperson: Dr. Peter T. Dayot, Vice President for Planning, Research, Extension and International Linkages

Vice Chairpersons: Dr. Cecilia A. Abringe, Vice President for Administration

Members: Mr. Gregory Joseph Alsula, FSG President

Dr. Jose S. Baquilta, Guihulngan Campus Director

Dr. Bernardina O. Tan, Bayawan City-Sta. Catalina Campus Director

Ms. Ester Salas, HRMO Designate

Annex C – Members of the University Code Committee (2008)

Chairperson: Dr. Victoria P. Dinopol, Vice President for Academic Affairs Vice

Chairpersons: Dr. Maria Elsa Ilona A. Bulado, Vice President for Administration and Special Concerns

Dr. Peter T. Dayot, Vice President for Research, Extension, and International Linkages

Members:

Mrs. Corazon Addily B. Utzurum, University Secretary

Dr. Ester Salas, HRMO Designate

Engr. Eduardo Iso, NORSUFFA President

Mr. Reymil T. Cadapan, NAPU President

Dr. Pedrina Patron, Editor

Atty. Pearl Estacion, Legal Consultant

Annex D – References

1. Central Visayas Polytechnic College (CVPC) College Code
2. Republic Act 9299 - An Act Converting the Central Visayas Polytechnic College (CVPC) into a State University
3. NORSU Student Handbook
4. CHED Memorandum Order No. 2, series of 2001
5. Electronic New Government Accounting System (e-NGAS) pursuant to COA Circular No. 2004-007
6. Memorandum Circular No. 40
7. Memorandum Order No. 13, s. 2003, Guideline in the Implementation of Grievance Machinery
8. Memorandum Order No. 14, s. 2003, Guideline in the Implementation of Program on Awards and Incentives for Service Excellence (PRAISE)

9. Memorandum Order No. 15, s. 2003. Merit Selection Plan
10. Merit System for Faculty and Academic Staff
11. National Compensation Circular (NCC) 33
12. National Budget Circular (NBC) 461
13. Omnibus Rules Implementing Book V of Executive Order No. 292
14. Republic Act 8292
15. Republic Act 3465 (Internal Auditing Act of 1962) as amended by RA 4177
16. Uniform Rules on Administrative Cases in Civil Service
17. Revised Omnibus Rules on Appointments and other Personnel Actions
18. Uniform Rules on Administrative Cases in the Civil Service
19. Omnibus Rules on Leave
20. Qualification Standards Manual