Western Mindanao State University
Normal Road, Baliwasan, Zamboanga City

THE WMSU FACULTY MANUAL

March 2025

TITLE	PAGE NO.
FOREWORD	
1.0 GOVERNANCE AND ADMINISTRATION	4
1.1 Organizational Structure of the Western Mindanao State University	4
I.1.1 *The Board of Regents*	5
1.1.2 *Rights and Responsibilities*	4
1.1.3 *The Organizational Chart of the Western Mindanao State University*	9
1.1.4 *Officials of Western Mindanao State University*	10
2.0 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS	26
2.1. Academic Freedom	26
2.2. Teaching Load	28
2.1.1 Faculty Workload	32
2.3. Attendance in Classes	
3.0 FACULTY APPOINTMENT, PROMOTION, TENURE, AND SEPARATION FROM SERVICE	33
3.1 Appointments	33
3.1.1. General Guidelines	33
3.1.1.a. Types of Appointments	34
3.1.1.b. . Qualification Standards	35
3.1.1.c. Selection Boards	36
3.1.1.d. Hiring Procedure	36
3.1.1.e. Probationary Period	37
3.1.1.f. Physical Examination	37
3.2 Promotion	38
3.3. Separation from the Service	39
3.4. Dropping from the Rolls	39
3.5. Other Modes of Separation	40
3.6. Extension of Service	40
3.7. Money and Property Clearance	40
4.0 FACULTY PRIVILEGES	41
4.1. Study Leave Privileges	43
4.2. Acquiring Second Degree	43
4.3. Post- Doctoral Fellowship	43
4.4. Special Leave Privileges	43
4.4.a. Maternity Leave	43
4.4.b. Paternity Leave	43
4.4.c. Leave of Adoptive Parents	45
4.4.d. Rehabilitation Leave	45
4.4.e. Leave of Solo Parents	45
4.4.f. Military Service Leave	45
4.4.g. Sabbatical Leave	47
4.5. Other Faculty Privileges	48
4.6. Retiree Privileges	48
4.7. Consultancy Service, Personnel Exchange & Practice of Profession	50
4.8. Terminal Leave Benefits	

5.0 FACULTY BENEFITS AND WELFARE 51
5.1. Faculty Salary 51
5.2. Government Service Insurance System 51
5.3. Pag-Ibig Funds 51
5.4. PhilHealth 52

6.0 HONORS AND RECOGNITIONS 54
6.1. Awards for the Faculty 54
6.2. Selection Criteria 55

7.0 INCENTIVES 57
7.1. Faculty Incentives 58
7.2. Other Forms of Awards and Incentives 58
7.2.1. Compensatory Time-Off 59
7.2.2. Flexi-place 59
7.2.3. Personal Growth Opportunities 59
7.2.4. Other Incentives 59
7.2.5. Career and Self-Development Incentive 59
7.2.6. A Travel Package 59
7.2.7. Relief from Work 59
7.2.8. Service Credits 62

8.0 CONDUCT, RESTRICTION, AND DISCIPLINE 62
8.1. Conduct 63
8.2. Restrictions 63
8.2.1. Leave Without Pay 65
8.3. Discipline 67
8.3.2. Policy on Anti-Sexual Harassment in the University 67
8.3.3. The Safe Spaces Act 68
8.3.4. Faculty Grievances/Complaints

9.0 INTERNAL RULES ON WORKING HOURS 74
9.1. Official Working Hours 74
9.2. Forty – Hour Week 74
9.3. Flexible Working Hours 74
9.4. Flexitime 74
9.5. Flexible Work Arrangements 75
9.6. Consultation Hours 75
9.7. Overload Hours 75
9.8. Computation of Overload 75
Occupational Safety for Faculty 79
Hazard Pay for Chemists Faculty 80

APPENDICES 83

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Foreword

The Western Mindanao State University stands with the mandate of serving a wider number of people in a more pluralistic social, economic and cultural setting. It stands with the philosophy that education remains to be the most potent tool for change in the process of socio-economic development and shall serve as a lead institution in the promotion of the same. In the fulfilment of its educational mandate, the Western Mindanao State University performs a four-pronged function relevant to social needs and standards to include instruction, research, extension, and production.

In terms of instruction, the university offers curricular programs that suit to the needs of the diverse sectors of society with focus on the development potentials of industries. It constantly initiates the review and revision of course offerings, and the updating of program contents in order to ensure that the programs offered are reflective of the needs of the times. To be able to realize this, fully committed and passionate faculty need to perform the necessary measures for the holistic development of the WMSU graduates, thus, it is imperative that the faculty be guided and acquainted by the rules, and policies relevant to the execution of their duties and responsibilities.

This manual contains guidelines and information relevant to the faculty which were culled from the University Code, resolutions approved by the Board of Regents, decisions of the University Academic Council, Executive Orders, and memoranda from the Office of the President, and relevant documents from various units of the University and some government agencies.

1.0 GOVERNANCE AND ADMINISTRATION

The government of the University shall be vested in the Board of Regents of the University as constituted by law. The administration of said University and the exercise of its corporate powers are vested exclusively in the Board of Regents

It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of higher education relevant to the needs of the people and society.

CHED MEMORANDUM ORDER NO. 03, S. 2001, January 17, 2002 "Revised Implementing Rules And Regulations (IRR) For Republic Act No. 8292, Otherwise Known As "An Act Providing For The Uniform Composition And Powers Of The Governing Boards, The Manner Of Appointment And Term Of Office Of The President Of Chartered State Universities, And Colleges, And For Other Purposes"

1.1 Organizational Structure of the Western Mindanao State University

1.1.1 The Board of Regents

The Western Mindanao State University shall be governed by the Board of Regents which shall be composed of the following:

1.1.1.a. Chairman of the Commission on Higher Education (CHED), Chairman;
1.1.1.b. President of the University, Vice-Chairman;
1.1.1.c. Chairman of the Congressional Committees on Education and Culture;
1.1.1.d. Regional Director of the National Economic Development Authority (NEDA) where the main campus of the university is located (Region 9);
1.1.1.e. Regional Director of the Department of Science and Technology (DOST) in case of science and technological colleges, or the Regional Director of the Department of Agriculture for agricultural colleges; or the Secretary of Education for an Autonomous Region;
1.1.1.f. President of the Faculty Association;
1.1.1.g. President of the Supreme Student Council or the student representative elected by the student council; Provided, That in the absence of a student council president or student representative elected by the student council, the university shall schedule one (1) week for the campaign and election of student presentative;
1.1.1.h. President of the Alumni Association of the institution;
1.1.1.i. Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among lists of at least five (5) persons qualified in the city or the province where the school is

located as recommended by the Search Committee constituted by the President in consultation with the Chairman of the CHED, based on the normal standards and qualifications for the position;

The faculty and student council shall be represented by their respective federations in multi-campus universities. The private sector representatives shall be appointed by the Board of Regents upon recommendation of a duly constituted search committee.

1.1.2 Rights and Responsibilities

The Members of the Board of Regents shall have all the rights and responsibilities of regular members of the Board of Directors of non-profit, non-stock corporations as provided for under the Corporation Law of the Philippines in accordance to Section 4 of RA 8292.

1.1.2.a. The Chair, Vice Chair and the members coming from government agencies have the right to sit as such upon their assumption of office.

1.1.2.b. The WMSU Alumni President, the President/Chair/Head or Federation President/Chair/Head of the Faculty Union, as the case may be, and the President or Head of the Student Council shall sit as members of the Board upon their election and assumption of their respective offices.

1.1.2.c. The private sector representatives must take their oaths of office, as hereinafter provided, before they shall assume their office as members of the Board of Regents.

1.1.2.d. The WMSU Governing Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Sec. 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines, to wit:

1.1.2.d.1. enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university ;

1.1.2.d.2. receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine and in accordance with its discretion, in order to carry out the purposes and functions of the University;

1.1.2.d.3. receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same

when necessary for the benefit of the University, subject to limitations, directions and instructions of the donors, if any;

1.1.2.d.4. fix the tuition fees and other necessary charges, such as, but not limited, to matriculation fees, graduation fees and laboratory fees, as they may deem proper to impose, after due consultations with the involved sectors;

1.1.2.d.5. adopt and implement a socialized scheme of tuition fees for greater access to poor but deserving students;

1.1.2.d.6. authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university through its Governing Board (GB) shall be exempt from all taxes and duties;

1.1.2.d.7. appoint, upon the recommendation of the President of the University, the institution's Vice President(s), Deans, Directors, heads of departments, faculty members and other officials and employees;

1.1.2.d.8. fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the revised compensation and 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 provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

1.1.2.d.9. approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as hereinafter provided;

1.1.2.d.10. set policies on admission and graduation of students;

1.1.2.d.11. award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university or college and to

authorize the award of certificates of completion of non-degree and non-traditional courses;

1.1.2.d.12. absorb non-chartered tertiary institutions within the respective provinces where the University is located, in coordination with the CHED which must approve the same, and in consultation with the Department of Education (DepEd);

1.1.2.d.13. establish research and extension centers of the University where such will promote its development;

1.1.2.d.14. establish Chairs in the University and provide fellowship for qualified faculty members, and scholarships to deserving students;

1.1.2.d.15. delegate any of its powers and duties provided for herein above 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;

1.1.2.d.16. authorize an external management audit of the University and request the CHED to finance the same, subject to COA rules and regulations so as to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

1.1.2.d.17. collaborate with the other GBs of chartered SUCs within the province or the region, under the supervision of the CHED which must approve the same, and in consultation with the Department of Budget and Management, and work towards their restructuring so that they will become more efficient, relevant, productive and competitive;

1.1.2.d.18. enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which is to be used for the development and strengthening of the University;

1.1.2.d.19. develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local, and foreign, in furtherance of the purposes and objectives of the University;

1.1.2.d.20. develop academic arrangements for institution-capability building with appropriate institutions and agencies, public or private, local or foreign and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;

1.1.2.d.21. set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;

1.1.2.d.22. establish policy guidelines and procedures for participative decision-making and transparency within the University; and

1.1.2.d.23. extend the services of an incumbent President of the University, beyond the compulsory age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated by the GB as outstanding, after unanimous recommendation by the Search Committee (SC) concerned.

1.1.3 The Organizational Structure of Western Mindanao State University

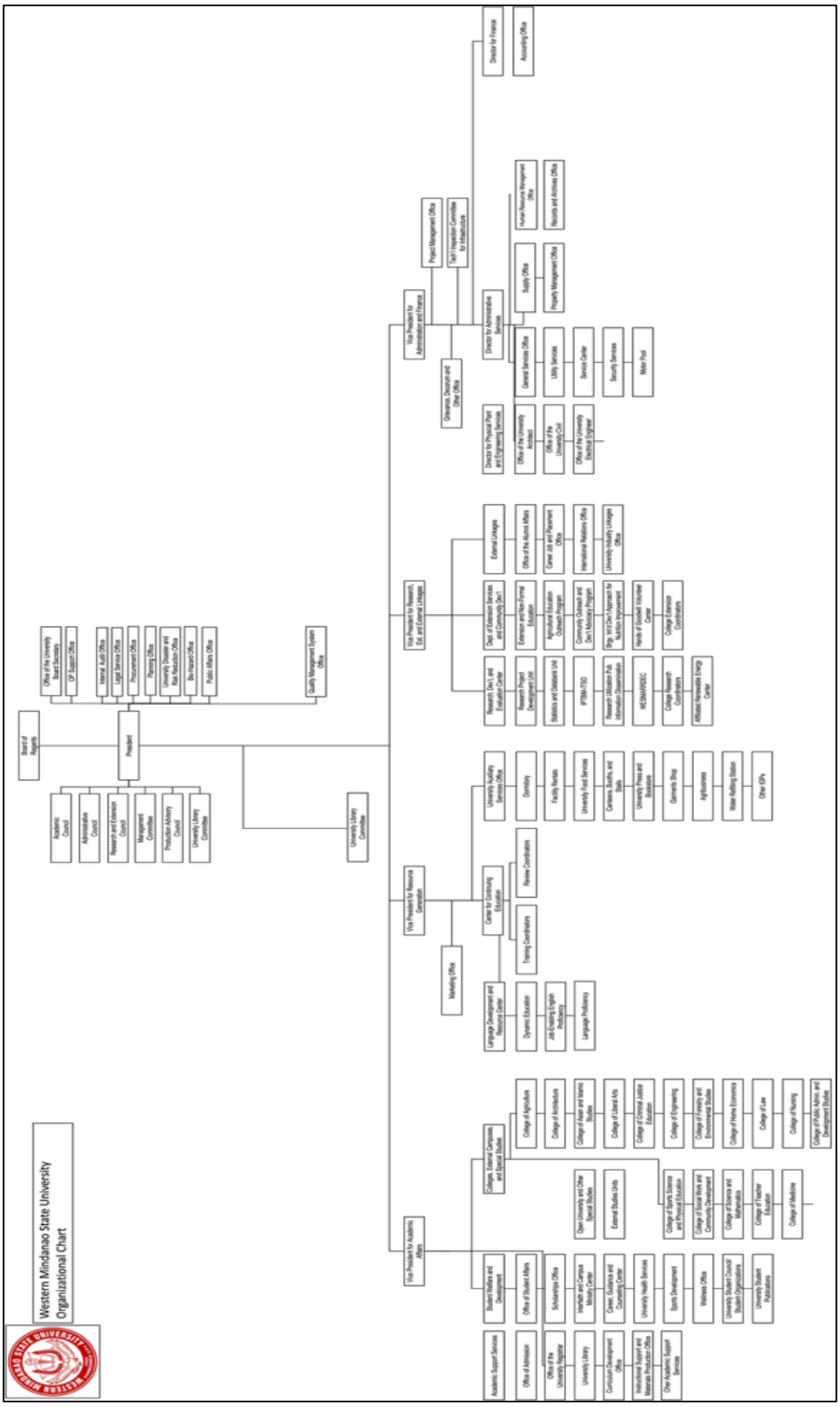


Figure 1. The WMSU Organizational Chart

1.1.4 Officials of Western Mindanao state University

1.1.4.a. The University President

The President of the Western Mindanao State University (WMSU) shall be ex-officio head of the University faculty and of the faculty of every college, institute or school or any other unit of the University. He/She shall have general supervision and control of all business matters as well as of all administrative and financial operations of the University.

All officers and members of the teaching staff, administrative staff, and all other employees of the University shall be under the direction of and control of the President of the University.

The President shall carry out the general policies laid down by the Board of Regents and shall have the power to act within the limits of the said general policies. He/she shall direct or assign the details of executive actions.

The President shall have the power to determine and prepare the agenda of all meetings of the Administrative Council and of the Academic Council. However, any member of the said councils may propose any matter for inclusion in the agenda.

The President shall preside at commencement exercises and other public affairs of the University, and confer such degrees and honors as may be granted by the Board of Regents. He/she shall sign all diplomas and certificates issued by the University together with the University Secretary and the dean of the colleges.

The President shall recommend to the Board of Regents the appointments of competent and qualified persons to fill all vacancies and new positions. He/She shall have the authority to fill vacancies temporarily and to make such arrangements as are necessary to meet all exigencies of the service.

The President shall have the authority to transfer or assign faculty members and employees from one department or unit of the University to another, in accordance with existing laws and rules subject to confirmation by the Board of Regents.

The President shall have the authority to recommend to the Board of Regents the change of leave status of the faculty from teacher's leave to cumulative leave or vice-versa.

The President shall hold all officials, faculty and employees of the University

accountable to the full discharge of their respective duties. When necessity arises and in the interest of public service, he/she shall, after consultation with the dean or the head of office or unit concerned, initiate the necessary proceedings for the administrative discipline of erring faculty members or administrative personnel.

The President submits an annual report to the Board of Regents not later than March 31 of every year highlighting the work of the past year and the needs of the current year. He/she shall also present to the Board of Regents the proposed annual budget of the University.

The President shall execute and sign in behalf of the University all contracts, deeds, and all such other instruments necessary for the proper conduct of businesses in the University. However, in recurring undertakings and transactions where the action is virtually ministerial, and the conditions and terms for which have been fixed in accordance with the University's existing regulations and general laws of the land, he/she may direct, through appropriate written instructions, that approval in specified cases be made in his/her behalf by the officers of the Administration or heads of office or unit of the University subject to such safeguards as he/she may impose.

The President shall have general responsibility and authority over the enforcement of discipline on all faculty, administrative personnel and students in the University and for the maintenance of satisfactory academic standard in all its colleges and academic units.

The President shall have the authority to modify or disapprove any action or resolution of the faculty of any college or institute, or of the employees of the administrative section, or both, if in his/her judgment the larger interest of the University so requires. Should he/she exercise such authority, the President shall communicate his/her decision in writing to the body concerned, stating the reasons for his/her actions; and thereafter he/she shall accordingly inform the Board of Regents, which may take any action it deems appropriate in connection therewith.

The President may invite, from time to time, scholars of eminence and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a series thereof; and he/she may authorize the payment of honoraria for such service, to be taken out the University's funds at such rates as may be reasonable.

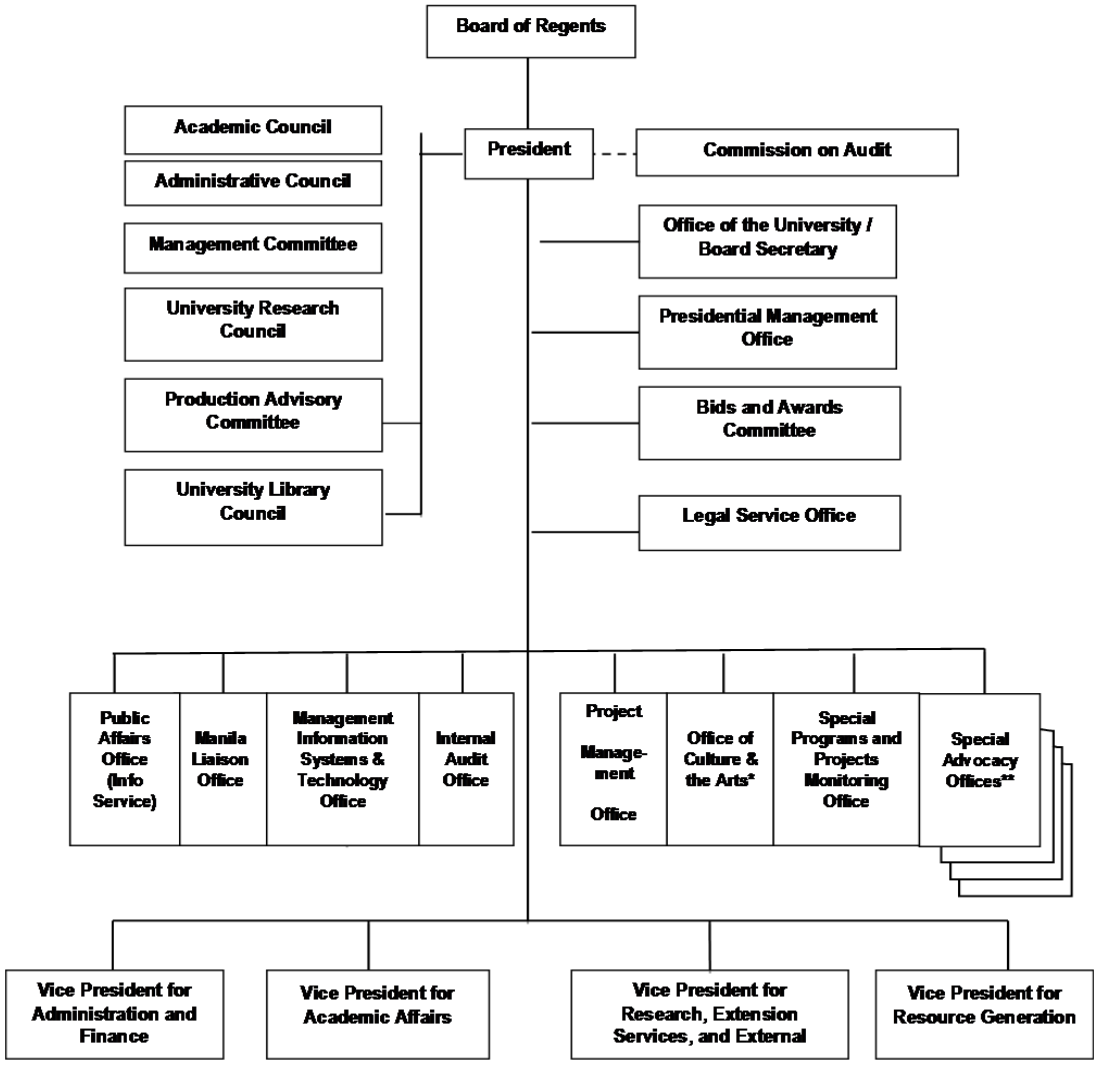
The President shall have such other powers not elsewhere provided in this Code or in the University Charter or those as may be necessary to achieve the goals of the University as specially authorized by the Board of Regents, or such

other powers as usually pertaining to the Office of a University President. He/She may delegate in writing any of his/her specific functions to any other officer of the University.

The President shall be authorized in case of brief absence, to designate a Vice President, and/or a ranking officer of the administration to act as Officer-in-Charge who shall carry out routine management of the University affairs in his/her name and according to his/her instructions and the policies of the Board of Regents.

The President shall have the power to reorganize the University subject to the provisions of its Charter and other applicable laws. He/she shall have the power to create and abolish new colleges, offices, units or reorganize them; and transfer offices or units with due respect to the security of tenure of all employees in accordance with existing laws and Civil Service rules and regulations, subject to the approval/confirmation of the Board of Regents.

ORGANIZATIONAL CHART FOR THE OFFICE OF THE PRESIDENT



**Handles the University Grand Chorale, Jambangan Dance Group, University Theater Group, University Band, Rondalla, and other cultural performers*

***Offices on special development advocacies such as: (a) Gender Resource and Research Center, (b) Peace and Human Security Center, (c) Applied Non-conventional Energy Center, and others providing technical support to the development priorities of the Office of the President*

Figure 2. Organizational Chart of The Office of The President

1.1.4.b. The Vice President for Academic Affairs (VPAA)

The Vice President for Academic Affairs shall be recommended by the President and appointed by the Board of Regents. He/she must hold a doctorate degree with at least five (5) years of satisfactory administrative experience, coupled with competent performance and integrity. He/she shall be directly responsible to the President for the implementation of all academic policies, programs, and projects of the University, and for supervising curricular, instructional, and other academic-related activities. The Vice President for Academic Affairs shall exercise general supervision over all colleges/institutes, academic support service offices, and academic related units.

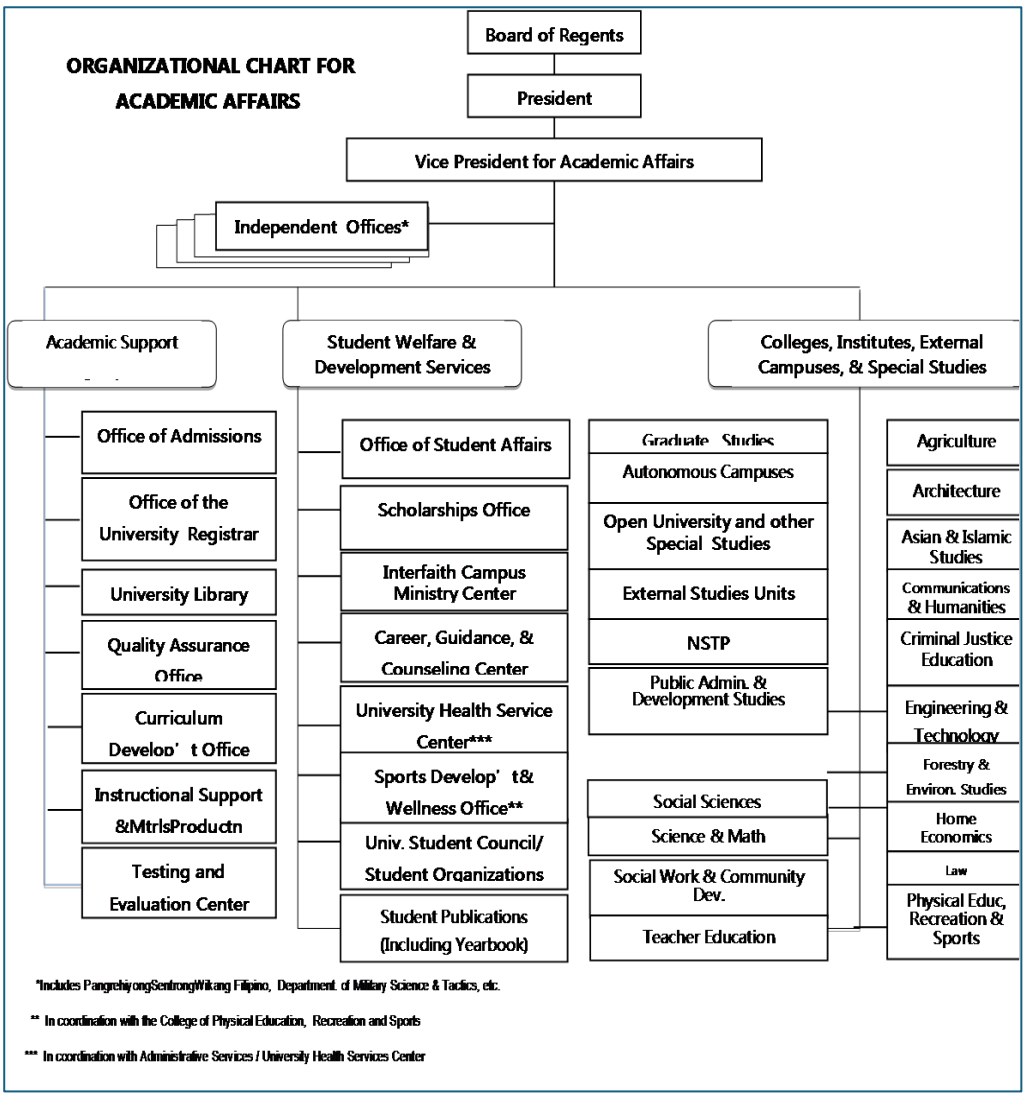


Figure 3. Organizational Chart for The Office of The Vice – President For Academic Affairs

1.1.4.c. The Vice President for Administration and Finance (VPAF)

The Vice President for Administration and Finance shall be recommended by the President and appointed by the Board of Regents. He/she should preferably hold a doctorate degree with at least three (3) years of relevant administrative experience, and shall have proven competence and integrity. He/She shall be directly responsible to the President for matters pertaining to finance management services, administrative services, policy and planning, security services, management information system and technology; and shall preside at meetings of the Administrative Council in the absence of the President.

Figure 4: ORGANIZATIONAL CHART FOR ADMINISTRATION AND FINANCE

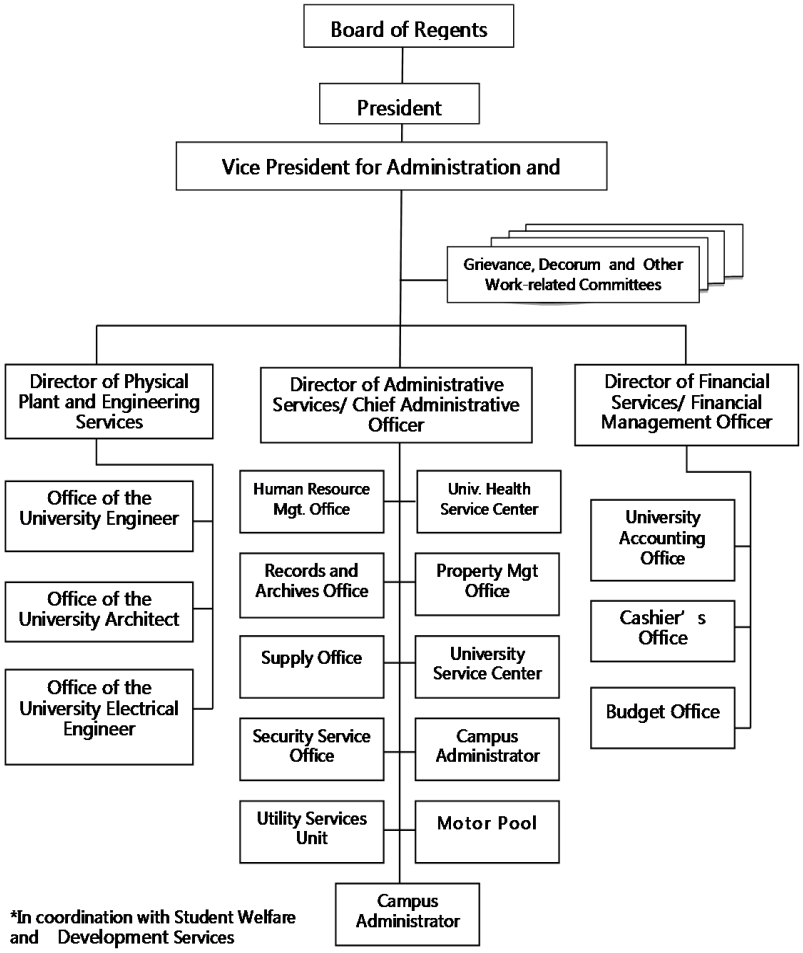


Figure 4. Organizational Chart for the Office of the Vice-President for Administration and Finance

1.1.4.d. The Vice President for Research, Extension, Services, and External Linkages (VP – RESEL)

The Vice President for Research, Extension Services and External Linkages shall be recommended by the President and appointed by the Board of Regents. He/she must hold a doctorate degree with at least three (3) years of relevant administrative experience, with competent performance and integrity. He/She shall be directly responsible to the President on matters pertaining to research, extension services, non-formal education, and training**.**

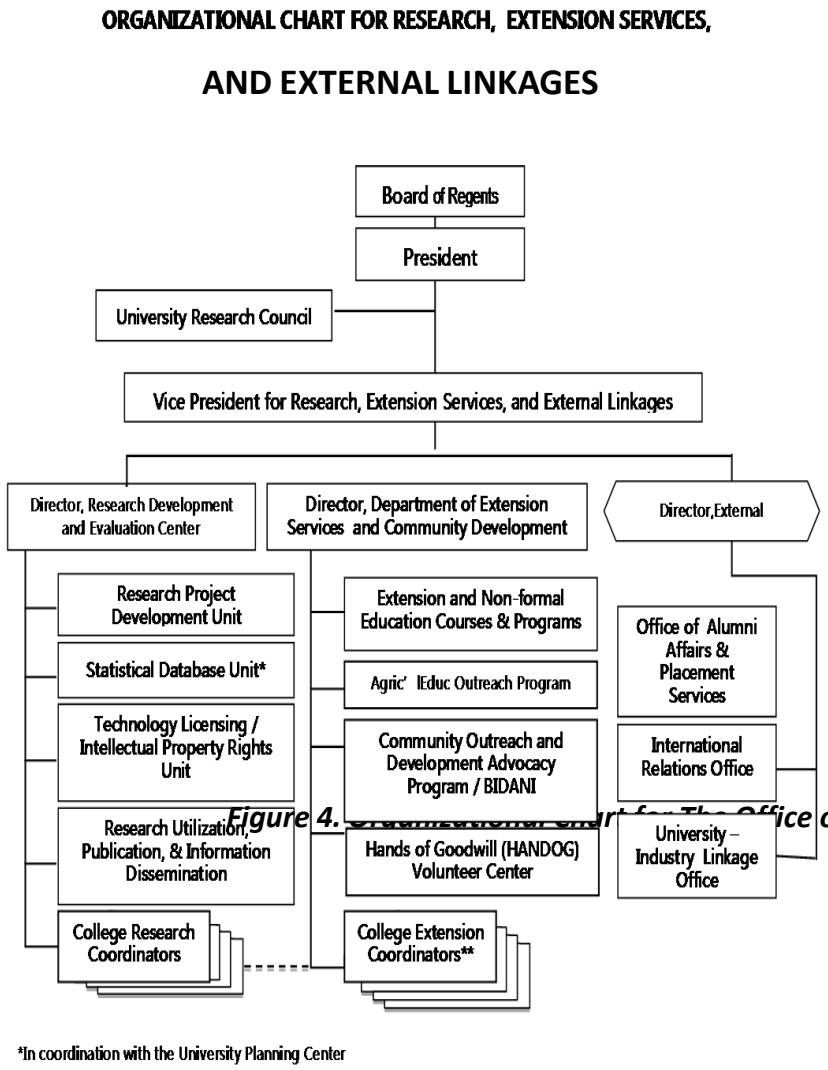


Figure 4. Organizational Chart for The Office of

Figure 5. Organizational Chart for The Office of the Vice-President Research, Extension Services, and External Linkages

1.1.4.e. The Vice President for Resource Generation

The Vice President for Resource Generation shall be recommended by the President and appointed by the Board of Regents. He/she must hold a doctorate degree with at least three (3) years of relevant administrative experience, with competent performance and integrity. He/She shall be directly responsible to the President on matters pertaining to resource generation**.**

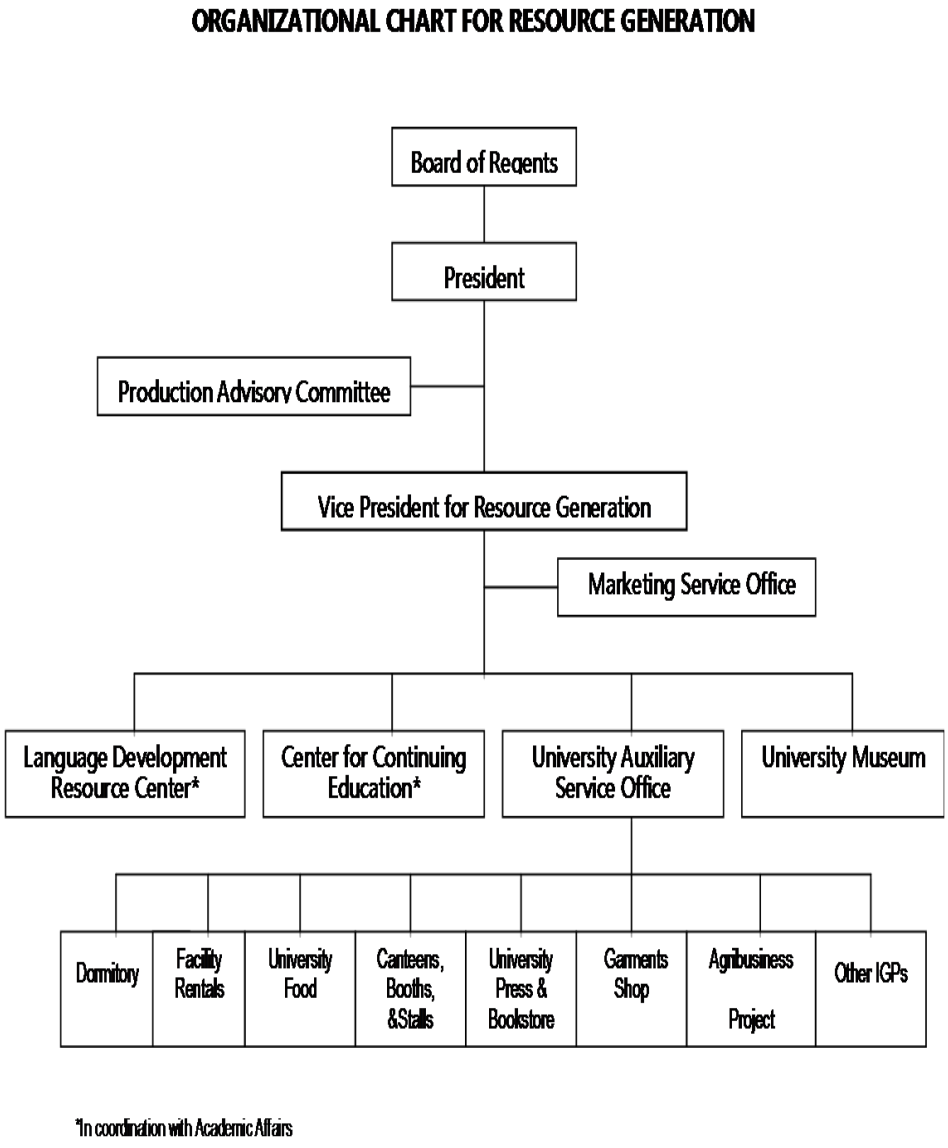


Figure 6. Organizational Chart for the Office of The Vice-President for Resource Generation

1.1.4.f. Vice President for Student Affairs and Services

The Vice President for Student Affairs and Services shall be recommended by the President and appointed by the Board of Regents. He/she must hold a doctorate degree with at least three (3) years of relevant administrative experience, with competent performance and integrity. He/She shall be directly responsible to the President on matters pertaining to student affairs and services.

1.1.4.g. Secretary of the University/BOR

The Board of Regents shall appoint a secretary who shall serve as such for both the Board and the University. He/she shall keep all records and proceedings of the Board and shall communicate to each member of the Board notices of meetings. (Sec. 7, RA 8292). He/she also provides secretariat services to the Board of Regents and the University President. (P.D. 1427, Sec. 8)

1.1.4.h. Dean

The college shall be headed by a Dean who shall be selected from among the regular faculty members with permanent appointment. The Dean shall be recommended to the Board by the President after due consultation with the faculty concerned in accordance with the succeeding article.

The Dean must be a holder of an appropriate masters degree and with at least one (1) year relevant administrative experience; must be competent and with integrity. However, nothing in this provision shall prevent the President, if in his/her judgment, it will be for the best interest of the University, from expanding the search for a Dean to other colleges or institutes, and for any faculty member with the appropriate qualifications there from to apply for the position and be included candidate for consideration.

For colleges offering graduate programs, the Dean shall be a holder of a doctorate degree related to his/her area of specialization and shall meet the criteria/issuances set forth by the Commission on Higher Education (CHED).

For colleges having programs requiring licensure examinations, the Dean

must meet the criteria/issuances set forth by the Commission on Higher Education (CHED) and the Professional Regulation Commission (PRC). Also, the corresponding laws and regulations covering the respective professions must be strictly complied with. Requirement for Deanship of College of Education is in accordance with Magna Carta for teachers

The regular faculty members of a college, as a body, has the right to participate in the selection process for dean through consultation or consensus or by some other means they may decide on, upon the recommendation of the Vice President for Academic Affairs and subject to the approval of the President.

The term of office of all Deans or other officials of equivalent ranks, of colleges/institutes that grant degrees, shall be two (2) years from the date of their designation subject to re-designation for another term in meritorious cases. The designation of Deans or officials of equivalent rank may be earlier revoked due to incompetence, negligence, *ultra vires* acts committed that are inimical to the college or to the University or faculty members and students, or any other acts that contravene the policies, rules and regulations of the University without prejudice to administrative or criminal actions.

The Dean shall be an ex-officio member of all committees of the college/institute except as may be provided by this Code or other rules and regulations. He/she may be allowed to sit as a member, but not as Chair, of a Graduate School Thesis or Dissertation Panel in his/her college.

The duties of a Dean shall include the following: supervise the admission and classification of students and their assignment to classes; prepare and submit semester and summer class programs to the Vice President for Academic Affairs, copy furnished the Vice President for Planning, Administration and Finance for recommendation to and approval by the President of the University; be responsible for the behaviour and discipline of students, faculty members and employees within the college, and in the general supervision and administration of the affairs of the college in coordination with the Dean of Student Affairs; submit to the President an annual report and such other reports which the President may require; submit a written report to the President at the beginning of each semester on the vacancies in the faculty, stating the positions to be filled and the expertise needed; submit a report to the President, within thirty (30) days after the end of the academic year, on the efficiency of the members of the faculty of the college/institute, in consultation with the chair of departments or divisions concerned; propose to the President the promotion as well as the demotion, transfer, or removal of members of his/her staff, provided, however, that in the case of serious misconduct on the part of any member of the faculty of his/her college/institute, the Dean shall, if he/she deems it a matter of immediate necessity, recommend the offender for suspension to the President, stating his/her reasons therefore; propose and

recommend to the President, through the Vice President for Academic Affairs and after consultation with the body of the college faculty, the offering of new academic programs as well as revisions of existing ones; and perform such other functions as may be assigned by the President.

The Dean shall transmit, together with comments or recommendations, all proposals affecting courses of study, instructions, scholarships, exchanges, offers of aid, and similar matters received by his/her college/institute from any source within or outside of the University, to the President through the Vice President for Academic Affairs, for appropriate action.

1.1.4.i. Associate Dean

The College Dean, after due consultation with the faculty, may recommend the appointment of an Associate Dean, subject to confirmation by the Board of Regents, whose term shall be co-terminus with that of the incumbent Dean. Provided, that the Associate Dean shall be chosen from among the most qualified faculty members, without prejudice, however, to additional qualifications the President and the Board of Regents may prescribe.

The Associate Dean, who shall not head any of the departments of the college/institute, shall perform the following functions: sit as member in all committees of his/her college/institute/department in the absence of the Dean; assist the Dean in the preparation of all semester and summer programs; assist the dean in the general supervision and administration of the affairs of the college; assist the dean in the preparation of all reports; monitor the compliance of academic and non-academic assignments of faculty as against approved IDP; oversee and monitor the registration and admission of students to the college/institute; recommend to the Office of the President, in consultation with the department heads of the college/institute, faculty and administrative staff subject to the guidelines of the Selection and Promotion Board as approved by the Board of Regents; and design and implement through the department heads, policies that would bring about the sharing of facilities, assignments of subject specialists, and student discipline and other allied concerns; and perform such other functions as may be required by the Dean from time to time.

1.1.4.j. College Secretary

There shall be a College Secretary in each college who shall be chosen from the faculty members upon the recommendation of the Dean. The Secretary shall be recommended by the President and approved by the Board of Regents for a **two-year** term co-terminus with that of the Dean.

The College Secretary shall perform the following functions: I) Faculty-related functions: help undertake and correlate all activities of the faculty committees of the college/institute; keep permanent records of the faculty and students of the college/institute; help prepare the annual budget and requisitions of the college or institute; render to the Dean such administrative assistance as may be required; and perform such other functions as may be assigned by the dean; and II) Student-related functions: inform registering students of their schedules, curricular and other related matters; assist the Dean of Student Affairs in the supervision of student activities; help execute the decisions of the committees of the college/institute and the University authorities, particularly those that affect the students; insure the fulfillment of all graduation requirements; and perform such other duties as may be assigned to him/her by the Dean.

1.1.4.k. Chair of the Department/Principal

The Department Head of a discipline shall be recommended by the President for appointment by the Board of Regents upon recommendation of the Dean concerned after consultation with the faculty.

The term of office of the various department heads/chairpersons of academic disciplines in all units of the University shall be two (2) years without prejudice to re-designation, provided, that after the second term, the position of department head/chairperson shall be assumed by other duly qualified available faculty of the department. The former may be considered for another term but not earlier than two terms after the expiration of their respective incumbencies.

The Department Head shall determine the administrative organization and nature of work of the department. He/she shall also function as academic supervisor, coordinating with the different disciplines or fields of the faculty

and of the students within their departments for the purpose of academic efficiency and the avoidance of superfluous courses and subjects.

The following aspects fall under the jurisdiction of the department: a) institution, revision and abolition of courses and curricula. These involve academic policies and should be undertaken to suppress and prevent duplication of subjects or disciplines and promote a balanced programming of subsidiary subjects; b) selection of textbooks and syllabi for use in the different courses as provided for in this Code; and, c) such other matters as may be assigned by higher authority pursuant to the purposes of the University.

Student specialization in a particular subject or discipline shall be submitted to the Department Head/Chair for consideration and approval, together with the subsidiary subjects prescribed for the student.

Meetings of the Department shall be held at least twice a semester or such other times as may be determined by the department head or at the request of its members.

1.1.4.l. The Faculty

The body of professors and instructors of the colleges shall constitute the faculty of the University. It shall consist of the Professors, Associate Professors, Assistant Professors, Instructors, Professional Lecturers or Guest Lecturers, Visiting Academic Staff of the University, and Professors Emeritus.

The regular faculty of a college shall consist of all the regular members with permanent appointments in the academic staff of the college/institute giving instructions therein. Guest Lecturers, Substitutes, Casuals, Contractual or Temporary personnel hired and granted academic ranks for the purpose of remuneration, regardless of teaching hours or loads, are classified as non-regular members of the faculty of a college/institute in the University.

Regular faculty members of one college who teach in another college may attend meetings of the latter and shall have the right to speak and vote only

on questions involving the courses they are handling or the students registered in the courses in which they teach. Regular faculty members shall attend all faculty meetings held during the semester or term.

Subject to the approval of the Academic Council, the faculty shall be empowered to determine the entrance requirements of the college and the course of study to be pursued for each degree offered. They shall recommend to the Academic Council the qualified candidates for degrees, titles and certificates; administer the educational and internal affairs of the college within the limits prescribed by the rules of the University and by the President and submit recommendations to the Board of Regents, the Academic Council, or the Administrative Council through the President of the University.

1.1.4.k.1. Role of University Academic Staff

The Board of Regents, upon the recommendation of the President, shall fix the academic ranks and compensation or salaries of members of the faculty, officials and employees of the University in accordance with pertinent rules and regulations. It is the policy of the university to hire faculty based on merit and fitness in accordance with pertinent rules.

1.1.4.k.2. Composition of the University Academic Staff.

The academic staff of the University shall be composed of the teaching and academic non-teaching staff performing functions related to, supportive to or complimentary to academic affairs or functions.

The teaching staff shall be composed of the regular members and non-regular members of the faculty. The regular members of the teaching staff shall include the University or College Professors, Associate Professors, Assistant Professors and Instructors with plantilla positions and permanent employment status. They shall teach on a full time basis except when given special assignments for which they may be given the appropriate release time. Any faculty member may be assigned to do administrative work, research, give lectures, or conduct seminars on the subject or subjects of his/her specialization in any college or unit of the university. S/He shall be directly accountable to the University President unless otherwise so provided.

The non-regular members of the teaching staff shall include the following who shall serve in accordance with the terms and conditions of their engagements: Professional Lecturers, Visiting Professors and Exchange Professors. Designations of Visiting Faculty, Exchange Faculty and others shall be determined at the time of the effectivity of their respective engagements.

Upon the recommendation of the Dean, the President may appoint, subject to the approval by the Board of Regents, a visiting professor who shall serve some special purpose for a limited time. The University shall send visiting professors only to non-profit and non-stock institutions of higher learning.

1.1.4.k. Other Academic Staff Positions

Employees appointed to non-teaching positions but are directly involved in student-related services shall also be classified as members of the academic staff such as: the registrars, college librarians, guidance counselors, medical personnel, and others that may herein be created.

1.1.4.l. Research and Extension Positions

Positions of research and extension personnel shall include the technical and scientific positions which involve technical or scientific work in a non-supervisory or supervisory capacity or those positions which are directly involved in the undertaking and representation of research and extension activities, as follows: 1) researchers, research aides, research associates, research fellows and related personnel; 2) professional extension workers; 3) guidance counselors; 4) technical specialists such as training specialists, information specialists, and related technical positions; and 5) other academic and non-teaching employees as may be classified under any of the foregoing categories.

1.1.4.m. Non-Teaching Positions

Position titles of non-teaching employees shall be in accordance with the Index of Occupational Services, Position Titles and Salary Grades, and the Staffing Standards for state universities and colleges of the Department of Budget and Management (DBM).

Non-teaching employees requested to teach in the University shall be required to obtain authority to teach from the University President upon recommendation of their immediate supervisor. A special order shall be issued to authorize the teaching assignment for a particular period provided that the employee maintains a very satisfactory performance, the maximum number of teaching units is six and that the schedule of classes shall be in accordance with University rules and policies.

2.0 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

In the performance of their duties, faculty members shall enjoy academic freedom.
Article XIV Sec. 5 (2) The Constitution of the Republic of the Philippines.

2.1. Academic Freedom

Members of the teaching staff shall enjoy academic freedom, *provided however*, that no instructor in the University shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under the penalty of dismissal by the Board of Regents, to influence students or attendants at the University for or against any particular church or religious sect or political party.

Academic freedom is the right of the teacher to teach the subject of her/his specialization according to her/his best lights; to hold, in other subjects, such ideas as s/he believes sincerely to be right; and to express her/his opinions on public questions in a manner that shall not interfere with her/his duties as a member of the faculty or render her/him negative in her/his loyalty to the school, college, or university that employs her/him. Within this specific framework, the following principles are hereby declared:

2.1.a. The University shall not impose any limitation upon the teacher's freedom in the exposition of his/her own subject in the classroom or in addresses and publications;

2.1.b. No teacher may claim as his/her right the privilege of discussing in his/her classroom controversial topics that are not pertinent to the course of study that is being pursued;

2.1.c. The University should not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his/her own initiative

2.1.d. The University should recognize that the teacher, in speaking or writing outside of the institution on subjects beyond the scope of his/her own field of study, is entitled to the same freedom and is subject to the same responsibilities as attached to all other citizens but

in added measure;

2.1.e. It is clearly understood that the University assumes no responsibility for views expressed by members of its staff; and the faculty members themselves should, when necessary, make it clear that they are expressing only their personal opinions;

2.1.f. If the conduct of a teacher in her/his classroom or elsewhere should give rise to doubts concerning her/his fitness for her/his position, the question should in all cases be submitted first to a committee of the faculty, and in no case should any member of the teaching staff be dismissed before the normal termination of her/his period of appointment without full and open hearing before the Board of Regents, should s/he desire it, and only upon sufficient notice.

2.1.g. It is clearly understood that the University assumes no responsibility for views expressed by members of its staff; and the faculty members themselves should, when necessary, make it clear that they are expressing only their personal opinions;

2.1.h. if the conduct of a teacher in her/his classroom or elsewhere should give rise to doubts concerning her/his fitness for her/his position, the question should in all cases be submitted first to a committee of the faculty, and in no case should any member of the teaching staff be dismissed before the normal termination of her/his period of appointment without full and open hearing before the Board of Regents, should s/he desire it, and only upon sufficient notice.

*Alongside the academic freedom that the faculty members shall enjoy, it is also imperative that the following guidelines on minimum expectations for each faculty member be considered***:**

2.2. Teaching Load

General Rule. All University employees with academic rank shall teach. Academic rank holders, who shall perform functions other than teaching such as administrative, research, extension, and production, shall be duly designated by the Appointing Authority.

2.2.1 Faculty Workload

General Rule. All University employees with academic rank shall teach. Academic rank holder, who shall perform functions other than teaching such as administrative, research, extension, and production, shall be duly designated by the Appointing Authority.

2.2.1.a Regular Teaching Load. Subject to applicable rules and regulations, a regular teaching load shall consist of:

2.2.1.a.1. For graduate faculty, at least nine (9) hours a week;

2.2.1.a.2. For undergraduate faculty:

2.2.1.a.2.1. twelve (12) hours of actual teaching for four (4) course preparations (12/4);

2.2.1.a.2.2. fifteen (15) hours of actual teaching for three (3) course preparations (15/3);

2.2.1.a.2.3. eighteen (18) hours of actual teaching for two (2) course preparations (18/2);

2.2.1.a.2.4. twenty one (21) hours of actual teaching for one preparation (21/1);

2.2.1.b. Consultation Hours. Each member of the faculty shall be available for consultation for at least three (3) hours during regular office hours. The Dean shall determine these hours at the beginning of each semester which shall be reflected in the individual daily program (IDP) of each faculty member.

2.2.1.c. Undergraduate Laboratory or Shop Course. Faculty members handling undergraduate laboratory or shop course must teach at least twenty-four (24) hours a week. A maximum service of forty (40) hours a week and at least six (6) hours a day shall be required (R.A. 4670, Magna Carta for Public School Teachers, Sec 13). Any fraction thereof that cannot be split from a regular

teaching load shall be considered overload and shall be duly compensated.

2.2.1.d. Graduate School and College of Law Teaching Load. For faculty in the graduate programs and the College of Law, the normal teaching load shall be at least nine (9) hours and shall be credited as part of the faculty Full Time Equivalent (FTE).

2.2.1.e. Full-time Equivalent. The Full-time Equivalent (FTE) is the sum of the equivalent workload units and the required teaching load (TL).

2.2.1.f. Equivalent Workload Units (EWU)

The equivalent workload units refer to the **release hours** for credited administrative, research, extension, production, and student services functions. The EWU shall be credited as part of the faculty Full- Time Equivalent (FTE).

2.2.1.g. For administrative and Faculty-Related Functions

In case an academic rank holder shall be assigned concurrent administrative designations, all designations shall be considered in determining the equivalent workload units.

The determination of the appropriate equivalent load shall consider the programs, projects, study, and number of faculty members, research specialists, and technical or professional staff supervised.

For the different administrative and faculty-related functions, the prescribed number of hours of release from teaching (EWU) according to BOR Res. No. 159. S. 2012, is as indicated in Table 1.

Table 1: Prescribed Release Hours for Administrative and Faculty – Related Functions by Designations

NATURE OF FUNCTION	EWU*	TL**	FTE***
Vice – Presidents	18	0	18
Chief of Staff	18	0	18
Board/University Secretary	18	0	18
Faculty and Alumni Regents	15	3	18
Non-Academic Deans/Directors and Deans of Colleges with four (4) or more academic Programs	15	3	18
Assistant Vice-Presidents/Deans of Colleges with less than four (4) academic Programs	12	6	18
Associate Deans (colleges with four or more academic programs may have an Associate Dean); Special Assistants to top management positions	9	9	18
College Secretaries of Service Colleges	9	9	18
College Secretaries of Non-Service Colleges	6	12	18
Directors/Technical Associates for non-research-/extension-related work	9	9	18
Chairs/Department Heads	6	12	18
Coordinators (Research and Extension Work)	6	12	18
Special Designations*			
a) Alumni	3	15	18
b) Guidance	3	15	18
c) CSB/Student/Sports	6	12	18
d) Review/Training	3	15	18
e) Clinical/Student Teacher/Academic /RLE/Level/Euthenics	6	12	18
f) University Varsity Coaches	6	12	18
g) Scholarship	3	15	18
h) Quality Assurance	6	12	18
i) Costume Custodian	3	15	18
Other Special Designations, as defined by deans together with the members of the Administrative Council	3-6 hrs. depending on nature of work	12-15	18

2.2.1.h. For Research Work, Creative Writing, and Other Productive Scholarship. The maximum credit load for research work, creative writing, or any other forms of productive scholarship shall not exceed six (6) hours per week;

2.2.1.i. For Committee and Administrative Work. The maximum credit load for committee and administrative work for members of the faculty other than Deans, Registrars, Secretaries and heads of departments, shall be from three (3) to five (5) hours per week; *provided* however, that the nature of the work requires constant attention and regular performance; *provided* further that when deans are given additional designations, they may be given additional release time upon the recommendation of the President and the approval of the Board of Regents.

2.2.1.j. Graduate Research Loads. Faculty members who are assigned as advisers in the preparation of thesis of graduate students shall be credited with the equivalent of one (1) hour of teaching load per semester for every student advised for a master's degree, and the equivalent of two (2) hours of teaching load for every student working for a doctorate degree. Thesis advisers may not have more than three advisees in any capacity (as critic, chair and adviser) in any semester.

2.2.1.k. Faculty in the Integrated Laboratory Schools. *Faculty* in the primary and secondary shall continue to adopt the prescribed work hours required for the basic education curriculum. However, in the exigency of service, they may be required to render actual classroom teaching in excess of five hours per day, which may be corresponding overload compensation. In no case shall the full-time equivalent be less than 21 units a week; otherwise, the academic rank holder shall be given other assignments in research, extension and production to complete the full-time equivalent.

2.2.1.l. Summer Teaching Load. The maximum teaching load of academic rank holders on teachers leave is six (6) units while those on vacation and sick leave is three (3) units; provided that the latter will render actual teaching outside of the required 40 hours a week.

2.2.1.m. Conversion to Vacation/Sick Leave Status. All designated faculty members with at least 12 units of equivalent workload units shall automatically be on vacation and sick leave status. They shall be on continuous duty that shall include both the Christmas and summer vacation. Those with 6 to 9 equivalent workload units may be granted same leave status upon approval of the President.

2.3. Attendance in Class

Faculty members to include those in the tertiary and integrated laboratory school are expected to deliver quality instruction as scheduled during the semester/term.

A faculty member may, however, be allowed to go on special detail to attend conferences, seminars, meetings and the like, or serve as resource speakers, or consultants during a semester provided that an alternative learning scheme or ALS (See Appendix on LMS) is prepared prior to his/her attendance to such. This LMS form shall be both used in the tertiary and/or in the integrated laboratory school.

In case of official leave of absence, the faculty member must make up for the missed class/es either prior to the trip or immediately after return. The arrangement must be agreed by the students. In case a faculty member is requested to handle the class, a written contract lesson which includes the learners' activities should be attached with the application for travel or leave using the LMS in Appendix G.

The College Dean/Unit Head should check that the arrangement for substitute teachers or make-up classes are complied to make sure that the students are not shortchanged. **As much as possible, local and international travels should not be scheduled during class days, or examination days.**

3.0. FACULTY APPOINTMENT, PROMOTION, TENURE, AND SEPARATION FROM SERVICE

To achieve the objective of attracting the best-qualified applicant for the position to be filled, the following procedures shall be observed based on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions ((ORAOHRA) to govern the preparation, submission of, and actions to be taken on appointments and other human resource movements in the Philippine government with the following provisions:

3.a. The State shall ensure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness.

3.b. Merit and fitness shall be determined, as far as practicable, by competitive examinations. This does not apply to appointments to positions which are policy determining, primarily confidential, or highly technical.

3.1 Appointments

3.1.1. General Guidelines

Subject to 2017 Omnibus Rules on Appointments and Other Human Resource Actions the University shall recruit and hire a qualified applicant for every vacant position. This applicant shall possess the ability, personality, and potential to grow and develop into efficient, dedicated, and accountable employees.

3.1.1.a. Types of Appointment:

3.1.1.a.1. Employment Status. The employment status in the civil service shall be determined by the appointment issued, which can be any of the following:

3.1.1.a.1.1. Permanent — an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.

3.1.1.a.1.2. Temporary — an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility.

A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/ authority.

The appointment shall not exceed twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. However, in no case shall a temporary appointment be issued for positions that involve practice of profession regulated by bar/board law for lack of the required license and/or certificate of registration.

A temporary appointment issued to a person who does not meet any of the education, training or experience requirements for the position shall be disapproved/invalidated except to positions that are hard to fill, or other meritorious cases as may be determined by the Commission, or as provided by special law, such as Medical Officer/Specialist positions, Special Science Teacher, Faculty positions and Police Officer PD No. 1424.

Except for these positions, temporary appointments may only be renewed once (2017 Omnibus Rules on Appointments and Other Human Resource Actions)

A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority. When there are no available qualified faculty in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with.

The renewal of temporary appointment shall be limited to five (5) times only reckoned from the effectivity of CSC Memorandum 19 Circular No. 25, s. 2017.

A temporary appointment issued to a person who meets all the requirements of the position shall be disapproved/invalidated.

3.1.1.a.1.3. Contractual. It is an appointment issued to an employee who shall undertake a specific work or job for a limited period not to exceed one year, the inclusive period shall be indicated in the appointment. A contractual appointment

shall also pertain to the employment status of members of the faculty who have not undergone the evaluation of credentials under the compensation and position classification scheme of government..

3.1.1.a.1.4. Contract of Service/Job order – It is a contract where no employer-employee relationship exists between the contractee and the government.

3.1.1.a.1.5. Substitute — an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent. A substitute appointment is allowed only if the leave of absence of the incumbent is at least three (3) months, except in the case of teachers.

A person who is issued a substitute appointment to a position whose duties involve practice of a profession covered by Bar/Board or special laws shall be required to possess the appropriate professional license. The substitute appointee shall be entitled to the salaries and benefits attached to the position except for those benefits requiring longer period of service for the availment thereof.

3.1.1.b. Qualification Standards

The minimum educational qualification required for every teaching applicant shall be a master's degree relevant to the field of specialization. Vertical articulation of the undergraduate degree and the Master's degree is highly encouraged.

For non-teaching positions, the fitness of applicants to perform the duties and assume the responsibilities shall be initially determined on the basis of the qualification standards set by the Civil Service Commission. The standard shall pertain to the minimum requirements for education, experience, civil service eligibility, and licenses for the exercise of a profession or vocation. Other requirements in addition to the minimum qualification standard shall be established such as those characteristics and personality traits with bearing on the job to be performed.

All appointments shall be made strictly on the basis of merit.

Members of the faculty shall be exempted from such any civil service examination or regulation as a requisite to appointment. However, faculty members assigned to teach subjects for licensure examinations on all professions shall be holders of valid certificates of registration/professional licenses and professional certification cards, or special temporary permits or a valid certificate of competency for the profession issued by the Professional Regulation Commission (PRC).

RA 8981, PRC Modernization Act of 2000

3.1.1.c. Selection Boards. There shall be two Selection Boards in the University, one for teaching and the other, for non-teaching employees. For the faculty, selection board who is chaired by the Vice-President for Academic Affairs shall assist the appointing authority in the judicious and objective selection of applicants for appointment to University positions. The Boards shall maintain fairness and impartiality in the assessment of applicants for appointment. They may also employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified applicant.

3.1.1.d. Hiring Procedure

Each Selection Board shall:

3.1.1.c.1. Follow strictly the process of selection of applicants for appointment;

3.1.1.c.2. Adopt formal screening procedures and formulate criteria for the evaluation of applicants in filling vacant positions;

3.1.1.c.3. Screen *en banc* to evaluate the qualification of applicants and submit at least five names to the University President for each vacant position being filled;

3.1.1.c.4. Submit comprehensive evaluation reports of applicants screened. Such shall include observations and comments on the applicants' competence and other qualifications deemed important in the performance of the duties and responsibilities of the position to be filed;

3.1.1.c.5. Comply with the system of ranking and the 3-salary grade limitation on promotion for non-teaching employees;

3.1.1.c.6. Ensure that the minutes of all deliberations are recorded, properly filed, and maintained. Such minutes must be made accessible to interested parties with written request and for inspection and

audit by the Civil Service Commission, if necessary and by the Board of Regents.

3.

3.1.1.e. Probationary Period. The probationary period shall be required for permanent appointment of new employees who shall serve as on-the-job assessment of the appointees' knowledge, skills, and attitudes necessary to perform the duties and responsibilities prescribed by the position and as enumerated in the position description form and as specified in the performance targets and work output standard agreed upon between the immediate supervisor and the new appointee.

3.1.1.d.1. The duration of the probationary period for teaching shall be for two semesters and for non-teaching employees, six months.

3.1.1.d.2. During the probationary period, the immediate supervisor shall:

- Provide the appointee with appropriate technical assistance through human resource interventions such as training, coaching, mentoring, and other applicable measures;
- Supervise, monitor, and assess the performance and conduct of the appointee;
- Act appropriately on any incidence of unsatisfactory behavior; and
- Submit report whether the appointee shall continue to hold permanent appointment or to be separated from the service within or at the end of the probationary period.

3.1.1.d.3. Failure of employee to perform the duties and responsibilities based on standard of work outputs agreed upon and to observe propriety in acts, behavior, and human/public relations as well as irregular punctuality and attendance are grounds for termination of service.

3.1.1.f. Physical Examination. Members of the faculty and administrative officials, officers, and employees shall undergo physical examination annually or as often as may be necessary, free of charge, by the University or any government physician.

3.2 Promotion

3.2.1 Promotion of Teaching Personnel. The promotion of teaching personnel shall be governed by the existing position classification and compensation scheme of the WMSU Merit System and DBM and supplemented by pertinent issuances of the BOR and applicable laws and rules of the CSC.

3.2.2. Other Personnel Assignments

3.2.2.a. Reassignment. Employees may be reassigned from one college, institute, division, or unit to another which shall not involve reduction in rank, status, or salary. When made in the interest of public service, reassignment has no definite period unless otherwise revoked or recalled by the University President.

3.2.2.b. Detail. Employees may be on detail, or on temporary movement to another government agency that shall not involve reduction in rank, status, or salary. Detail of an employee occupying professional, technical, or scientific position shall be allowed only for a maximum of one year.

3.2.2.c. ***Secondment.*** Employees may be seconded or temporarily moved to another government agency which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation, subject to approval by the Board of Regents upon the recommendation of the University President. This movement may also be subjected to the following conditions:

3.2.2.c.1. Secondment shall be limited to employees occupying professional, technical, and scientific positions;

3.2.2.c.2. This movement to another international bodies/organizations recognized by the Philippine government may be allowed;

3.2.2.c.3. It shall be effected/implemented upon the request of the receiving agency and shall always be covered by a written agreement between the University and the receiving agency and concurred by the employee seconded; and

3.2.2.c.4. The seconded employee shall be on leave without pay in the University for the duration of the secondment; payment of

salaries and other benefits of the seconded employee shall be borne by the receiving agency.

3.3. Separation from the Service

3.3.1. Resignation of the Faculty. Any employee who intends to resign must submit his/her written resignation at least thirty (30) days before the proposed date of its effectivity. The acceptance of resignation in writing shall indicate the date of effectivity of resignation.

3.3.1.1. A faculty under investigation may be allowed to resign pending decision of his/her case without prejudice to the continuation of the proceedings until finally terminated.

3.3.1.2. No resignation shall take effect until the services of a successor or a temporary substitute shall have been secured. Failure to report for duty for one (1) month after issuance/date of effectivity of the appointment shall cause the cancellation of the same.

3.3.1.3. The above rules shall not apply to resignation on account of serious illness, or when, in the judgment of the President, it is in the interest of the University that the resignation be immediately accepted. Acceptance of resignation does not carry waiver of the financial or property obligations of the person concerned to the University.

3.4. Dropping from the Rolls. Employees may be dropped from the rolls for the following reasons (Rule 19, Dropping from the Rolls, Sec.93. Revised Rules on Administrative Cases in the Civil Service)

3.4.a. absence without approved leave for at least 30 calendar days;

3.4.b. unsatisfactory performance for two consecutive ratings or poor performance for one evaluation period; and

3.4.c. continuous absence for more than one year by reason of illness and are declared as physically unfit to perform duties or intermittently absent for at least 260 days during a 24-month period or are behaving abnormally for an extended period manifesting continuing mental disorder and

incapacity to work as reported by the immediate supervisor and co-workers.

3.5. Other Modes of Separation

Other modes of separation are dismissal, termination/ expiration of temporary appointment, and retirement. All personnel actions on separation shall be in accordance with pertinent laws, rules and regulations. (Revised Rules on Administrative Cases in the Civil Service

(RRACCS) Nov. 18, 2011; Article IX. Discipline Sec. 36. Discipline)

3.6. Extension of Service

On the request of the concerned employee, extension of service for no more than six (6) months beyond the retirement date may be granted for meritorious reasons upon the endorsement of the University authorities and the approval of the Civil Service Commission.

3.7. Money and Property Clearance

A clearance from money and property responsibilities shall be required from all officials, employees, and personnel who will go on leave of absence, scholarship purposes, resignation, and for all modes of separation from the service for at least thirty (30) days.

4.0 FACULTY PRIVILEGES

The faculty member can avail of the scholarships, fellowships, training grants, other forms of assistantships, and attendance to seminar-workshops/conventions/conferences for a duration of a month or more, in accordance with the policies and procedures of the University HRD Program.

The Human Resource Selection Board committee is tasked to administer and implement the policies and procedures of the University HRMO Program; evaluate and recommend the University HRMO plan; and periodically review the policies and procedures.

The University Human Resource Selection Board Committee shall be headed by the Vice-President for Academic Affairs as Chair with the following as members: Dean/Unit Head, Faculty President/Regent, Chief of Staff, and the Human Resource Director.

The following are some of the privileges that any of the faculty can avail of:

4.1 Study Leave Privileges

4.1.a. Members of the faculty as well as officials and employees of the administration may, at the discretion of the President or preferably in accordance with the College Faculty Development Plan, be allowed to go on study leave on official time and scholarship through financial assistance if they are granted scholarships by the University or institutions, domestic or abroad. Otherwise, their leave shall be considered personal and not entitled them to receive their salaries during their study leave period

4.1.b. Faculty members who are granted study leave on official time with an approved scholarship as recommended by the University President shall enjoy financial assistance provided by their college/unit.

4.1.c. The amount of financial assistance that a faculty can avail is based on the approved scholarship grant currently approved by the Board of Regents in accordance with the College Faculty Development Plan.

4.1.d. Additionally, the faculty who will go on study leave must ensure to enroll in a program vertically articulated to his/her undergraduate degree or at least an allied program to his/her field of specialization. Further, in-breeding enrolment or enrolment to programs within the university is highly discouraged unless approved by the University President.

4.2. Acquiring Second Degree

Any member of the faculty can enroll for a second degree although this may not be considered for promotion purposes if the degree is not related to his/her field of specialization.

Subject to endorsement by the employee's immediate supervisor and approval by higher authorities, courses shall be taken outside official hours or, in the case of faculty, outside official time during the day.

4.3. Post-Doctoral Fellowship

A post-doctoral fellowship may be granted to an employee to enhance his/her expertise in his/her field of specialization. The program of work to be conducted shall be based on the thrusts of the hosting agency.

4.4. Special Leave Privileges

4.4.a. Maternity Leave

Faculty members who are pregnant female worker regardless of employment status and length of service shall be granted maternity leave of one hundred five (105) days with full pay regardless of the manner of delivery of the child, and an additional fifteen (15) days paid leave if the female worker qualifies as a solo parent

(Republic Act No. 8972, or the "Solo Parents' Welfare Act of 2000).

Female faculty members may also avail of maternity leave even during long vacations, i.e., mid-year term and Christmas vacation, in which case, both maternity leave benefits and the proportional vacation pay (PVP) shall be granted.

(CSC Resolution No. 2100020 amended the Omnibus Rules on Leave (CSC Memorandum Circular No. 41, s. 1998, as amended) to align its provisions with

Republic Act (RA) 11210 or the "105-Day Expanded Maternity Leave Law" and its implementing rules and regulations.

Pursuant to RA 11210, Sections 11 to 18 of CSC Resolution No. 2100020 grant female employees in the government service 105 days of maternity leave with full pay for live childbirth regardless of the mode of delivery, and 60 days with full pay for cases of miscarriage or emergency termination of pregnancy.

The female worker is also given the option to extend the maternity leave for another 30 days without pay or use her earned sick leave credits for extended leave with pay.

CSC Resolution No. 2100020, as aligned with CSC-DOLE-SSS Joint Circular No. 1, s. 2019, allows retroactive application of the maternity leave benefit, stating that female employees who were qualified to receive such benefit beginning 11 March 2019, or the effectivity date of RA 11210, but were granted less than 105 days or 60 days with full pay, as the case may be, may resume their remaining maternity leave and receive the equivalent pay.

Female employees whose sick or vacation leave credits were deducted as a result of the application of the old maternity leave law, rules, and regulations shall also be entitled to have these leave credits restored.

4.4.b. Paternity Leave

A married male employee may apply for paternity leave for seven days with pay for the first four deliveries of his legitimate spouse. The same may be enjoyed in a continuous or intermittent manner immediately before, during, or after the childbirth or miscarriage of the legitimate spouse.

The rule on the grant of paternity leave under Section 19 of the Omnibus Rules on Leave pursuant to RA 8187 or the Paternity Leave Act of 1996 is also updated.

4.4.c. Leave of Adoptive Parents. Employees who are adoptive parents may avail themselves of maternity or paternity leave provided that the child is below seven years of age and who possess the adoption papers from the Department of Social Welfare and Development (DSWD).Qualified adoptive

parents in the government service can now avail of a 60-day adoption leave.

CSC Resolution No. 2100020 grants the adoption leave of 60 days to government employees who are adoptive parents. Said issuance is pursuant to Republic Act 8552 or the "Domestic Adoption Act of 1998". Section 20 of the Resolution specifically provides that a qualified female employee or a single male employee may avail of adoption leave of 60 days with full pay, which leave shall be enjoyed continuously and uninterruptedly.

Meanwhile, the legitimate male spouse of the female employee entitled to adoption leave can also avail of adoption leave of seven days with full pay in consonance with RA 8187 which shall likewise be enjoyed continuously or intermittently.

The adoption leave must be availed of continuously and uninterruptedly, as it is intended to "provide an opportunity for the prospective adoptee and the adoptive parent/s to develop bonding similar to that between a child and his/her biological parents."

4.4.d. Rehabilitation Leave. An employee may apply for rehabilitation leave on account of wounds or injuries incurred in the performance of duty, supported by a medical certificate and evidence showing that the wounds or injuries are job-related

(Section 55, Rule XVI, CSC MC No. 41, s.1998).)

4.4.d.1. Procedures in Applying for Rehabilitation Leave

4.4.d.1.a. Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.

4.4.d.1.b. Letter request supported by relevant reports such as the police report, if any,

4.4.d.1.c. Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.

4.4.d.1.d. Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

4.4.e. Leave of Solo Parents. Married employees who are covered under the Solo Parent Act may avail themselves of the additional seven days leave a year provided that the children are below 18 years of age and have the current identification from the Department of Social Welfare and Development

(RA 8972 (The Solo Parent Welfare Act of 2000)

4.4.e.1. Provisions:

A woman who gives birth as a result of rape.

- Death of spouse -Detained spouse
- Physical and mental incapacity of the spouse certified by the medical practitioner
- Legal separation from spouse for at least one (1) year
- Annulment of marriage
- Unmarried status and has preferred to keep and rear his/her child instead of giving her/him up to an institution.
- Any other person who solely provides parental care and support to a child or children.
- Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parents.

4.4.e.2 Conditions for the grant of Solo Parent Leave:

- At least one year government service whether continuous or broken at the time of effectivity or RA 8972, September 22, 2002
- Regardless of employment status -Maybe availed every year
- Must be filed five (5) days in advance
- May be availed 7 days continuous or on staggered basis
- It will be forfeited if not availed within a year
- Non-convertible to cash and non-cumulative

4.4.f. Military Service Leave. Military service leave shall be granted to members of the faculty and administrative officers and employees.

Any employee who may be called, in accordance with the National Defense Act or any law, for trainee instruction or for regular active duty training shall be paid his salary during his absence. When he voluntarily goes for training with the Armed Forces of the Philippines, he shall apply for leave of absence. In case the application is approved, he shall draw no compensation from the University during his absence; provided, however, that his absence shall not affect his vacation leave privileges in the University.

Every reservist shall be entitled to a leave of seven (7) days with pay per year for the purposes of military training or military activities. This shall be on top of applicable leaves entitled to a reservist from the latter's employer.

(House Bill No. 6377, 2022)

4.4.g. Sabbatical Leave Program. Sabbatical leave of no longer than one year, with full payment of salary, may be granted to qualified staff if, in the judgment of the President and the Board, his/her record as a teacher or researcher shows reasonable assurance of fulfillment of the purposes of the assignment. If assigned abroad, full transportation payment may be provided by the University. Extension of leave may be granted in meritorious cases. (

CESB Circular No. 2 series of 2000 entitled *Sabbatical Leave Program in the Career Executive Service (CES)*

4.4.g.1. Conditions for Sabbatical Assignment

This is granted to faculty and non-teaching staff of the University, whose purpose is either to conduct research, write a book or develop information materials to improve instruction, research, extension, production and administration. The University may grant at least 3 teaching and 1 non-teaching employees per academic year. Sabbatical leave may be considered on the following conditions:

4.4.g.1.a. The applicant must have consistently and faithfully served the University continuously for at least fifteen (15) years, with very satisfactory performance and is not more than sixty-three (63) years of age at the time of grant;

4.4.g.1.b. The University HRD Committee shall evaluate and recommend the approval of the sabbatical leave plan outlining the activities, timetable, and outputs to the President and Board of Regents;

4.4.g.1.c. Upon return to duty, the grantee must submit the output and present to the college/institute/ division and/or appropriate forum to discuss the highlights of the completed sabbatical leave project;

4.4.g.1.d. A grantee who fails to complete and/or accomplish the objectives of the sabbatical leave plan for no valid reason shall refund all salaries and benefits received while on sabbatical leave.

Additionally, a sabbatical leave or assignment, with full salary which may be commuted, may be granted to any regular member of the faculty to conduct study or research work, pursue a new idea or invention or perform any other extraordinary activity with national or global importance and at the same time improve his academic competence in the service of the University provided he meets the following qualifications:

4.4.g.1.d.1. He/She must have continuously served the University as regular faculty for not less than six (6) consecutive years immediately preceding his application for sabbatical assignment, the last two (2) years of which with a rank not lower than Associate Professor I; and

4.4.g.1.d.2. His/Her records in the University show reasonable assurance of fulfilling the purpose of the assignment expressed in his application.

4.4.g.1.d.3. A sabbatical leave or assignment shall not be longer than one (1) year and shall only be granted once every seven (7) years of continuous service, provided that the requirements prescribed in the immediately preceding section are satisfied.

Sabbatical leave or assignments shall also be subject to pertinent laws and regulations and other implementing guidelines promulgated by the University. Upon return to service the output of the professor pertinent to his/her sabbatical leave shall be a requirement to his/her reinstatement.

4.5. Other Faculty Privileges

The University shall provide the employees and their direct dependents educational benefits such as, but not limited to, free or discounted matriculation fees and scholarships. Whenever applicable, regular faculty members shall be entitled to all benefits, allowances, and other privileges in accordance with R.A. 4670, as amended, and other existing laws.

4.5.1. The Spouse

The wife or husband of the faculty members and administrative officials and employees mentioned in the preceding paragraph, shall enjoy full exemption from the payment of tuition and miscellaneous fees, except laboratory fee, Related Learning Experience (RLE) and local fees.

Spouses of teaching and non-teaching personnel, who pursue a graduate course in the University, shall be entitled to free tuition fee and 75% discount on miscellaneous fees, except laboratory fee; while those who are gainfully employed shall be entitled to 50% discount of the total tuition and miscellaneous fees, except laboratory fee; while those who are gainfully employed shall be entitled to 50% discount of the total tuition and miscellaneous fees, except laboratory fee and the Related Learning Experience (RLE) fee. If both spouses are working in the

University, they shall individually be entitled to the same rights and privileges.

4.5.2 Legal Dependents

Regardless of number, dependent children of teaching personnel, whether legitimate or illegitimate, shall be entitled to the same privilege, provided that such dependent children shall carry the minimum academic load prescribed for the curriculum. Provided, that in the College of Law, this privilege shall be enjoyed by dependent children of employees until they reach the age of twenty five.

Legal dependents of single parents who are employees of the University shall be entitled to the same privilege mentioned herein.

Additionally, direct dependents of the Faculty members can be allowed to enrol in the University's laboratory school to include elementary, high school or senior high school provided that a permission to enroll be granted by the University President.

4.6. Retiree Privileges. Retired members of the University shall enjoy University privileges and shall receive, upon request, publications of the University which are made available to the faculty, generally. They may also be entitled to such other privileges which, in the opinion of the President, the University is in a position to grant. They may also be invited to participate in major University programs and activities and all others.

4.7. Consultancy Services, Personnel Exchange, and Practice of Profession

Consultancy services, personnel exchange, and practice of profession may be allowed for the purpose of establishing collaboration and/or providing entrepreneurial opportunities with government or private institutions, organizations, or individuals, provided that there will be no conflict with the official functions of the concerned employee; that these activities or services are done outside of prescribed office hours; and that University resources are not used.

The request of a faculty member to engage in consultancy services, practice of profession, or be a party to personnel exchange shall first be discussed at the

department, section or unit level to resolve possible implications on work assignments.

The following are general guidelines to follow should a faculty be engaged in a consultancy, faculty exchange program, or practice profession in other agencies:

4.7.1. Faculty members on full-time consultancy services or under a personnel exchange program shall be on leave without pay from the University.

4.7.2. Requests to engage in consultancy services, personnel exchange, practice of profession, and other entrepreneurial activities shall be recommended by the dean, director, or division chief, and approved by the University President.

4.7.3. Any faculty may be involved in a Faculty Exchange Program to share his/her expertise with other academic institutions. Special arrangement may be written in a memorandum of understanding or agreement.

4.7.4. The University may allow any faculty to do or engage in a consultancy work, provided that the terms of reference will be stipulated in a memorandum of understanding between the faculty and the University. The faculty shall provide a share to the University in accordance with policy.

4.7.5. A faculty can practice profession in other agencies with the permission of the President upon the endorsement of his/her section or division head and the concerned Vice-President in accordance with policy.

4.8. Terminal Leave Benefits

An employee who retires or resigns from the service shall be entitled to the commutation of all leave credits computed on the highest monthly salary received. Teaching personnel on teachers leave basis who resign, retire, or are separated from the service through no fault of their own shall be paid the money value of their unused vacation service credits that shall first be converted to vacation and sick leave credits.

Section 35 and 37 of the Omnibus Rules on Leave (CSC Resolution No. 98-3142 dated December 14, 1998)

4.8.1. Payment of terminal leave

Any official/employee of the government who retires, voluntarily resigns or is separated from the service through no fault of his own, and who is not otherwise covered by special law, shall be entitled to the commutation of his leave credits exclusive of Saturdays, Sundays and Holidays without limitation and regardless of the period when the credits were earned.

5.0. FACULTY BENEFITS AND WELFARE

It is hereby declared the policy of the State to provide all government personnel a just and equitable compensation in accordance *with the principle of equal pay for work of equal value.*

Republic Act No. 11466 dated January 08, 2020. Sec. 2. Statement of Policy states

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5.1. Faculty Salary

All faculty shall be paid the authorized basic salary of their position in accordance with the existing salary schedule.

Additionally, faculty members shall be paid other compensation which includes the additional compensation allowance, personnel economic relief allowance, productivity incentive bonus, clothing allowance, year-end benefit and cash gift, and other allowable allowances pursuant to the provisions of the applicable circular granting the same.

5.2. Government Service Insurance System (GSIS) Benefits

Life and social security protection of government employees is administered by the Government Service Insurance System (GSIS). *[Republic Act No. 8291, otherwise known as the "Government Service Insurance System Act of 1997" amended the 20-year old revised charter of the GSIS, P. D. No. 1146]*

5.3. Pag-Ibig Funds

The fund was set up mainly for housing purposes. By virtue of RA 7742, effective January 1, 1995, membership is mandatory for employees with a minimum of P4,000.00 monthly income. However, those below P4,000.00 is voluntary. The monthly premium contribution of members ranges from monthly minimum Salary Base (SB) of P4,000.00 to maximum Salary Base of P20,000.00, the monthly Personal Share (PS) is equal to SB x 1.25%. The employer Share (ES) is equivalent

to Personal Share. The government pays the employer share to the fund. Besides granting the employee a housing loan, appliance and multi-purpose loan, other benefits include:

1. Total Accumulated Value (TAV). This will be granted to employee upon termination of his/her membership (retirement, resignation or maturity). TAV includes government's and employee's contributions;

2. Death Dividends. This is granted to employee's beneficiaries upon death, in addition to his/her total accumulated savings plus earned dividends' and Fixed Dividends. This will be given to employees without outstanding loan.

5.4. PhilHealth

Republic Act 7875, otherwise known as the National Health Insurance Act of 1995, mandates the Philippine Health Insurance Corporation (PhilHealth), a government-owned and controlled corporation, to provide health insurance coverage and ensure affordable, acceptable, available, and accessible health care services for all citizens of the Philippines.

PhilHealth members and their dependents are entitled to the following minimum services, subject to limitations specified in the National Health Insurance Act and as may be determined by PhilHealth: *[Revised Implementing Rules and Regulations of the National Health Insurance Act of 2013 – RA 7875 as amended by RA 9241 AND 10606, pp. 18-19]*

All government employees are automatically covered by PhilHealth. Their dependents are covered under the plan of hospitalization, surgical and medical. The plan includes government employees whose term of office is not less than 60 days.

Medical benefits are not cumulative. They are forfeited if not utilized within a calendar year.

The State Insurance Fund (SIF) policy of the state is to promote and develop a tax-exempt employee's compensation program whereby employees and their dependent, may promptly secure adequate income benefits, medical and related benefits. The employer contributes 1% of the employee's monthly salary but not to exceed P30.00 for SIF.

SIF covers all employers and their employees not over 60 years of age, those above 60 years old and those paying contributions to qualify their retirement under the GSIS

life insurance benefit. It also includes employees covered by the Commonwealth Act No. 186 as amended including casuals, emergency, temporary, substitute or contractual employees.

6.0 HONORS AND RECOGNITIONS

6.1. Awards for the Faculty

As stated in the WMSU Praise manual, the University shall develop and initiate the search for deserving faculty who may be included in the screening of candidates for awards to be given as provided in the University Board Resolution No. 20., s. 2024.

Among the awards given to the faculty are:

6.1.a. Outstanding Faculty of the Year Award– is given to Regular Faculty members in recognition of the outstanding contribution and exemplary services he/she rendered to the University.

6.1.b. Professorial Chair Award – is an award given to a deserving faculty who has demonstrated outstanding accomplishments within their respective field. This recognition serves to motivate academic staff to pursue rigorous research, publish noteworthy work, deliver exceptional instruction, and contribute meaningfully to the community. Recipients of this award are required to deliver a lecture or publish a paper in a scholarly journal during the award period as part of their responsibilities.

6.1.c. GAD Champion Award – is an award that recognizes the achievements of both men and women who have demonstrated a commitment to advancing gender equality and diversity in their workplace.

6.1.d. Service Award - conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.

6.1.e. Such other awards which the University may decide to give.

In granting the award, the faculty shall undergo a University performance evaluation. The performance evaluation results shall be the basis of the grant of the productivity incentive bonus, promotion, scholarships, sabbatical leave, and other

personnel actions. All employees shall be required to have performance evaluation every six months for the non-teaching staff and every semester in the case of the teaching personnel.

Program on Awards and Incentives for Service Excellence shall encourage, recognize, and reward employees, individually or in groups, for their innovative ideas, inventions, discoveries, superior accomplishment, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest, and other personal efforts which contribute to the efficiency, economy, and improvement in University operations, which lead to organizational productivity.

There shall be a PRAISE Committee that shall be composed of the University President as Chair with the following members: all sector Vice-Presidents, the Chief of Administrative Services, the Chief of Financial Services, the planning Officer and the Presidents of the Faculty Club and Non-Teaching Personnel Association. The Chief of the Human Resource Management shall serve as both a member and the secretary.

6.1.f. Faculty members may be awarded as outstanding teacher, researcher, extension worker, employee, or administrator in accordance with established criteria.

6.1.f.1. Institutional awards that may be given as the PRAISE Committee may decide such as exemplary behavior award, best teacher, best organizational unit, cost economy measure award, most improved office, most productive project, most maintained college/institute/center/office, or other similar awards;

6.1.f.2. Awards shall also be given to faculty members commended by clients for their courtesy, promptness, efficiency, and dedication to duty.

6.1.f.3. Faculty members who have demonstrated exemplary service may be nominated for regional or national awards in accordance with the prescribed requirements of awarding bodies.

Additionally, The PRAISE Committee shall nominate faculty members to regional and national award giving bodies like the annual search for honor awards of the Civil Service Commission or Metrobank Outstanding Filipinos Award.

6.2 Selection Criteria

The following conditions shall strictly be followed when selecting faculty members for the award:

6.2.a. Competition among Candidates or Nominees. Candidates/nominees for any of the awards, whether by individual or group categories, shall compete among themselves and be screened based on the criteria or standards, requirements, and process provided under this Manual and/or as the PRAISE Committee may determine subject to the approval by the University President and WMSU Board of Regents.

6.2.b. Grounds for Disqualification. Notwithstanding as may be provided in pertinent provisions of this Manual and CSC circulars, rules, and regulations, candidates/nominees for any of the awards shall have no pending and/or had not been found guilty of any administrative, criminal, or civil case relative to the performance of his/her duties and obligations in the University.

6.2.c. Prohibition of Multiple Claims of Incentives for Outstanding Administrative Personnel of the Year Award, Outstanding Faculty of the Year Award, and Best Organizational Unit Award. – Given the multi-tasking mechanism observed in the University, multiple claims of incentives by any awardee for Outstanding Employees Award and Best Organization Unit Award in a given year are strictly prohibited in whatever form and conditions. The awardee or awardees shall be entitled to the incentive whichever is higher.

6.2.d. Submission of Intent and Nomination of Candidates or Nominees. An official or officer, faculty member or non-teaching personnel shall submit to the PRAISE Committee through the HRMO a letter of intent containing the list of not more than three (3) awards categories where he/she wants to participate in the search or screening process.

7.0 INCENTIVES

Incentives and rewards may be granted to employees who have demonstrated exemplary service and conduct on the basis of their observance of the above-mentioned norms of conduct.

Incentives may be extended to faculty members as loyalty incentive, length of service incentive, and productivity incentive including thesis and dissertation assistance to improve the quality of their performance and instill excellence in public service. As such the following types of incentives shall be regularly awarded based on the WMSU Praise Awards

7.1. Faculty Incentives

7.1.a. Loyalty Incentive - granted to an employee who has served continuously and satisfactorily the government for at least ten (10) years. The recipient shall be entitled to a cash award of not less than Five Hundred Pesos (Php 500.00) but not more than One Thousand Pesos (Php 1,000.00) per year during the first ten years. Succeeding awards shall be given every five years thereafter.

Besides cash award, the following shall be given:

10, 15 and 20 years	-	bronze service pin with a plaque of recognition
25 years	-	silver service pin with a plaque of recognition
30 years	-	gold service **ring** with a plaque of recognition
35 & 40 years	-	gold service pin with a plaque of recognition

7.1.b. Length of Service Incentive - given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990 and already included in the regular budget based on actual computation.

Grant of Step Increment Due to Meritorious Performance (Per DBM-CSC Joint Circular 2012-1

Two (2) Step Increments due to Meritorious Performance may granted to a qualified official or employee who has attained two (2) ratings of "Outstanding" during the two (2) rating periods within a calendar year.

One (1) Step Increment due to Meritorious Performance may granted to a qualified official or employee who has attained one (1) rating of "Outstanding" and one (1) rating of "Very Satisfactory," or two (2) ratings of "Very Satisfactory" during the two (2) rating periods within a calendar year.

(CSC-DBM JC. No.1, S. 2012)

7.1.c. Productivity Incentive - given to all employees who have performed at least satisfactorily for the year covered following the agency's CSC-approved SPMS. This incentive shall follow relevant existing guidelines. Funds for this incentive will be incorporated into the University's annual budget.

7.1.d. Career and Self-Development Incentives - granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the agency's anniversary celebration.

7.1.e. Other incentives that the agency's PRAISE Committee may recommend based on special achievements, innovative approaches to assignments, exemplary service to the public, and recognition by an outside group of a particular achievement. Other incentives and awards shall be charged against savings from the Regular Fund and Special Trust Fund.

7.2. Other Forms of Awards and Incentives

7.2.1 *Compensatory Time-Off* – shall be granted to a faculty for a number of hours or days an employee is excused from reporting for work with full pay and benefits in lieu of overtime pay (CSC-DBM Joint Circular No. 02-04 October 4, 2004 re Non-Monetary Remuneration for Overtime Services Rendered. These services may include but not limited to services rendered during accreditation, faculty evaluation on merit and JC faculty reclassification, internal and external quality audits, and other activities approved by the University President through the recommendation of the immediate head and the Vice-President for Academic Affairs (The University Code s. 2015)

7.2.1.a. Procedures for Availing of Compensatory Time-Off

7.2.1.a.1. The University President shall issue the Certificate of Compensatory Overtime Credit (COC), which shall not exceed 40 hours a month; and provided that the unused balance shall not exceed 120 hours at any one time;

7.2.1.a.2. The COCs are non-cumulative and that they should be used as time-off within two years they have earned;

7.2.1.a.3. In availing oneself of the compensatory time-off, an employee shall submit the approved request of the schedule of CTO together with the special order of the President granting the COC's and a duly accomplished leave form.

To be able to avail of the compensatory time-off incentive, a faculty who has rendered meritorious service to the University, must secure a certification from his or her immediate head describing the nature of his/her work assignment, and the number of hours rendered. This certification must be forwarded to the Vice-President for Academic Affairs for proper endorsement to the University President.

7.2.2. Flexiplace – work arrangement allowed for qualified employee/s who have demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

7.2.2.1.a. "Salu-salo" Together – meal hosted by superiors or supervisors for employees who have made significant contributions.

7.2.3 Personal Growth Opportunities – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages, and other learning opportunities.

7.2.3.a. Trophies, Plaques and Certificates
7.2.3.b. Monetary Award
7.2.3.c. Travel Packages

7.2.4. Other Incentives- incentives in kind which may be in the form of merchandise, computers, pagers, cellular phones, reserved parking space, recognition posted at the wall of fame, feature in agency publication, and others.

Additionally, other incentives that may be granted by the University may include the following:

7.2.5. A career and self-development incentive may be granted in recognition of an individual who has satisfactorily completed a degree at one's own expense, published in a refereed journal, was responsible for generating resource/s, or has accomplished other academic achievements.

7.2.6. A travel package, foreign or local tour, "Lakbay Aral", or other travel packages for the use of vehicle, fuel, driver, and driver's travel allowances to convey employees to and from the approved destinations in recognition of employees' accomplishments or contributions to the University.

7.2.7. Another grant in the form of relief from work may also be enjoyed by employees due for compulsory retirement from the service a month prior to the effectivity of retirement.

7.2.8. Faculty members on teacher's leave who are authorized to serve during any of the vacation periods (Christmas or long vacation), shall earn service credits provided that these services are not connected with teaching and that their services are not used to finish reports that are due at the end of the term. Creditable services are as follows:

7.2.8.a. Services rendered in connection with the early opening of the school year.

7.2.8.b. Service during registration and election days.

7.2.8.c. Service for calamity assistance and rehabilitation when schools are used as evacuation centers.

7.2.8.d. Attendance in in-service training courses/seminars during summers and vacations/holidays.

CSC MC No. 41, S. 1998).

7.2.8.e. The vacation service credits earned by the faculty will be converted to vacation/sick leave upon separation from the service.

8.0 CONDUCT, RESTRICTIONS, AND DISCIPLINE

Article XI of the 1987 constitution states that "Public office is a public trust. Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives."

Accountability, responsibility and efficiency of public officers and employees are the observance of working time that is less than the full time or the required minimum in a given working day.

The honor and privilege of working in the University is accompanied by corresponding responsibilities. All University personnel including faculty members shall give their best service to the organization and shall support the principles of democracy, encourage high moral standards, competence and professionalism.

In accordance with behavior expected of those especially in government service, faculty members shall commit themselves to proper professional ethics and decorum, display courtesy, helpfulness, and compassion, and observe diligence and promptness in the delivery of services toward the faculty, administrative employees and transacting public.

(RA 6713, Code of Conduct and Ethical Standards)

Faculty shall observe the norms of conduct laid down in the Code of Conduct and Ethical Standards for Public Officials and Employees: commitment to public interest, professionalism, fairness and sincerity, political neutrality, responsiveness to the public; nationalism and patriotism, commitment to democracy, and simple living.

Provisions and policies promulgated hereto are stipulated from to the Civil Service Commission, Rule XVI of the Omnibus Rules on Leave Implementing Book V of EO 292, s. 2010 and the University's internal policies.

8.1 Conduct

Every faculty member has the duty and responsibility to conduct himself/herself according to the standard of integrity and morality in the civil service in the following manner:

8.1.a. Render efficient and effective service;

8.1.b. Be prompt and courteous at all times; set the example of simple and honest living as a model for students and the community;

8.1.c. Perform his/her duties and functions with a high degree of civic consciousness; render full service in accordance with prescribed official hours;

8.1.d. Practice self-discipline and show respect for duly constituted authority;

8.1.e. Be just and fair in his/her actions and dealings with his/her fellow workers and students; use leisure time profitably in wholesome activities;

8.1.f Broaden his/her cultural outlook and competency and deepen his/her professional interest;

8.1.g. Be actively involved in community functions but seek permission from the president, through the dean, director or division head, before accepting outside invitations such as speaking thought of personal gain;

8.1.h. Observe economy in the use of office supplies or of government equipment and properties; protect at all times the interest of the university in any business transaction so as not to jeopardize the good name of the school and its constituents;

8.1.i. Be firm and resolute in maintaining discipline but be tempered with compassion and understanding; and,

8.1.j. Be genuinely concerned with the welfare of students, in particular and the transacting public, in general. Any violation of the provisions shall be dealt with in accordance with law.

8.1.k. The monetary provisions for uniform and clothing allowance shall be utilized and appropriately designed for a dress code for office work, and the appropriate attire for classroom and fieldwork (Revised

Dress Code for government officials and employees, CSC Resolution No. 24000766 promulgated on 29 August 2024).

8.2 Restrictions

8.2.1 Leave Without Pay

8.2.1.a Leave Without Pay

Leave without pay not exceeding one year may be granted in addition to the vacation and/or sick leave earned. However, it shall not be granted whenever an employee has leave with pay except in the case of secondment.

8.2.1.a.1. Leave of absence without pay for any reason other than illness shall not be counted as part of the actual service rendered; and

8.2.1.a.2. An employee who fails to report for work at the expiration of the one-year leave without pay shall be considered automatically separated from the service.

8.3 Discipline

The following are guidelines that a faculty member should observe while practicing his or her profession:

8.3.a. No member of the faculty shall publish or discuss publicly, charges or complaints against any other member of the faculty or administrative official or employee concerning the latter's official duties or his/her private life. Violation of this provision shall constitute the offense of violation of reasonable office rules and regulation and shall be dealt with in accordance with law. Authors of articles appearing in University publications shall be solely and personally responsible for the opinions expressed therein.

8.3.b. No member of the faculty shall, without permission from the President, engage in any enterprise which in any manner may affect the functions of his/her office; nor shall s/he be directly interested financially in any contract with the University

8.3.c. No Dean of a college shall, unless expressly authorized by the Board of Regents, accept other assignments involving administrative duties and responsibilities in other units of the University or in any other branch of the government service or in the private sectors.

8.3.d. Permission to engage in private practice of their profession by faculty members may be granted specially if private practice may enhance their usefulness to the University or improve their efficiency;

8.3.e. No full-time member of the faculty shall engage in teaching outside the University within his/her official time unless duly authorized by proper University authorities.

8.3.f. No faculty member of the University shall borrow, solicit or collect money or any material things for his/her personal use or gain.

8.3.g. No member of the faculty shall be permitted to give tutorial services to any student enrolled in his/her college/institute and to accept payment for it without the previous approval of the President.

8.3.h. Members of the faculty may use official time in attending meetings, seminars and conferences with the approval of the University President.

8.3.i. Members of the faculty shall be permitted to accept invitations to speak at graduation exercises of other schools or colleges, or at seminars, workshops and conferences on official time in accordance with existing rules and regulations.

8.3.j. No member of the faculty shall enroll as a student in the University or in another institution without the permission of the President, which permission may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course s/he intends to take and the schedule will not impair his/her efficiency as a member of the faculty.

8.3.k. No member of the faculty may invite a person who is not officially connected with the University to give a lecture or talk on any subject matter before his/her class or any group of students without permission from the Dean. Any violation of this rule shall subject the faculty

member concerned to disciplinary action.

8.3.l. All faculty members are expected to be models to the students. Hence, the following shall be strictly prohibited inside the campus:

8.3.1.a. Smoking, drinking, and gambling;

8.3.1.b. Trafficking, vending, planting, cultivating, processing, experimenting, possession or use of prohibited drugs, or other banned substances enumerated in the Dangerous Drugs Act of 1972; and

8.3.1.c. Carrying of firearms and other deadly weapons, except when authorized.

8.3.1. Rules and Regulations of the Discipline of Faculty Members

Section 11 Article 2 of the 1987 Constitution declares that the state values the dignity of every human being and guaranties full respect for human rights (the equal protection clause of the law and due process shall at all times be observed).

8.3.1.1 Duties of University Faculty Related to Communications

As a general rule, when a written request or petition can be disposed of expeditiously, the employee to whom the same is presented shall do so immediately, without discrimination and in no case beyond 15 days from receipt of the request or petition.

8.3.1.1.a. Official communications should be acknowledged, processed, and completed within the shortest time possible;

8.3.1.1.b. A next-in-rank employee shall automatically be the signatory in the official absence of the regular signatory without a designated OIC;

8.3.1.1.c. All heads of offices shall render a full and complete report of performance and accomplishments; and

8.3.1.1.d. Internal communications that are in the nature of requests or petitions shall be addressed to the President and endorsed/recommended by the heads concerned.

8.3.2. Policy on Anti-Sexual Harassment in the University

All faculty members shall support the policy on anti-sexual harassment in order to protect and ensure equal work opportunities and full respect to human rights. The University commits to provide a work environment free from sexual harassment where employees and students are treated with dignity and respect in keeping with RA 7877 or the Anti-Sexual Harassment Act of 1995.

Under the general supervision of the University President, the Gender Research and Resource Center shall be responsible for the effective implementation of the policy on sexual harassment as provided in the present Rules and Regulations.

8.3.2.1. Committee on Decorum and Investigation (CODI). Pursuant to the CHED Memorandum Order No. 23 Series of 2003, a Committee on Decorum and Investigation shall be created to prevent the commission of sex-related offenses against students, faculty and staff. Specifically the CODI shall: (a) conduct meetings as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainors and students or trainees to increase understanding and prevent incidents of sexual harassment, and (b) conduct the investigation of alleged cases constituting sexual harassment.

8.3.2.2. Composition of CODI. The CODI shall be composed of one (1) representative each from the following:

University management, supervisory rank, faculty (President, Faculty Union), rank-and-file non teaching staff (President, Administrative Personnel Association) and student (President, University Student Council)

8.3.3. The Safe Spaces Act

Pursuant to Republic Act No. 11313 or also known as the Safe Spaces Act which states: “It is the policy of the State to value the dignity of every human person and guarantee full respect for human rights. It is likewise the policy of the State to recognize the role of women in nation-building and ensure the fundamental equality before the law of women and men. The State also recognizes that both men and

women must have equality, security and safety not only in private, but also on the streets, public spaces, online, workplaces and educational and training institutions.

Pursuant to the above-mentioned act, the University shall ensure that all faculty members regardless of gender shall ensure that their rights to access equal, secure, and safe spaces not only private but also on the streets, public spaces, online, workplaces and educational and training institutions must be considered at all times.

The University shall bear primary responsibility in enforcing the provisions under Article 1 of this Act through the following:

8.3.3.a. Pass a memorandum which shall localize the applicability of this Act within sixty (60) days of its effectivity;

8.3.3.b. Disseminate or post in conspicuous places a copy of this Act and the corresponding ordinance;

8.3.3.c. Provide measures to prevent gender-based sexual harassment in educational institutions, such as information campaigns and anti-sexual harassment seminars;

8.3.3.d. Discourage and impose fines on acts of gender-based sexual harassment as defined in this Act;

8.3.3.e. Create an anti-sexual harassment hotline; and

8.3.3.f. Coordinate with the Department of the Interior and Local Government (DILG) on the implementation of this Act.

In case a faculty member violates any of the provisions, or rules and regulations stated in this Code (See Appendix), the faculty pursuant to this Code shall upon conviction, be punished or penalized.

8.3.4 Faculty Grievances/Complaints

All faculty members of the University shall have the right to present work-related complaints and/or grievances and have them resolved as expeditiously at all times and at the lowest level possible.

The following are some work- related issues that may be the subject of complaints and grievances:

8.3.4.a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law, including salaries, incentives, working hours, leave benefits such as delay in the processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;

8.3.4.b. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, layoffs, and other related issues that affect them such as failure to observe selection process in appointment, and undue delay in the processing of retirement papers;

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

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

8.3.4.e. Protest on appointment; and

8.3.4.f. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

8.3.4.1 Right to Due Process in Disciplinary Cases

Every employee of the University shall have the right to due process including the right to be informed, in writing, of the charges filed against him/her; the right to full access to the evidence in the case; the right to defend himself/herself and to be defended by a representative of his/her choice and/or by his/her organization, adequate time being given to the employee for the preparation of his/her defense; and the right to appeal as may be provided by

law.

No undue publicity shall be given to any disciplinary action being taken against an employee during the pendency of his/her case.

8.3.4.2 Resolving Complaints

All administrative complaints against University employees shall be resolved in accordance with the Uniform Rules of Administrative Cases in the Civil Service (URACCS).

No anonymous complaint shall be entertained unless there is obvious truth or merit to the allegations therein or supported by documentary or direct evidence, in which case the person complained of may be required to comment.

8.3.4.3 Complaint Format

A complaint against a civil service official or employee shall not be given due course unless it is in writing and subscribed and sworn to by the complainant. However, in cases initiated by the proper disciplining authority, the complaint need not be under oath.

The written complaint should be in clear, simple and concise language and in a systematic manner as to apprise the civil servant concerned of the nature and cause of the accusation against him and to enable him to intelligently prepare his defense or answer. The complaint shall contain the following:

8.3.4.3.a Full name and address of the complainant;

8.3.4.3.b. Full name and address of the person complained of as well as his position and office of employment;

8.3.3.4.c. A narration of the relevant and material facts which shows the acts or omissions allegedly committed by the civil servant;

8.3.3.4.d. Certified true copies of documentary evidence and affidavits of his witnesses, if any;

8.3.3.4.e. Certification or statement of non-forum shopping.

In the absence of any of the aforementioned requirements, the *complaint shall be dismissed.*

8.3.4.4 University Grievance Machinery.

Complaints not falling under the URACCS may be elevated and resolved under the auspices of the University Grievance Machinery.

8.3.4.5 Limits of Grievance Proceedings

The following cases shall not be acted upon through the grievance machinery:

8.3.4.5.a Disciplinary cases which shall be resolved pursuant to the URACCS

8.3.4.5.b Sexual Harassment cases as provided for in R.A. 7877; and

8.3.4.5.c Union-related issues and concerns.

8.3.4.6 The Complaint and Reporting System

On cases involving sexual harassment, the Complaint and Reporting System in accordance with the Rules and Regulations Implementing the Anti-Sexual Harassment Act of 1995 of the University shall be followed.

8.3.4.7 The Grievance Committee

8.3.4.7.a. *Composition*. Only permanent officials and employees, whenever applicable, shall be appointed or elected as members of the grievance committee. In the appointment or election of the committee members, their integrity, probity, sincerity and credibility shall be considered. Management shall ensure equal opportunity for men and women to be presented in the grievance committee. The Grievance Committee shall be composed of the following:

Chairman of the Grievance Committee Members :

- Representative from the Office of the University President
- Legal Officer
- Representative from the Second Level of the rank-and-file employee
- Representative from the First Level of the rank-and-file employee

- Human Resource Management Officer

8.3.4.7.b. For faculty, the Grievance Committee shall include the following:

- Local faculty club president of the college
- Dean of college
- One senior faculty member of the college

The decisions shall be appealable to the University Grievance Committee. The University Grievance Committee shall be composed of:

- Vice-President for Academic Affairs – Chair
- Faculty Union President – Vice-Chair
- Dean of Concerned College

8.3.4.7.c. Responsibilities:

8.3.4.7.c.1 Develop and implement pro-active measures such as counseling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for post-audit purposes;

8.3.4.7.c.2. Conduct continuing information drive on Grievance Machinery among officials and employees in collaboration with the personnel unit;

8.3.4.7.c.3 Conduct dialogue between and among the parties involved.

8.3.4.7.c.4 Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management;

8.3.4.7.c.5 Direct documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;

8.3.4.7.c.6 Issue certification on the Final Action on the Grievance (CFAG) which shall contain, among other things, the following information, history and final action taken by the agency on the grievance;

8.3.4.7.c.7 Submit a quarterly report of its accomplishments and status

of unresolved grievances to the Civil Service Commission Regional Office concerned;

8.3.4.8. Record of Grievances. All records including complaints and grievances shall be kept by the Human Resource Management Office of this University or by the records keeper of the committee.

8.3.4.9. Grievance Procedure. The procedures for seeking redress of grievances shall be as follows:

8.3.4.9.a. Discussion with Immediate Supervisor. At the first instance, a grievance shall be presented verbally or in writing by the aggrieved party to his or her immediate supervisor.

8.3.4.9.b. The supervisor shall inform the aggrieved party of the corresponding action within three (3) working days from the date of presentation. Provided, however, that where the object of the grievance is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor.

8.3.4.10 Appeal to the Higher Supervisor. If the aggrieved party is not satisfied with the verbal decision, he or she may submit the grievance in writing, within five (5) days to the next higher supervisor who shall render his or her decision within five (5) working days from receipt of the grievance.

8.3.4.11 Appeal to the Grievance Committee. The decision of the next higher supervision may be elevated to the grievance committee within five (5) working days from receipt of the decision of the next higher supervisor.

The grievance committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management.

8.3.4.12 Appeal to Top Management. If the aggrieved party is not satisfied with the decision of the grievance committee, he or she may elevate his or her grievance within five (5) working days from receipt of the decision through the committee, he or she may elevate his or her grievance within five (5) working days from receipt of the decision through the committee to top management who shall make the decision within ten (10) working days after the receipt of the grievance. Provided, however,

that where the object of the grievance is the top management, the aggrieved party may bring his or her grievance directly to the civil Service Commission Regional Office.

8.3.4.13. Appeal to the Civil Service Commission Regional Office. If the aggrieved party is not satisfied with the decision of top management, he or she may appeal or elevate his or her grievance to the Civil Service Commission Regional Office concerned within fifteen (15) working days from the receipt of such decision. Together with the appeal, the aggrieved party shall submit a Certification on the Final Action of the Grievance (CFAG). The Civil Service Commission Regional Office shall rule on the appeal in accordance with existing civil service law, rules, and regulations.

8.3.5. Reasonable Working Conditions

The University administration shall continue to negotiate on reasonable working condition to develop, sustain, and satisfy the physical, economic, psycho-social, and spiritual well-being of the employees; promote harmonious relationship between employees and management to enhance dignity; provide motivation and recognition; and harness their potentials towards increased productivity and efficiency in the attainment of the objectives of the organization for a more responsive public service.

8.3.6. Recognition of Appropriate Bargaining Employee Organization. The university will accredit the organization that should be bargaining for all the other organizations in the university subject to appropriate certification election and other laws, rules, and regulations concerning employee organizations.

8.3.7. Public Disclosure

Every employee of the University shall file annually under oath the statement of assets, liabilities, and net worth and shall disclose in the prescribed form all business interest and financial connections including those of their spouses and unmarried children under eighteen years of age living in their households.

9.0 INTERNAL RULES ON WORKING HOURS

The provisions and policies outlined in this section are derived from the Civil Service Commission's Rule XVII of the Omnibus Implementing Book V of Executive Order 292 of 2010, and the University's internal regulations.

9.1 Official Working Hours. The official working hours shall start not earlier than 7:00 o'clock in the morning and end not later than 7:00 o'clock in the evening exclusive of the time for lunch break, except for utility workers/janitors, security guards, and others who serve outside official working hours.

The normal office hours shall be from 8:00 o'clock in the morning to 5:00 o'clock in the afternoon exclusive of the time for lunch break. Employees providing frontline services shall observe the normal working hours

9.2 Forty-Hour Week. In compliance with the required 40 hours a week under Republic Act No. 1880, the Forty-Hour Week Law, University staff shall render no less than 40 hours of service a week.

9.3. Flexible Working Hours. Employees may be allowed by the University President to set their working hours suited to their kind of work or services or at the convenience of students or their clients. Flexible working hours shall be permitted provided that the 40 hours of work a week as required under Republic Act 1880 has been observed.

9.4. Flexitime – refers to a work arrangement where the agency is allowed to adopt flexible time for its government officials and employees from 7:00 AM to 7:00 PM on a daily basis, provided that the required forty (40) hours workweek is complied with.

For academic rank holders, flexible working hours may also be adopted and such hours may be from 7:00 AM to 7:00 PM, exclusive of the time for lunch, from Monday to Friday including Saturday or Sunday for classes in the Graduate School, provided that the 40 hours is not reduced. This shall be applied to:

9.4.a. Academic rank holders with full-time classroom teaching

9.4.b. Academic rank holders designated to perform administrative assignments, research, extension, or production functions

9.4.c. Academic rank holders tasked to have other non-academic functions

9.5. Flexible Work Arrangements (FWAs) for Muslims Working in the Government During the Period of Ramadan may also be adopted (Policies on FWAs in the Government as provided under CSC Memorandum Circular No. 06, s. 2022 dated 06 June 2022)

The Policies on FWAs are established to institutionalize relevant and appropriate work arrangements for government officials and employees to ensure efficient and effective performance of governmental functions and delivery of public services, and to ensure protection of their health, safety, and welfare at all times.

Pursuant to Presidential Decree (PD) No. 291, series of 1973, as amended by PD No. 322, s. 1973, the CSC issued **CSC Resolution No. 81-1277** dated 13 November 1981, as clarified through **CSC Resolution No. 00-0227** dated 26 January 2000 to provide guidelines on working hours during the month of Ramadan and Muslim pray day every Friday, to wit:

9.5.a. During “Ramadan” the Fasting month (30 days) of the Muslims, the Civil Service official time of 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM is hereby modified to 7:30 A.M. to 3:30 P.M. without noon break and the difference of 2 hours is not counted as undertime.

9.5.b. During Friday, the Muslim pray day, Muslims are excused from work 10:00 AM to 2:00 PM. However, to ensure that the required forty (40) hours workweek shall be complied with, the CSC prescribes through CSC Resolution No. 00-0227, the CSC clarified that the term "Friday" in the CSC Resolution No. 81-1277 is not limited to the Fridays during the month of Ramadan, but refers to "all Fridays of the calendar year”. However, to ensure that the required forty (40) hours workweek shall be complied with, the CSC prescribes the adoption of a flexible working schedule to accommodate the Muslims' Friday Prayer Day subject to

certain conditions, e.g., the flexible working hours shall not start earlier than 7:00 AM and end not later than 7:00 PM. As such, Muslims working in the government may adopt **Flexitime** under **CSC MC No. 06, s. 2022**, thus:

9.5.c. Agencies, however, are reminded to ensure that all their stakeholders are assured of continuous public service delivery from 8:00 AM to 5:00 PM, including lunch break, throughout the workweek.

9.5.d. Agencies shall also formulate internal guidelines on FWA which includes the tasks allowed to be accomplished outside the office, health and communication protocols, performance standards and monitoring mechanism, and provision of support mechanisms.

9.6 Consultation Hours. Each member of the faculty shall be available for consultation for at least three (3) hours a week during regular office hours. The Dean shall determine these hours at the beginning of each semester which shall be reflected in the individual daily program of each faculty member.

9.7 Overload Hours. Overload hours shall refer to the hours of service rendered beyond the regular workload. Overload hours may apply to the following:

9.7.a. Academic rank holders on teachers leave status are entitled to overload hours between 8:00 AM and 5:00 PM, from Monday to Friday including Saturday and Sunday;

9.7.b. Academic rank holders who are on vacation and sick leave status shall be entitled to overload pay for services rendered in excess of the prescribed normal load, subject to the approval of the President. Special Order to teach within regular period but they can extend work hours beyond this period where they should be compensated for services rendered.

9.7.c. Academic rank holders who are not on flexible working hours are entitle to overload hours on Saturdays including Sundays, if deemed necessary.

The University President shall authorize academic rank holders to teach in excess of the regular teaching load, provided, that this shall not exceed 6 units,

subject to change depending on the availability of funds.

9.8 Computation of Overload. Computations of overload shall be in accordance with existing University guidelines on workload. Whenever conditions are such that the foregoing rules on workload are inapplicable, the University President is authorized to make exceptions.

For purpose of computing overload teaching, the following conditions shall be observed:

9.8.a. The required units for full time equivalent are met;

9.8.b. The research programs/projects/studies or extension activities are duly registered;

9.8.c. Nine units shall be the maximum ETL for a research/extension program/project/study leader;

9.8.d. Academic rank holders may be allowed to manage an R&E program, project, or a study.

9.9 Criteria for Overload Assignment. Upon the recommendation of their respective supervisors and in the exigency of the service, the University President shall authorize academic rank holders and non-teaching staff to teach in excess of regular teaching/working load, provided, that this shall not exceed six units in consideration of the following criteria:

9.9.a. The performance rating of the academic rank holder and non-teaching staff for the two (2) preceding rating periods is "Very Satisfactory" or its numerical value-equivalent;

9.9.b. All academic rank holders teaching the same field of specialization are assigned the full-time equivalent;

9.9.c. The subjects offered are for graduating students composed of a minimum of 10 for undergraduate and 3 for graduate programs; Funds are certified available; and

9.9.d. The schedule of overload teaching units shown below is strictly implemented.

Provided further that hours of service in excess of the allowable overload shall be subject to the approval of the President upon the recommendation of the respective deans/supervisors.

9.10 Honoraria for Overload Teaching. Computation of the honoraria for overload teaching shall be in accordance with the existing compensation guidelines of the DBM. For this purpose, the department chairs, deans, and directors shall submit copies of their respective faculty workload to the Vice-President for Academic Affairs identifying those academic rank holders who shall be authorized to render overload teaching within the first month of the semester.

9.11 Unpaid Overload Units. All unpaid overload units shall be converted to service credits for Teachers Leave (TL) or compensatory day off for Teachers on Vacation-Sick Leave (VSL). The compensatory day off should be used within two years.

9.12 Punctuality and Attendance. All faculty members are required to strictly observe punctuality in their prescribed working hours. The heads of offices, however, shall be responsible in requiring their respective teaching and non-teaching staff to strictly observe the working hours and to be present at work to complete assigned tasks.

9.13 Tardiness. Employees incur tardiness when they fail to report for work on time; and therefore it is committed at the start of work.

9.13.a. Tardiness occurs in any of the following instances: those who report beyond the authorized grace period for those who observe the normal working hours; and those who enter after the authorized agreed working hours for those who adopt the flexible working hours.

9.13.b. An employee shall be considered habitually tardy if s/he incurs tardiness regardless of the number of minutes ten times a month for at least 2 months in a semester or at least two consecutive months during the year.

9.14 Undertime. Employees incur under time when they leave the office before the time allowed for departure from work and render service less than the required number of working hours. For teaching employees, there is strictly no undertime allowed for classes. Undertime of 30 minutes may be offset within the day.

9.15 Compensatory Service. Compensatory service including make up classes, may be granted to offset non-attendance during the regular hours, especially of the agreed working hours, which shall be rendered outside of official hours, except

Sundays, subject to the recommendation of heads concerned and written approval of the President. This may be conducted in advance or after the absence.

9.16 Compensatory Time-off. Compensatory time-off (CTO) shall be granted to an employee for a number of hours or days an employee is excused from reporting for work with full pay and benefits in lieu of overtime pay.

9.16.a. The University President shall issue the Certificate of Compensatory Overtime Credit (COC), which shall not exceed 40 hours a month; and provided that the unused balance shall not exceed 120 hours at any one time.

9.16.b The COCs are non-cumulative and that they should be used as time-off within two years they are earned.

9.16.c. In availing oneself of the compensatory time-off, an employee shall submit the approved request of the schedule of CTO together with the special order of the President granting the COC's and a duly accomplished leave form.

9.17 Occupational Safety of the Faculty during calamities or disasters

Policy. The state shall uphold the people's constitutional rights to life, health, safety and property and to promote the general welfare of its people at all times, especially during disasters and calamities.

(Executive Order No. 66 "Prescribing Rules On The Cancellation Or Suspension Of Classes And Work In Government Offices Due To Typhoons, Flooding, Other Weather Disturbances, And Calamities)

The following guidelines shall be followed for the automatic cancellation or suspension of classes in all public and private elementary, secondary and tertiary schools, as well as work in all government offices:

9.17.a. When Signal No. 1 is raised by PAGASA, classes at the pre-school level, in the affected area, shall be automatically cancelled or suspended.

9.17.b. When Signal No. 2 is raised by PAGASA, classes at the pre-school, elementary and secondary levels, in the affected area, shall be automatically cancelled or suspended,

9.17.c. When Signal No. 3 or higher is raised by PAGASA, classes at pre-school, elementary, secondary, and tertiary levels, in the affected area,

including graduate school, as well as work in all government offices, shall be automatically cancelled or suspended.

The Heads of Offices shall determine which of their respective divisions or units, particularly those related to disaster risk reduction and management, shall maintain its operations.

9.18. Grant of Hazard Pay for Faculty

In case of the faculty whose part of responsibilities is being exposed to chemicals such as the work performed by Chemists and Chemical Technicians, the **Republic Act No. 10657** otherwise known as the Chemistry Profession Act Section 42, Article IV, Section 50, Rule XII of Board Resolution No. 07 s. of 2015, or the Implementing Rules and Regulations (IRR) of RA No. 109657 states that: "Chemists and Chemical Technicians exposed to chemicals as part of their regular work and abilities are entitled to hazard pay and insurance coverage commensurate to the risks involved.

Hazard pay refers to the additional pay or extra compensation to be given to a Chemist of Chemical Technician for performing work under hazardous or dangerous conditions which are likely to cause damage, injury or harm, physical or otherwise, to a person who is exposed to such factor (s) or circumstance (s). Insurance on the other hand refers to an agreement or contract whereby one party (Employer) undertakes for a consideration to indemnify another (Chemist or Chemical Technician) against loss, damage or liability arising from an unknown or contingent event (ex. Insurance coverage for work-related injuries and accidents).

9.18.1. General and Special Provisions in Granting Hazard Pay

9.18.1.a. Coverage. All Faculty performing the work of Chemists and Chemical Technicians who are working in chemical laboratories and other related establishments under hazardous or dangerous conditions as herein defined are entitled to receive hazard pay.

Hazard pay shall be provided regardless of the employment status of the Chemist of Chemical Technician.

*9.18.1.b. Rate of Hazard Pay***.** The amount of hazard pay per month is based on the amount of the present SSS contribution, which is at P2,400 as of 2019 x (factor related to attendance) x (level of risk). It is understood that the future rates of the hazard pay shall be adjusted accordingly based on the current SSS contribution without the need of further issuance from the Board and the Commission.

9.19 Daily Time Record

A daily time record of attendance shall be required of all University faculty members to be kept on the proper form. Two copies of the daily time record shall be submitted (four copies for those who teach with overload units) within five working days of the following month to the Human Resource Management Office.

Falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant.

9.20 Collective Negotiation Agreement Incentive

In addition to the negotiations for reasonable working conditions, the University administration and the duly registered employee union may negotiate for the grant of the collective negotiation agreement (CNA) incentive in accordance with existing guidelines as a way of recognizing the employees' contributions in increasing productivity

APPENDICES

APPENDIX A

S. No. 1721
H. No. 4525
Republic of the Philippines
Congress of the Philippines
Metro Manila
Tenth Congress

Second Regular Session

Begun and held in Metro Manila, on Monday the twenty-second day of July, nineteen hundred and

ninety-six

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[REPUBLIC ACT NO. 8292]

AN ACT PROVIDING FOR THE UNIFORM COMPOSITION

AND POWERS OF THE GOVERNING BOARDS, THE MANNER OF APPOINTMENT AND TERM OF OFFICE OF THE PRESIDENT OF CHARTERED STATE UNIVERSITIES AND COLLEGES, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SEC. 1. Short Title. – This Act shall be known as the "Higher Education Modernization Act of 1997."

SEC. 2. Declaration of policy. – It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people and society. Towards this end, the composition of the governing boards of chartered state universities and colleges is hereby modified in order to: a) achieve a more coordinated and integrated system of higher education: b) render them more effective in the formulation and implementation of policies on higher education: c) provide for more relevant direction in their governance; and d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

SEC. 3. The Governing Boards; Manner of Appointment.

a) Composition – The governing body of state universities and colleges is hereby

vested in the Board of Regents for universities and in the Board of Trustees for colleges which shall be composed of the following:

i. i. Chairman of the Commission on Higher Education (CHED), Chairman

ii. President of the university or college, Vice Chairman;

iii. Chairman of the Congressional Committees on Education and Culture;

iv. Regional Director of the National Economic Development Authority (NEDA) where the main campus of the university or college is located;

v. Regional Director of the Department of Science and Technology (DOST) in case of science and technological colleges; or the Regional Director of the Department of Agriculture (DA) in case of agricultural colleges; or the Secretary of Education for an Autonomous Region. In lieu of such representation, the commanding generals of the Philippines Air Force and the Philippine Navy shall sit as members of the Board of the Philippine State College of Aeronautics and the Philippine Merchant Marine Academy respectively;

vi. President of the faculty association;

vii. President of the supreme student council or the student representative elected by the student council: Provided, That in the absence of a student council president or student representative elected by the student council, the university or college shall schedule one (1) week for the campaign and election of a student representative;

viii. President of the alumni association of the institution concerned; and

ix. Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among a list of at least five (5) persons qualified in the city or the search committee constituted by the President in consultation with the Chairman of the CHED based on the normal standards and qualification for the position. The faculty and the student council shall be represented by the president of their respective federations in multi-campus universities and colleges. The private sector representatives shall be appointed by the Board of Regent/Trustees upon recommendation of a duly constituted search committee.

b) Term of Office – The presidents of the faculty and alumni associations and the student regents or trustees shall sit in the Board until the expiration of their term of office in such capacities.

The prominent citizens shall serve for a term of two (2) years.

c) Meetings; Quorum – The Board of Regents/Trustees shall regularly convene at least once every quarter. The Chairman of the Board of

Regent/Trustees may call a special meeting whenever necessary: Provided, That members are notified in writing at least three (3) days prior to said meeting. A majority of all members holding office shall constitute a quorum for board meetings:

Provided. That the Chairman of the CHED who is the chairman of the Board or the president of the university or college is among those present in the meeting. In the absence of the Chairman of the CHED, a commissioner of the CHED, duly designated by him, shall represent him in the meeting with all the rights and responsibilities of a regular member: Provided, however, That in the said meeting, the president of the university or college as vice chairman shall be the presiding officer: Provided, further, That this provision notwithstanding, the chairman of the CHED is hereby authorized to designate a CHED Commissioner the regular Chair to the Board of a particular university or college, in which case said CHED Commissioner shall act as the presiding officer. The members shall serve without compensation, but they shall be reimbursed for necessary expenses incurred in their attendance of meeting of the Board or in connection with their official business authorized by resolution of the Board.

SEC. 4. Powers and Duties of Governing Boards. – The governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

a. to enact rules and regulations not contrary to law as be necessary to carry out the purposes and functions of the university or college;

b. to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: Provided however, That the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock. Non-profit private universities and colleges: Provided, finally, That the same privileges shall also be extended to city colleges and universities with the approval of the local government unit concerned and in coordination with CHED;

c. to fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards 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 or college, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue there from shall form part of the same fund for the use of the university hospitals

shall be exclusively earmarked for the operating expenses of the hospitals. Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university or college from tuition fees and other charges, as well as from the operation of auxiliary services and may be disbursed by the Board of Regents/Trustees for instruction, research, extension, or other program/projects of the university or college: 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 or college, shall not be able to pursue any project for which funds have been appropriated and, allocated under its approved program of expenditures, the Board of Regents/Trustees may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the university or college;

d. to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;

e. to authorize the construction or repair of its building machine, equipment and other facilities and the purchase acquisition of real and personal properties including necessary support materials and equipment. Purchase and other transactions enter into by the university or College through the Board of Reagent/trust shall be exempt from all taxes and duties.

f. to appoint, upon the recommendation of the President of university or college, vice president, deans, directors, heads department, faculty members and other officials and employees.

g. to fix and adjust salaries of faculty members and administration officials and employees subject to the provision of the revise compensation and clarification system and other permanent budget and compensation laws governing hours and service, and such others duties and condition as it may deem proper.: to grant them, at its discretion leaves of absence under such regulation as it may promulgate, provision of existing law to the country notwithstanding; and remove them for cause in accordance with the requirements of process of law.

h. to approve the curricula, institution program and rules discipline drawn by the administrative and academic councils as here provided.

i. to set policies on admission and graduation of students.

j. to award honorary degrees upon persons in recognition outstanding contribution in the field of education, public service, and science and technology or in any field of specialization within academic competence of the university or college and authorize
award of certificate of completion of non-degree and non-tradition courses.

k. to absorb non-chartered tertiary institution within the respective provinces in coordination with the CHED and in consultation with the department of Budget and Management.,
and offer them needed programs or courses, to promote and carry out equal access educational opportunities mandated by the constitution.

l. to establish research and extension centers of the state universities and colleges where such will promote the development of the latter.

m. to establish chairs in the university or colleges and to provide fellowship for qualified faculty members and scholarships to deserving students.

n. to delegate any of its power and duties provided for hereinabove to the president and/or other officials of the university or colleges as it may deem appropriate so as to expedite the administration of the affairs of the university or college.

o. to authorize external management audit of the institution, to be finance by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendation.
p. to collaborate with other governing boards of the state universities and colleges within the province or region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said colleges and
universities to become more efficient, relevant, productive, and competitive.

q. to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the college or institution, the proceeds from which to be used for the developing and strengthening of the colleges or university.

r. to develop consortia and other forms of linkage with local government units, institution and agencies, both public and private, local and foreign, in furthermore of the purpose and objectives of the institution.

s. to develop academic arrangement for institution capability building with appropriate institution and agencies, public and private, local and foreign, and to appoint expert/specialist as consultants, or visiting or exchange professors, scholars, as the case may be:

t. 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, community laboratory, etc. for the promotion of greater access to higher education.

u. to establish policy guidelines and procedures for participative decision-making and transparency within the institution.
v. to privatize, where most advantageous to the institution, management an non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and

w. to extend the term of the president of the college or university beyond the age of retirement but no later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search
committee for the president of the institution concerned.

SEC. 5. Promulgation and Implementation of policies. - The governing boards shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports, as well as the policies, standards and thrusts of the CHED under
Republic Act No. 7722.

SEC. 6. The Administration. – The administration of the university or college shall be vested in the president of the university or college who shall render full-time service. He shall appointed by the Boards of Reagents/Trustees, upon the recommendation of duly constituted search committee. He shall have a term of four(4) years and shall be eligible for the reappointment for another term; Provided, That this provision shall not adversely affect the incumbent. The president shall be assisted by the vice-president for academic affairs who shall be appointed by the Board upon the formers recommendation without prejudice to the appointment of more than one vice president where so warranted.
In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the function of his office, the board shall have the authority to design an officer-in-charge pending the appointment of a new president. In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term.

SEC. 7. The Secretary of the University or College. – The Board shall appoint a secretary who shall serve as the such for the board and the university or college and shall keep all records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings.

SEC. 8 . The Treasurer of the Philippines – The Treasurer of the Philippines shall be the ex officio treasurer of the university or college. All accounts and expenses of the university or college

SEC. 9. Administrative Council. - There shall be an administrative council consisting on the President of the university or college as Chairman, the vice president(s), deans, directors, and other officials of the Board of Reagents/trustees policies governing the administration, management and developing planning of the university or college for appropriate action.

SEC .10. Academic Council. – There shall be an academic council with the president of the university or college as Chairman and all members of the instructional staff with the rank not lower than assistant professor as members. The academic council shall have power to review and recommend the curricular offerings and rules of discipline of the university or college subject for appropriate action of the Board of Regents/Trustees. It shall fix the requirements for the admission of students as well as for
graduation and the conferment of degrees subject to review and/or approval by the Board of Regents/Trustees through the president of the university or college.

SEC. 11. Academic Freedom. – Pursuant to paragraph 2, Section 5 of Article XIV of the Constitution of the Republic of the Philippines, all institutions of higher learning, public or private, shall enjoy academic freedom and institutional autonomy.

SEC. 12. Admission. – No student shall be denied admission to any university or college by reasons of sex, nationality, religion, political affiliation, or physical disability.

S**EC. 13. Exclusion Clause.** – Except for the chairmanship of the Board, the provisions of this Act shall not affect the charter of the University of the Philippines System. Likewise, this Act shall not affect the Charter of the Mindanao State University (MSU) except for the provision of this Act on chairmanship of the Board, and the Membership of the Chairmen of the Congressional Committees on Education and Culture.

SEC. 14. Filing of Report. – On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the president of the university or college shall file with the Office of the President of the Philippines through the Chairman of the CHED, and with the Senate and House of Representatives a detailed report on the progress, conditions and needs of the university or college.

SEC. 15. Implementation. – The Chairman of the CHED is hereby directed to take such steps as are necessary for the immediate implementation of this Act.

SEC. 16. Separability Clause. – If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force or effect.

SEC. 17. Repealing Clause. – All laws, presidential decrees, executive orders, letters of instruction and state universities and colleges charters contrary to or inconsistent with this Act are hereby repealed or amended accordingly.

SEC. 18. Effectivity Clause. – This Act take effect upon its approval.
79
Approved :

JOSE DE VENECIA, JR.
Speaker of the House
of Representatives

ERNESTO M. MACEDA
President of the Senate

This Act, which is a consolidation of Senate Bill No. 1721 and House Bill No. 4525 was finally passed by the Senate and the House of Representatives on June 3, 1997 and May 29, 1997,
respectively.

ROBERTO P. NAZARENO LORENZO E. LEYNES, JR.
Secretary General Secretary of the Senate
House of Representatives
Approved: 06 June 1997
FIDEL V. RAMOS
President of the Philippin

APPENDIX B
Republic of the Philippines
Congress of the Philippines
Metro Manila

[REPUBLIC ACT NO. 6713]

AN ACT ESTABLISHING AS CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST, GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE, ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES.

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled;

SEC. 1. Title. – This Act shall be known as the CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES.

SEC. 2. Declaration of Policy. – It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

SEC. 3. Definition of Terms. – As used in this Act, the term:

(a) Government include the National Government, the local governments, and all other instruments, agencies or branches of the Republic of the Philippines including government owned
or controlled corporations, and their subsidiaries.

(b) Public Officials include elective officials and employees, permanent or temporary, whether in the career or non-career service including military and police personnel whether or not
they receive compensation regardless of amount.

(c) Gift refers to a thing or a right disposed of gratuitously, or any act of liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof.

(d) Receiving any Gift includes the act of accepting, directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or exchange for, a favor.

(e) Loan covers both simple loan commodatum as well as guarantees, financing arrangements or accommodations intended to ensure its approval.

(f) Substantial stockholder means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

(g) Family of public officials or employees means their spouses unmarried children under eighteen (18) years of age.

(h) Person includes natural and juridical persons unless the context indicates otherwise.

(i) Conflict of Interest arises when a public official or employee is a member of a board, an officer offer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.

(j) Divestment is the transfer of title or disposal of interest in property by voluntary, completely and actually depriving or dispossessing oneself of his right or title to it in favor or a person
persons other than his spouse and relatives as defined in this Act.

(k) Relatives refer to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including bilas, inso and balae.

SEC. 4. Norms of Conduct of Public Offi cials and Employee. – (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties.

(a) Commitment to public interest. – Public officials and employees shall always uphold the
public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, honestly, economically, particularly to avoid wastage in public funds and revenues.

(b) Professionalism. – Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their role as dispensers or peddlers of undue patronage.

(c) Justness and sincerity. – Public officials and employees shall remain true to the people at all time. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are co-terminus with theirs.

(d) Political neutrality. – Public officials and employees shall provide service to anyone without unfair discrimination and regardless of party affiliations or preference.

(e) Responsiveness to the public. – Public officials and employees shall extend prompt, courteous, and efficient service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information on their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearing whenever appropriate, encourage
suggestions, simplify and systematize policy, rules and Procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) Nationalism and patriotism. – Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally-produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippines sovereignty against foreign intrusions.

(g) Commitment to democracy. – Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifests by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) Simple living. – Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards, including the dissemination of information programs and workshops authorizing merit increase beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experiment on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

SEC. 5. Duties of Public Officials and Employees. – In the performance of their duties, all public officials and employees are under obligation to:

(a) Act promptly on letters and requests. – All public officials and employees shall within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communication sent by the public. The reply must contain the action taken on the request.

(b) Submit annual performance reports. – All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporation shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.

(c) Process documents and papers expeditiously. – All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must
contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer-in-charge shall sign for and in their behalf.
(d) Act immediately on the public's personal transactions. – All public official and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.

(e) Make documents accessible to the public. – All public documents must be made accessible to, and readily available for inspection by the public within reasonable working hours.

SEC. 6. System of Incentives and Rewards. – A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and the Chairman of the Civil Service Commission as co-Chairman, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members. It shall be the task of this Committee to conduct a periodic, continuing review of the
performance of public officials and employees, in all the branches and agencies of the Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of
the standards set forth in this Act.

The conferment of awards shall take into account, among their things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorship in government-owned or controlled corporations, local and foreign scholarship grants, paid vacation and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act.

The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

SEC. 7. Prohibited Acts and Transactions. – In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

(a) Financial and material interest. – Public officials and Employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) Outside employment and other activities related thereto. – Public officials and employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed
by their office unless expressly allowed by law.

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided that such practice will not conflict or tend to conflict with their official functions; or,

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office. These prohibitions shall continue to apply for a period of one (1) year after resignation, or separation from public offi ce, except in the case of subparagraph (b) (2) above,
but the professional concerned cannot practice his profession in connection with any matter before the offi ce he used to be with, in which case the one-year prohibition shall likewise apply.
84
(c) Disclosure and/or misuse of confidential information. – Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their
office and not made available to the public, either.

(1) To further their private interests, or give undue advantage to anyone; or
(2) To prejudice the public interest.

(d) Solicitation or acceptance of gifts. – Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value
from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their
office. As to gifts or grants from foreign governments, the Congress consents to-
(i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;
(ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or (iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippines (such as allowances, transportation, food, and lodging) of more than nominal value of such acceptance is appropriate or consistent with the interest of the Philippines, and permitted by the head of office, branch or

agency to which he belongs. The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this sub-section, including pertinent reporting and disclosure requirements.

SEC. 8. Statements and Disclosure. – Public officials and employees have an obligation to accomplish and submit declaration under oath of, and the public has the right to know,
their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their
households.

(A) Statement of Assets and Liabilities and Financial Disclosure. – All public officials and employees, except those who serve in an honorary capacity, laborers and casual or
temporary workers, shall file under oath Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interest and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households. The two documents shall contain information on the following:

(a) real property, its improvements, acquisition costs, assessed value and current fair market value;
(b) personal property and acquisition cost;

(c) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;

(d) liabilities; and

(e) all business interests and financial connections.

The documents must be filed:

(a) within thirty (30) days after assumption of office;
(b) on or before April 30, of every year thereafter; and
(c) within thirty (30) days after separation form the service.

All public officials and employees required under this Section to file the aforestated documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets,

liabilities, net worth, and also their business interests and financial connections in previous years, including if possible, the year when they first assumed any office in the Government.
Husband and wife who are both public officials or employees may file the required statements, jointly or separately.

The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interest and Financial Connection shall be
filed by:

(1) Constitutional and national elective officials, with the national office of the Ombudsman;
(2) Senators and Congressman, with the Secretaries of the Senate and the House of Representatives, respectively, Justices, with the Clerk of Court of the Supreme Court, Judges, with the Court Administrator; and all national executive officials with the
Office of the President;
(3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;
(4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below ranks, with the Deputy Ombudsman in their respective regions; and
(5) All other public officials and employees, defined in the Republic Act No. 3019, as amended with the Civil Service Commission.

(B) Identification and Disclosure of Relatives. – It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.
(C) Accessibility of Documents. – (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.
1) Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are
filed as required by law.
2) Any person requesting a copy of a statement shall required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification. 3) Any statement fi led under this Act shall available to the public for a period of ten (10) years after receipt of statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) Prohibited Acts. – It shall be unlawful for any person to obtain or use any statement fi led under this Act for.
1) any purpose contrary to morals to public policy; or

2) any commercial purpose other than by news and communications media for dissemination to the general public.

SEC. 9. Divestment. – A public official or employee shall avoid conflicts of interest at all times.

When a conflict of interest arises, he shall resign from his position in any private business enterprises within thirty (30) days from his assumption of office and/or divest himself of his
shareholding or interest within sixty (60) days from such assumption.

The same rule shall apply were the public official or employee is a partner in a partnership.
The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor laborers and casual or temporary workers.

SEC. 10. Review and Compliance Procedures. – (a) The designated Committees of both Houses of Congress shall establish procedure for the review of statements to determine whether
said statements have been submitted on time, are complete, and are in proper form. In the events determination is made that a statement is not so fi led, the Appropriation Committees shall so inform the reporting individual and direct him to take necessary action.
(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of the Congress shall have the power, within their respective jurisdictions, to render any
opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the particular House concerned. The individual to whom an opinion is rendered and any other individual involved in a similar
factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.
(c) The heads of other office shall perform the duties stated in sub-sections (a) and (b) hereof as their respective offices are concerned, subject to the approval of the Secretary of Justice, in
the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

SEC. 11. Penalties. – (a) Any public official or employee, regardless of whether or not he holds office of employment in a casual, temporary, holdover, permanent or regular capacity, committee any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months salary or suspension not exceeding

one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Sections 7, 8 or 9 of this Act shall be punishable by imprisonment not exceeding five (5) years, or a fi ne not exceeding five thousand pesos (P5,000.00), or both, and, in the discretion of the court of competent jurisdiction, disqualifi- cation to hold office.

(b) Any violation hereof proven in a proper administration proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him. Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with
public officials or employees, in violation of this Act, shall be subject to the liabilities as the public officials or employees and shall be tried jointly with them.

(c) The official or employee concerned may bring an action against any person who obtains or uses as report for any purpose prohibited by Sec. 8 (D) of this Act. The Court in which such action
is brought may assess against such person a penalty in any amount no to exceed twenty five thousand pesos (P25,000.00). If another sanction hereunder or under any other law is heavier, the latter shall apply.

SEC. 12. Promulgation of Rules and Regulations, Administration and Enforcement of this Act. – The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution
arising from violations of this Act to the proper authorities for appropriate action: Provided, however, That it may institute such administration actions and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be constructed as a deprivation of the right of each House of Congress to discipline its members for disorderly behavior. The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provision of this Act, including guidelines for individuals who render free voluntary service to the Government the Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

SEC. 13. Provision for More Stringent Standards. – Nothing in this Act shall be constructed to derogate any law, or any regulations prescribed by any body or agency, which provides for more stringent standards for its officials and employees.

SEC. 14. Appropriations. – The sum necessary for the effective
implementation of this Act shall be taken from the appropriations of the Civil

Service Commission. Thereafter such sum as may be needed for its continued implementation shall be included in the annual General Appropriation Act.

SEC. 15. Separability Clause. – If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the mainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

SEC. 16. Repealing Clause. – All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provided for a heavier penalty.

SEC. 17. Effectivity. – This Act shall take effect after thirty (30) days following the completion of its publication in the Official Gazette or in two (2) national newspapers of general circulation.
88
Approved.

(SGD.) RAMON V. MITRA — Speaker of the House of Representatives

(SGD.) JOVITO R. SALONGA — President of the Senate

This Act which is a consolidation of Senate Bill No. 139 and House Bill No. 2069 was finally passed by the Senate and the House of Representatives on October 21, 1988 and February 1, 1989, respectively.

(SGD.) QUIRINO ABAD SANTOS, JR.
Secretary of the House of Representatives

(SGD.) EDWIN P. ACODA
Secretary of the Senate

Approved: February 20, 1989
(SGD.) CORAZON C. AQUINO
President of the Philippines

APPENDIX C

Republika ng Pilipinas
KOMISYON SERBISYO SIBIL
(Civil Service Commission)
MC. No. 19, s. 2000

MEMORANDUM CIRCULAR TO : ALL HEADS OF DEPARTMENT, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATION WITH ORIGINAL CHARTERS
SUBJECT: REVISED DRESS CODE PRESCRIBED FOR ALL GOVERNMENT OFFICIALS AND EMPLOYEES

In line with the provision of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and in order to maintain modesty and proper decorum in the civil service, the Civil Service Commission, being the central personal agency of the government officials and employees in the government services when reporting for work, thus:

The Civil Service Commission, as mandated by law, issued CSC Memorandum Circular No. 14, s. 1994, prescribing the Dress Code for All Government Officials and Employees, and later clarifying it through CSC Memorandum Circular No. 25, s. 1991.

However, certain provisions thereof need to be further clarified in order to conform to the changes about by the Philippine Centennial in 1998, which paved the way for the institutionalization of the wearing of Filipiniana attire during Mondays, and to the Gender Advocacy program of the Civil Service Commission.

In response to the foregoing demands of the times, and in accordance with the Commission's mandate to improve personnel administration, the Commission hereby adopts the attached Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace.

All other existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed or amended.

This Memorandum Circular shall take effect fifteen (15) days after the date of its publication in a newspaper of general circulation.

Adopted: 30 Oct. 2000

(SGD.) CORAZON ALMA G. DE LEON
Chairman

RESOLUTION NO. 002515

WHEREAS, Section 3, Article IX-B of the 1987 Constitution provides that the Civil Service Commission, as the central personnel agency of the Government, shall

adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service, and shall likewise institutionalize a management climate conducive to public accountability.

WHEREAS, Section 12 (3), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 (Executive Order No. 292) empowers the Civil Service Commission to promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the Government;
WHEREAS, Section 12 (19), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall perform all functions properly belonging to a central personnel agency and such other functions as may be provided by law;
WHEREAS, the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713) mandates that public officials and employees shall perform and discharge their duties with professionalism and shall lead modest lives appropriate to their positions and income. Likewise, they shall not indulge in extravagant or ostentatious display of wealth in any form;

WHEREAS, The Civil Service Commission (CSC) has issued the Revised Dress Code for government officials and employees when performing official duties, both on and off government premises.

In CSC Resolution No. 24000766 promulgated on 29 August 2024, the CSC introduced updated dress code guidelines aimed at boosting employee morale, professionalism, and productivity of the over two million civil servants, whether working onsite or under flexible arrangements.

The Revised Dress Code is aligned with the implementation of Republic Act No. 9242 (Philippine Tropical Fabrics Law), the CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020 (Occupational Safety and Health Standards for the Public Sector), and CSC Resolution No. 2200209 (Policies on Flexible Work Arrangements in Government). The new rules also address emerging social issues such as gender equality, disability inclusion, and social diversity.

It covers all government officials and employees regardless of employment status, whether appointive or elective, in all government agencies and instrumentalities, namely: constitutional bodies; departments, bureaus, and agencies of national government agencies; government-owned and controlled corporations with original charters; local government units; and state universities and colleges.

Official Attire

Under the Revised Dress Code, government officials and employees must wear ASEAN-inspired attire or clothing influenced by the traditional garments of ASEAN member states, including the Philippines; Filipiniana-inspired outfits reflecting Filipino culture, heritage, and customs; and agency-prescribed office uniforms.

The official attire shall be in accordance with the following schedule: ASEAN-inspired clothing on the first Monday of the month; Filipiniana-inspired clothing from second to fourth Mondays of the month; agency-prescribed office uniform from Tuesday to Friday and on weekends; and smart casual attire on days without agency-prescribed uniform.

Government agencies shall prescribe agency uniform that are suitable for the workplace and employee's duties. The use of Philippine Tropical Fabrics is required for the set of uniforms or a part thereof, not as a mere clothing embellishment or adornment, while Personal Protective Equipment must also be provided for employees exposed to occupational hazards.

Officials and employees may choose to wear the agency-prescribed uniform that aligns with their gender preferences, identity, and expression.

The CSC also reminded that the Anti-Red Tape Act Identification card shall be worn during office hours or on official duty as it forms part of the agency-prescribed office uniform.In addition, the Revised Dress Code clarifies that grooming requirements such as hairstyle, haircut, or hair color, may only be mandated if they are necessary for safety, professionalism, uniformity, branding, or client preferences.

Government officials and employees are prohibited from wearing the following during official functions, whether on-site or virtual: collarless t-shirts, plunging necklines, sleeveless tops, sando/tank tops, tube tops, halters, strapless or spaghetti-strap blouses (unless as undershirts), leggings, above-the-knee skirts, shorts, cycling or jogging pants (except during physical activities), ripped jeans, sandals, slippers, or exposed-toe shoes, and excessive jewelry or heavy makeup, among others.On the other hand, exemptions may be granted based on job type, such as for uniformed personnel, medical professionals, and laboratory technicians, as well as for employees with religious beliefs, physical disabilities, or health conditions; pregnant; or those in mourningAgency heads, upon consultation with the officials and employees, shall formulate and adopt internal rules and procedures on the implementation of the Revised Dress Code within six months from the date of its effectivity on 8 December 2024.

The Revised Dress Code for Government Officials and Employees, as circularized through CSC Memorandum Circular No. 16, s. 2024, is available via the CSC website

APPENDIX D

Executive Order No. 66, re: "Prescribing Rules on the Cancellation or Suspension of Classes and work in the Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities".

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER No. 66

PRESCRIBING RULES ON THE CANCELLATION OR SUSPENSION OF CLASSES AND WORK IN GOVERNMENT OFFICES DUE TO TYPHOONS, FLOODING, OTHER WEATHER DISTURBANCES, AND CALAMITIES

WHEREAS, it is a declared policy of the State to uphold the people's constitutional rights to life, health, safety and property and to promote the general welfare of its people at all times, especially during disasters and calamities;

WHEREAS, it is likewise the declared policy of the State to institutionalize the policies, structures, coordination mechanism and programs on disaster risk reduction from national down to local levels; recognize the local risk patterns across the country and strengthen the capacity of Local Government Units (LGUs) for disaster risk reduction and management through decentralized powers, responsibilities, and resources at the regional and local levels;

WHEREAS, the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) is the agency of the government mandated to observe and report the weather of the Philippines and specified adjacent areas, and to issue forecasts and warnings of weather and flood condition affecting national safety, welfare and economy;

WHEREAS, the National Disaster Risk Reduction and Management Council (NDRRMC) is a government entity mandated to establish a national early warning and emergency alert system to provide accurate and timely advice to national or local emergency response organizations and to the general public through diverse mass media; and recommend to the President the declaration of a state of calamity in areas extensively damaged; and

WHEREAS, there is a need to streamline the procedure in the suspension of classes and work in government offices in times of typhoons, floods and other disasters or calamities to spare the pupils, students, government workers and the general public from unnecessary dangers to their lives and limbs.

NOW, THEREFORE, I BENIGNO S. AQUINO III, President of the Philippines, by virtue of the powers vested in me by law, do hereby order;

SECTION 1. *Automatic Cancellation or Suspension of Classes and Work in Government Offices,* The following guidelines shall be followed for the automatic cancellation or suspension of classes in all public and private elementary, secondary and tertiary schools, as well as work in all government offices:

a. When Signal No. 1 is raised by PAGASA, classes at the pre-school level, in the affected area, shall be automatically cancelled or suspended.*1awp++i1*

b. When Signal No. 2 is raised by PAGASA, classes at the pre-school, elementary and secondary levels, in the affected area, shall be automatically cancelled or suspended,

c. When Signal No. 3 or higher is raised by PAGASA, classes at pre-school, elementary, secondary, and tertiary levels, in the affected area, including graduate school, as well as work in all government offices, shall be automatically cancelled or suspended.

The PAGASA shall issue weather forecasts through various media outlets (radio and television), and the NDRRMC, not later than 10:00 PM of the previous day and 4:30 AM of the day of the intended cancellation of classes and work. In cases where there are classes and work in the morning and suspension of classes and work is only effective in the afternoon, PAGASA should issue the forecast not later than 11:00 AM of the said day.

SECTION 2. *Localized Cancellation or Suspension of Classes and Work in Government Offices.* In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes and work in government offices may be implemented by local chief executives, as chairmen of the Local Disaster Risk Reduction and Management Council (LDRRMC) concerned, in coordination with PAGASA and the NDRRMC, specifically in flood-prone or high risk areas.

Announcements will be made not later than 4:30 AM of the day of the intended cancellation of classes and work, or not later than 11:00 AM for suspension of work and classes in the afternoon session, through diverse mass media, particularly radio

and television, landline communications and other technologies for communication within the community or locality.

SECTION 3. *Cancellation or Suspension of Classes and Work in the Government During Other Calamities.* Classes in all levels in both public and private schools as well as work in the government offices may be cancelled or suspended in areas affected by disasters or calamities other than typhoons, such as but not limited to floods, earthquakes, tsunami and conflagration, upon the declaration by the President of a State of Calamity based on the recommendation of the NDRRMC.

The concerned Local Disaster Risk Reduction and Management Office (LDRRMO) headed by the local chief executive shall be responsible for announcing the suspension of classes and work in the government offices in the affected areas in coordination with the NDRRMC, through all forms of mass media available under the circumstances.

SECTION 4. *Maintenance of Work Force.* In the event of cancellation or suspension of work in government offices due to any of the foregoing circumstances, the following government agencies, particularly those directly involved in disaster risk reduction and management, shall maintain the operations of their respective offices to ensure the continuity of the delivery of services to the public:

a. Office of the Executive Secretary

b. Department of National Defense

c. Department of the Interior and Local Government

d. Department of Social Welfare and Development

e. Department of Science and Technology

f. Department of Health

g. Department of Public Works and Highways

h. Department of Education

i. Other agencies whose operations the President or the NDRRMC may deem necessary.

The Heads of Offices of the foregoing agencies shall determine which of their respective divisions or units, particularly those related to disaster risk reduction and management, shall maintain its operations.

SECTION 5. *Report to the President.* The NDRRMC chaired by the Secretary of National Defense shall immediately inform the Office of the President, through the Executive Secretary, of the cancellation or suspension of classes and work in government offices in the affected areas.

SECTION 6. *Concurrent Authority.* The Office of the President, through the Executive Secretary, shall have concurrent authority with the NDRRMC to cancel or suspend classes and work in government offices in the affected areas.

SECTION 7. *Repeal.* All issuances, orders, rules and regulations or parts thereof, inconsistent with this Executive Order are hereby repealed, amended or modified accordingly.

SECTION 8. *Effectivity.* This Executive Order shall take effect immediately.

DONE, in the City of Manila, this 9th day of January in the year of our Lord, Two Thousand and Twelve

(Sgd.) **BENIGNO S. AQUINO III**

By the President:

(Sgd.) **PAQUITO N. OCHOA, JR.**
Executive Secretary

APPENDIX E

Board Resolution No. 101 on the Guidelines and Incentives for Scholarship under the Faculty and Administrative Personnel Development Programs

Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Office of the University and Board Secretary
Normal Road, Baliwasan, Zamboanga City 7000
Tel. No. (062) 993-5857 Fax No. (062) 955-3065

EXCERPTS FROM THE MINUTES OF THE 70th SPECIAL BOARD MEETING (3rd SPECIAL BOARD MEETING, C.Y. 2023) OF THE WESTERN MINDANAO STATE UNIVERSITY BOARD OF REGENTS HELD AT THE CONFERENCE ROOM, DIPOLOG MEDICAL CENTER COLLEGE FOUNDATION, INC., DIPOLOG CITY, ZAMBOANGA DEL NORTE ON AUGUST 10, 2023, AT 9:00 A.M.

RESOLUTION NO. 101
Series of 2023

A RESOLUTION APPROVING THE PROPOSED GUIDELINES AND INCENTIVES FOR SCHOLARSHIP UNDER THE FACULTY AND ADMINISTRATIVE PERSONNEL DEVELOPMENT PROGRAMS

WHEREAS, the Vice-President of the WMSU Faculty Union Asst. Prof. Harry E. Subibi presented to the Board of Regents the proposed guidelines and incentives for scholarship under the faculty and administrative personnel development program;

WHEREAS, to be eligible for scholarship, the applicant must comply the following guidelines:

- Not be more than 50 years old at the time of application for graduate program;
- Be certified by a government physician to be physically and mentally fit;
- Have served the University on permanent status for at least two (2) years;
- Have performance rating of at least "very satisfactory" in the last two (2) rating periods;
- Have no pending criminal and/or administrative charges or must not have been convicted for any violation of any Philippine law (certification must be obtained from appropriate agencies)
- Pursue a course that is considered a priority area of specialization or of study allied to his/her discipline and must be aligned to the comprehensive faculty or administrative personnel development plan of the college or unit;
- Enroll in accredited Higher Education Institution (HEI);
- Have no pending nomination from other local and foreign scholarship or training;
- Have no record of non-completion of previous study or training by virtue of termination or scholarship grant from any other government sponsored institution;

Resolution No. 101, Series of 2023
(3rd Special Board Meeting, CY 2023)
August 10, 2023

Western Mindanao State University
Office of the University and Board Secretary
Zamboanga City
CERTIFIED TRUE COPY
AUG 30 2023
DATE

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- Have no outstanding financial obligation due to non-completion of a course under any scholarship grant from any other sponsoring government institutions; and,
- Have rendered and completed the service obligation required under the previous scholarship grant.

WHEREAS, the privileges and incentives are the following:

PRIVILEGES	LOCAL (ZAMBOANGA CITY)		OUTSIDE ZAMBOANGA CITY	
	MS	PhD	MS	PhD
Stipend	P10,000	P20,000	**P20,000**	**P30,000**
Book Allowance	P7,000/Academic Year		P7,000/Academic Year	
Thesis/Dissertation Allowance	P30,000 (without laboratory) (P40,000 with laboratory)	P60,000 (without laboratory) (P80,000 with laboratory)	**P50,000** (without laboratory) **(P70,000** with laboratory)	**P80,000** (without laboratory) **(P100,000** with laboratory)
Tuition and other Matriculation Fees	Actual		Actual	
Reimbursable Transportation Allowance to and from the place of study	None		One roundtrip fare per school year for scholars studying outside of their office base using the most economical fare	
Group Accident Insurance	None		P500/year	
Graduation Fee	Actual		Actual	
Study leave with pay to take review and licensure examination	P 20,000 (for the entire duration of the review)		30,000 (for the entire duration of the review)	
Study leave with pay to take the bar review and examination	P 20,000 (for the entire duration of the review)		30,000 (for the entire duration of the review)	

WHEREAS, the proposed scholarship guidelines and incentives were endorsed by the University Academic Council through Academic Council Resolution No. 18, Series of 2023;

WHEREAS, the Board of Regents deliberated and discussed the proposed scholarship guidelines and incentives as attached in "Annex F" of the Agenda Folder as part and parcel of this resolution;

WHEREAS, the Faculty Regent, Hon. Adrian P. Semorlan, clarified that the scholarship guidelines and incentives cover not only the faculty, but also the administrative personnel. The scholarship grant is open to all regular employees of the University with permanent plantilla item, subject to the requirements under the faculty and administrative personnel development programs;

Resolution No. 101, Series of 2023
3rd Special Board Meeting (CY 2023)
August 10, 2023

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Office of the University and Board Secretary
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APPENDIX F

Western Mindanao State University
FACULTY UNION
Normal Road, Baliwasan, Zamboanga City, 7000
Email: wmsufacultyunion2021@gmail.com

COLLECTIVE NEGOTIATION AGREEMENT
WMSU Faculty Union

LET ALL TO WHOM THESE PRESENTS MAY COME KNOW:

This Collective Negotiation Agreement made entered into by and between:

The **WESTERN MINDANAO STATE UNIVERSITY (WMSU)**, a state institution of higher learning established by virtue of the laws of the Republic of the Philippines with principal office at Normal Road, Baliwasan, Zamboanga City represented by its President, **DR. MA. CARLA A. OCHOTORENA**:

and

The **WESTERN MINDANAO STATE UNIVERSITY - FACULTY UNION** (WMSU-FU), a legitimate public sector labor organization with DOLE-BLR Registration No. **945** and CSC Accreditation No. 319 dated 04 June 2002 as the sole and exclusive bargaining agent for all the rank and file faculty members of Western Mindanao State University, with principal office at Normal Road, Baliwasan, Zamboanga City, represented by its President, **DR. ADRIAN P. SEMORLAN:**

DR. ADRIAN P. SEMORLAN
PRESIDENT, WMSU FACULTY UNION

DR. MA. CARLA A. OCHOTORENA
PRESIDENT, WMSU

ROSALIE G. TAN-ARGILLAS
DIRECTOR- FINANCE, WMSU

WITHNESSETH: That

Whereas, Article III, Section 8 to the Constitution of the Republic of the Philippines, among others provides. "The right of the people including those employed in public and private sectors to form union, associations, or societies not contrary to law shall not abridged".

Whereas, Executive Order No. 180, series of 1987; provides: "it shall guarantee the right of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities in accordance with the law".

Whereas, The UNION, represented by its President DR. ADRIAN P. SEMORLAN and its duly constituted CNA negotiation panel composed of its chair, Evelyn N. Angeles, and members Joel Macasinag, Jesus Tubog, Roel Marcial, Henry Solomon, Munib Kahal, and Bernard Suriaga, is the sole and exclusive bargaining agent for all the faculty and administrative employees of WMSU.

Whereas, the UNIVEVRSITY and the UNION now agree to enter into a Collective Negotiation Agreement (CNA) for the purpose of establishing, maintaining and regulating the terms and condition of employment through the proper observance of democratic processes compatible with Executive Order No. 180 and its Implementing Rules and Regulations, with the view of facilitating the peaceful adjustment of differences and

grievances that may arise between the parties, and to promote harmony, efficiency and productivity to the end that the UNIVERSITY, the UNION and the general public may al mutually benefit, and finally to promote and guarantee peace and harmony in the spirit of cooperation;

NOW, THEREFORE, for and in consideration of the above premises the WMSU and WMSU-FU, do hereby bind themselves and mutually agree on the following terms and conditions;

ARTICLE I
DEFINITION OF TERMS

Whenever used in this CNA, the following words or phrases shall mean or refer, thus:

COLLECTIVE NEGOTIATION UNIT. Collective Negotiation Unit. The Collective negotiation unit shall consist of faculty members with plantilla item of the UNIVERSITY except those occupying managerial or executive positions, confidential, co-terminus and contractual employees, and those employees specifically excluded by the Executive Order No. 180 and its implementing rules and guidelines and the Civil Service Commission Rules and Guidelines. Whenever the term "employee" is used in this agreement, it shall be deemed to refer to those who are covered within the negotiation unit.

AGREEMENT. This Collective Negotiation Agreement made and entered into between the Western Mindanao State University (WMSU) and Western Mindanao State University Faculty Union (WMSU FU), pursuant to Executive Order No. 180 series of 1987 and its implementing rules and regulations, as may be amended or supplemented from time to time.

EMPLOYEES UNION. The Western Mindanao State University Faculty Union (WMSU FU) also known as the "UNION" in this CNA.

PARTIES. The Western Mindanao State University (WMSU) as the FIRST party and the Western Mindanao State University Faculty Union (WMSU FU) as the second party.

ARTICLE II
SCOPE AND COVERAGE

Section I. Scope and Coverage of the CNA. The terms and conditions of this Agreement shall cover all faculty members of this University with plantilla item as defined in Rule XI the Revised Omnibus Rules on Appointment and Other Personnel Actions in the Civil Service.

ARTICLE III
UNION RECOGNITION

Section 1. Recognition of the Union. The University hereby recognizes the Faculty Union as the sole and exclusive negotiating representative of all faculty members and administrative personnel with plantilla item.

ARTICLE IV
EMPLOYEE PRIVILEGES AND BENEFITS

Section 1. Scholarship of Dependents. The University shall exempt the dependents of employee who are not more than 23 years old in any regular baccalaureate degree from the payment of tuition and miscellaneous fees except the RLE and affiliation fees in the appropriate colleges provided, in the College of Law, the dependent shall enjoy this privilege until the age of 25.

Section 2. Spiritual Advancement. The University shall allow religious programs and activities intended by its employees' organization for its members.

Section 3. Recreation Area. The University shall make the gym and other facilities available and provide employees a permanent area for recreational purposes. It shall likewise provide the necessary physical fitness, sports and/or recreational equipment and facilities for use of all employees free of charge.

Section 4. First Aid Cabinets. The University through the Office of the Medical Officer shall install First Aid Cabinets, complete with basic emergency medical supplies for every college.

Section 5. Duplicating Machines. The University shall provide duplicating machine for easier printing of test and instructional materials at the faculty union office.

Section 6. Computers. The University shall designate a place in the University to serve as the University Computer Center for all employees or in the alternative improve the ratio of computer per number of employees.

Section 7. The University shall provide Emergency Economic Relief assistance to all employees, subject to the availability of funds, to address the economic needs during pandemic or other similar catastrophic events as declared by local or national authority.

Section 8. Upgrading and improvement of internet speed. The University shall upgrade the speed of internet connectivity every year for effective and efficient instructional services deliver.

ARTICLE V
UNION ENTREPRENEURIAL PROGRAMS

Section 1. Partnership. The University shall consider the Union as its partner in any future business ventures as may be allowed under applicable law, rules and regulations.

Section 2. Provision of business premises for Faculty Union income generating activities. The University shall provide free business space for faculty union income generating activities.

ARTICLE VI
FACULTY DEVELOPMENT

Section 1. Recognition of need for Faculty Development. The parties agree on the need to promote professional growth and development in all areas of work. The

promotion of professional growth and development shall not be limited to scholarships, seminars and workshops, but shall include fellowship, study grants, and similar development programs which may be deemed necessary.

Section 2. (Past) Study Leave. Subject to guidelines set by the University it shall grant six (6) months study leave with pay not chargeable to leave credits of employees preparing for bar/board examination and one (1) year for preparation of Master's Thesis and two (2) years for preparation of Doctoral Dissertation subject to the limitations set by the Civil Service Commission.

Section 3. Performance Evaluation. The University shall continue implementing the Performance Evaluation System subject to periodic review by the duly constituted Performance Evaluation Review Committee (PERC) of the University.

Section 4. Employee Suggestion and Incentive Awards. The University shall continue implementing all awards and benefits under the CSC approved Employee Suggestion and Incentive Awards (ESIA) subject to periodic review by ESIA Committee. Any amendment to the ESIA shall be submitted to CSC for approval.

Section 5. Representation of Union in Different Committees. Union representation is mandatory but not limited to the following committees:

1. Selection and Promotion Board;
2. Grievance Committee;
3. Employees Suggestion and Incentive Awards Committee (PRAISE);
4. Scholarship Committee;
5. Performance Evaluation Review Committee;
6. Administrative Council;
7. Canvass Bids and Awards Committee as observer;
8. Committee on Property Inventory and Disposal;
9. Academic Council;
10. Management Committee; and
11. NBC 461 Committee Shall include the following
    a. VPAA
    b. HRMO
    c. Legal Officer
    d. Faculty Union Representative

Section 6. Thesis and Dissertation Allowance. The University shall provide a financial assistance for master's thesis and for dissertation to all faculty members with permanent and temporary plantilla items.

Section 7. Financial Assistance to Faculty members who will take board/bar examination. In support to the provision of the WMSU Faculty Development Program on the grant of official time for faculty members who will take the board or bar examination, and subject to the availability of college PRE appropriated for this purpose, the University shall also grant a one-time cash assistance, to faculty members with permanent and temporary plantilla item, to defray expenses incurred before, during, and after taking the board/bar examination.

DR. MA. CARMELA A. OCHOTORENA
PRESIDENT, WMSU

DR. ARNULFO P. SEMORLAN
PRESIDENT, WMSU FACULTY UNION

ROSALIE G. TAN-ARGILLAS
DIRECTOR, FINANCE, WMSU

ARTICLE VII
PUBLIC INTEREST AND ETHICS

Section 1. Recognition of Rights to Participate in Decision Making. The University recognizes public services as an extension of sovereign power. It shall uphold the right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making.

Section 2. University Programs and Operation. WMSU cognizant of government policy of transparency recognized the Union as an advocate of change for growth, progress and full development of the University, and the right of the Union assist management in the formulation, identification and development of programs of WMSU and its operation as a whole.

Section 3. Loyalty and Fidelity to Public Interest. The Union and the University are bound to see to it that the highest standard of loyalty and fidelity to the public interest are observed.

ARTICLE VIII
UNION SECURITY

Section 1. Membership in the Union. All faculty members, with plantilla items of the University who are members of the WMSU-FU with plantilla items, of the University, as of the date of signing of this agreement shall continue to remain as members of the Union and all others shall be eligible to become members of WMSU-FU on voluntary basis.

Section 2. Check-off. WMSU shall deduct from the salaries of every Union member the regular monthly Union dues, in the amount duly agreed by its members and such other fees and assessments that the Union may have, which shall be remitted to the Union within fifteen (15) days, after deduction. In the case of fees and assessments, other than the monthly union dues, the Union shall present proper authorization either thru Board Resolution or individual undertakings, to WMSU allowing such fees and assessments.

Section 3. Agency Fee. The UNIVERSITY shall deduct from the salaries of all non-organized employees but who fall under the negotiation unit and enjoy the benefits under this Collective Negotiation Agreement, an amount equal to the duly prescribed annual or monthly dues, commencing from the start of said negotiations until its subsequent approval. In implanting this provision on agency fee, there is no need to get individual written authorization on the part of the non-members of the negotiation unit regardless of membership in the UNION and ensure that these are applied equally to all.

Section 4. Collection Procedures. For smooth implementation of the above provisions in Section 2 and section 3 of Article VIII, the mechanisms provided herein shall be strictly observed:

a. The Union Treasurer shall submit to the personnel concerned authorized to make the payroll, the list of the members of the UNION with their corresponding check-off deductions/dues on a particular period as well as the list of non-members due to special assessment.

DR. ADRIANA D. MONTEMAYOR
Unified Faculty Union - WMSU Board Secretary

DR. ADRIANA SEMORLAN
PRESIDENT, WMSU FACULTY UNION

DR. MA. CASSIA C. OCHOTORENA
PRESIDENT, WMSU

ROSALIE G. TAN-ARCILLAS
DIRECTOR- FINANCE, WMSU

b. The Disbursing office makes a notice showing the amount collected within a month from the date the collectors are made to the UNION treasurer.
c. The UNION Treasurer shall collect the money immediately upon the presentation of notice and issue a receipt of the amount collected to the Disbursing officer.

Clearance for retirement from University shall not be approved or signed by the University unless the UNION Treasurer has signified the same attesting that the said retiree has settled his/her liabilities.

Article IX
UNION OFFICE

Section 1. Union Office. The University shall provide the Union adequate office space exclusive of furniture and fixtures within WMSU premises for its usual and regular conduct of official and business activities.

ARTICLE X
UNION ACTIVITIES

Section 1. Union Meetings. The Union shall be allowed to conduct one (1) regular meeting per month and such special meetings, which shall not exceed twice a month, as maybe deemed necessary for information and education purposes, during office hours, taking into consideration factors to minimized disruption of classes or work. The University shall allow the Union to use WMSU facilities and amenities for such meetings free of charge.

Section 2. Union Projects. The University shall allow the Union to undertake certain projects or activities, which the latter deems beneficial to its members.

Section 3. Association Leave. WMSU shall grant authority to the Union officers and members temporary release from performance of official functions on official time during the lifetime of this agreement to attend to Union activities outside of the University subject to the CSC Rules and Regulations.

Section 4. Use of Service Vehicle. WMSU shall allow the Union to use University vehicles attending official activities called by any government agency, or duly accredited organization on matters concerning the welfare of the employees.

Section 5. Public Unionism. Personnel development seminars conducted by WMSU shall include as much as possible a topic on public unionism.

ARTICLE XI
HIRING, LAY-OFF, TRANSFER OF EMPLOYEES

Section 1. Hiring and Firing of Employees. Hiring and firing of WMSU employees shall be in accordance with CSC Rules and Regulations and other related laws.

Section 2. Priority for Employment of Employee's next of Kin. In case an employee dies, retires, or is incapacitated or separated without cause, WMSU shall give preference for the employment within the University to anyone of his next of kin, provided, that the candidate meets the minimum requirements for employment, without pre-placement examination and subject to the existing policies of the

DR. APOLLO P. SEMORLAN
PRESIDENT, WMSU FACULTY UNION

DR. MA. CARLA A. OCHOTORENA
PRESIDENT, WMSU

ROSALIE G. TAN-ARCILLAS
DIRECTOR- FINANCE, WMSU

University. Nothing in this provision shall prejudice the right granted to the appointing authority to exercise his or her discretion to select the most qualified applicant. (The next of kin shall refer only to a legitimate, adopted or recognized illegitimate child of the employee, or his/her spouse brothers and sisters)

Section 3. Re-employment. Re-employment of employees separated not for cause shall be subject to existing rules and regulations.

Section 4. Conferment of retired professor as Professor Emeritus or Adjunct Professor. The University through the academic council, and upon approval of the Board of Regents, may confer retired professors as Professor Emeritus. They shall be allowed to teach highly specialized subjects as visiting lecturer or visiting professors.

ARTICLE XII
PROMOTION

Section 1. Promotion Plan. The University and the Union shall implement WMSU's Merit and Promotion Plan approved by the Civil Service Commission subject to review every year by WMSU and the Union. Any amendment shall be submitted to CSC for approval.

Section 2. Promotion and Selection. When making promotion, the Civil Service Laws, rules, and regulations and WMSU's Merit and Promotion Plan shall be applied and strictly adhered to the following guidelines and criteria on any changes thereto adopted by the Selection Board.

Section 3. Issues on Promotion. Whenever in the belief of any affected employee or the Union, there are grounds for protest on a promotion process, the same shall be subjected to a grievance procedure as provided for under the existing CSC Rules and Regulations.

Section 4. Filing up of Vacancies. In case of vacancy of positions, WMSU shall prefer the filling up of such vacant position from employees within the University unless said position is highly technical in nature and there is no available qualified employee.

ARTICLE XIII
SAFETY AND HEALTH

Section 1. information on Health Benefits. WMSU shall inform the employees on all health and medical benefits available to them under Employee's Compensation Commission (ECC), GSIS, Phil Health and such other enjoyed by all employees and subject to Civil Service rulings.

Section 2. Rehabilitation of Sick, injured or disabled employee. Once an employee suffers from disability, sickness or other work-related injury, the University shall assist the affected employee from availing of sickness, injury or disability benefits under the GSIS law and ECC law and extend such rehabilitation benefits as defined under CSC-DBM Joint Circular No. 01 s. 2006.

ASST. PROF. SHARON S. MONTEVERDE
UNIVERSITY BOARD SECRETARY

DR. ADRIAN P. SEMORLAN
PRESIDENT, WMSU FACULTY UNION

DR. MA. CARLA A. OCHOTORENA
PRESIDENT, WMSU

ROSALIE G. TAN-ARCILLAS
DIRECTOR- FINANCE, WMSU

Section 3. Medical Assistance. Subject to the availability of funds, the University shall provide means for medical assistance guarantee to all its employees and direct dependents when seeking medical care and hospitalization, where WMSU shall serve as "guarantor" for the employee's financial needs. The University shall charge the employee the total amount shouldered during hospitalization, without interest, through salary deduction in an agreed payment period.

Section 4. Annual Medical Check-up. WMSU shall provide free annual medical check up to all its faculty members and administrative personnel.

Section 5. Physical Fitness and Sports Program. The University and the Union shall jointly develop though the sports Committee and annual physical and sports programs. which are already conducted every year.

Section 6. Accident/Hazard Insurance. Employees who are assigned to field work and who are exposed to risk and hazardous working conditions shall be provided accident and hazard insurance per CSC Memo Circular # 18, series of 1990.

Section 7. Pregnant Employees. Pregnant employees starting from their sixth month pregnancy shall be exempted from doing physical and strenuous work assignments.

ASST. PROF. ROHAIDA D. MOHAIMAD
UNIVERSITY BOARD SECRETARY

DR. ADRIAN P. SEMORLAN
PRESIDENT, WMSU FACULTY UNION

DR. MA. CARLA A. OCHOTORENA
PRESIDENT, WMSU

ROSALIE G. TAN-ARCILLAS
DIRECTOR- FINANCE, WMSU

ARTICLE XIV
ACCESS TO OFFICIAL RECORDS

Section 1. Access to Official Records. Subject to the rule on confidentiality, the Union shall have free access, during office hours, to records documents or any related information whenever such information and documents are necessary for the professional advancement and interest of employees, provided, that a written request is made stating therein the specific purpose thereof.

Section 2. Access to Minutes of WMSU Board of Regents' Meetings. Subject to the same condition above stated, the University shall provide a copy thru the Union President of the approved resolutions, which the Board may have passed and/or approved directly affecting the welfare of the employees.

ARTICLE XV
OTHER BENEFITS

Section 1. Assistance to Retirees. WMSU shall assist a retiring employee in the facilitation of the release of his retirement pay and other benefits from GSIS and/or from other government agencies.

Section 2. Recognition of Retirees. In recognition of the contributions of the retiring officials and employees, WMSU shall prepare a simple but meaningful ceremony to be held in honor of retirees, whenever under optional or compulsory retirement, not later than their scheduled date of retirement. Subject to the approval of the University, a retiree shall be given a plaque of appreciation/recognition by the University.

Section 3. Overload. Assignment of overload shall be allowed and priority shall be given starting from the lowest rank to the faculty with plantilla item.

Section 4. Payment of Loans. The University shall be solely responsible for the arrears caused by delayed remittance whose cause is neither attributable to employees' personal fault nor negligence.

Section 5. Grant of Transition period for retirees. WMSU shall allow retiring employees one (1) month transition period to prepare for his/her retirement facilitation, where the transition period of 30 days is not chargeable to the service credits of the retiree. There shall be no teaching load within a month prior to his/her last day of service to the University.

ARTICLE XVI
GRIEVANCE MACHINERY

Section 1. Grievance Machinery. The Union shall coordinate with the University in the implementation of its Grievance Machinery as approved by CSC.

ARTICLE XVII
LEGAL AFFAIRS

Section 1. Employees Legal Assistance. WMSU shall continue to provide legal assistance to an employee in any of the following instances.

a. If an employee is sued by a third party in a civil case where the University is greatly affected or is in the interest of the University.
b. If an employee is subpoenaed/summoned to testify as a witness for the University before any court, tribunal or body exercising quasi-judicial functions; and
c. Subject to professional constraints, the lawyer/legal officer of WMSU may be consulted by the employee for legal advice and provided, that in all of the foregoing the case is related to the employee's duties and responsibilities.

Section 2. Administrative Investigation. WMSU shall ensure that in all administrative investigations against any erring employee due process shall be strictly observed

ARTICLE XVIII
EMPLOYEE-MANAGEMENT COMMITTEE

Section 1. Interpretation and Enforcement of Agreement. In case of dispute arising from the implementation and enforcement of this agreement, same shall be resolved in accordance with Executive Order No. 180 and other pertinent laws, rules and regulations.

ARTICLE XIX
ENTIRETY AND AMENDMENT CLAUSE

Section 1. Entirety. The terms and conditions herein continued constitute the entire agreement between the parties.

Section 2. Amendment. No amendment of this agreement shall be valid unless reduced *into* writing and signed by both parties.

ASST. PROF. EL-CAMIL D. MOHAMMAD
UNIVERSITY ADJUDICATION SECRETARY

DR. ADRIAN J. SEMORLAN
PRESIDENT, WMSU FACULTY UNION

DR. MA. CARLA A. OCHOTORENA
PRESIDENT, WMSU

ROSALIE G. TAN-ARCILLAS
DIRECTOR- FINANCE, WMSU

ASST. PROF. AL GHAZALI D. MOHAMMAD
UNIVERSITY AND BOARD SECRETARY

DR. ADRIAN P. SEMORLAN
PRESIDENT, WMSU FACULTY UNION

DR. MA. CARLA A. OCHOTORENA
PRESIDENT, WMSU

ROSALIE G. TAN-ARCILLAS
DIRECTOR- FINANCE, WMSU

ARTICLE XX
MISCELLANEOUS

Section 1. Separability Clause. In the event any provision of this agreement is declared invalid by competent court or authority, the remaining provisions to which such declaration does not pertain shall continue to be valid and in full force and effect.

Section 2. General Condition. Except as may be allowed or exempted by law, all provisions contained in this agreement shall be subject to the rules and regulations of the Civil Service Commission and the Department of Budget and Management.

ARTICLE XXI
CNA INCENTIVES

Section 1. CNA Incentives. In recognition of the employees' active participation in achieving major final outputs (MFOs) and valuable contribution in streamlining processes and concerted efforts in lowering maintenance and other operating expense, an incentive shall be granted to all each regular faculty members of WMSU; pursuant to PSLMC Resolution No.1 series of 1999 and Budget Circular No. 2000-19 dated December 17, 2012. However, non-union members shall be deducted an assessment/agency fee without the need for individual written authorization as provided for under CSC Resolution No. 01, series of 1993.

Section 2. Cost Saving Measures. Each College of Office of the University shall develop cost-saving measures peculiar to its office functions and services provided to the public. The administration and the Faculty Union shall jointly participate in the development and implementation of said cost-cutting measures and systems improvement. Such cost-saving measures shall include but not limited to attrition, recycling of office supplies, limitation of production of inter-office correspondence through the use of local area networking, adoption of mechanism to conserve consumption of gas, fuel and lubricants, shortening of utilization of air-conditioning units, light and other office equipment and appliances, minimizing catering services during meetings and seminars held within the office premises, adoption of measures to accomplish infrastructure projects at lesser cost and such other measures designed to generate savings geared towards systems improvement and a high-level of efficiency in service delivery.

The administration and the Union shall ensure that the adoption of said cost-cutting measures shall not in any way prejudice the quality of works and services to the public.

ARTICLE XXII
EFFECTIVITY AND DURATION

Section 1. Effectivity and Duration. This agreement shall be effective on September 28, 2023, and that remain in force and in effect for period of three (3) years, unless otherwise amended during the second year of this agreement, if corresponding amendments are deemed necessary for the benefit of employees. The same shall be introduced subject to agreement of both parties. Finally, where despite the

expiration of this agreement, no new agreement is entered into between the parties; this agreement including amendments thereof shall continue to be in force and in effect.

IN WITNESS WHEREOF, the parties hereto by their authorized representatives have executed this Collective Negotiation Agreement this 28 day of September, 2023 in Zamboanga City, Philippines.

By:

DR. MA. CARLA A. OCHOTORENA
President
WMSU

DR. ADRIAN P. SEMORLAN
President
WMSU FACULTY UNION

Signed in the presence of:

ASST. PROF. AL-GHANI D. MOHAMMAD
University and Board Secretary, WMSU

ROSALIE G. TAN-ARCILLAS
Director, Finance, WMSU

Republic of the Philippines)
CITY OF ZAMBOANGA .....) S.S.
X ------- - - - - - - - - - - - - - - - -X

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in the City of Zamboanga, Philippines, on this ___ day of NOV 17 2023, personally appeared **DR. MA. CARLA A. OCHOTORENA and DR. ADRIAN P. SEMORLAN** representing their respective organizations, known to me and to me known to be the same persons who executed the foregoing Collective Negotiation Agreement and they acknowledged to me that the same is their own true voluntary act and deed.

WITNESS MY HAND AND SEAL on the day and place first above stated.

Doc No. 231
Page No. 48
Book No. XII
Series of 2023

ATTY. CHRISTENY L. FERNANDEZ
Notary Public for Zamboanga City
Notarial Commission No. 2022-067
Commission Period: January 1, 2023 - December 31, 2023
PTR No. 2545381; 1-04-23
IBP No. 264077; 1-3-23
Roll No. 77054; 5-6-22
MCLE exempted

ASST. PROF. AL-GHANI D. MOHAMMAD
UNIVERSITY AND BOARD SECRETARY

DR. ADRIAN P. SEMORLAN
PRESIDENT, WMSU FACULTY UNION

DR. MA. CARLA A. OCHOTORENA
PRESIDENT, WMSU

ROSALIE G. TAN-ARCILLAS
DIRECTOR- FINANCE, WMSU

APPENDIX G

Western Mindanao State University
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
Zamboanga City

FACULTY WEEKLY ACTIVITY REPORT

FOR MONTH OF _____

LMS FORM 1

Faculty : _____

Subject/Course Code : _____

Schedule : _____

Date	Subject/ Subject I.D.	Activity Conducted (ILP / IDP based)			
		Teaching/Modality	No. of Hrs.	Non-Teaching	No. of Hrs.

Prepared by:

_____

Certified by:

_____

CERTIFICATION INTERNATIONAL ISO 9001:2008 CIP/5193/16/06/977
PAB ACCREDITED QMS Certification Body Accreditation No: MSA-001

PROFESSIONAL REGULATORY BOARD OF CHEMISTRY
Resolution No. **11**
Series of 2018

GUIDELINES ON THE GRANT OF HAZARD PAY TO REGISTERED CHEMISTS AND REGISTERED CHEMICAL TECHNICIANS

WHEREAS, Republic Act (RA) No. 10657, otherwise known as the Chemistry Profession Act, is the law which regulates the practice of the Chemistry profession in the Philippines;

WHEREAS, Section 7, Article II of RA No. 10657 states that the Professional Regulatory Board of Chemistry (Board) shall have the power and duty to supervise and regulate the practice of the Chemistry profession; determine, in consultation with the Accredited Professional Organization (APO) for the Chemistry profession, private industry and relevant government agencies, the requirements of chemical laboratories, both private and government, and other entities engaged in the practice of Chemistry for registration or renewal of permit, and to issue, together with the Professional Regulation Commission (Commission), the Certificate of Authority to Operate to those that satisfy the requirements; and conduct on-site inspection of Chemistry laboratories and other entities engaged in the practice of Chemistry, among others;

WHEREAS, Section 42, Article IV of RA No. 10657 provides that Chemists and Chemical Technicians who are exposed to chemicals as part of their responsibilities are entitled to hazard pay and insurance coverage commensurate to the risk involved;

WHEREAS, Section 50, Rule XII of Board Resolution No. 07, s. of 2015, or the Implementing Rules and Regulations (IRR) of RA No. 109657 states, to wit: "Chemists and Chemical Technicians exposed to chemicals as part of their regular work and responsibilities are entitled to hazard pay and insurance coverage commensurate to the risks involved. This should be part of the organization's compensation and benefit scheme for such work. Provided, that entities/firms with existing collective bargaining agreement providing for similar benefits and those who have incorporated the hazard pay in the compensation package given to their employees shall no longer be required to pay additional hazard pay. Provided further, that those entities/firms which already provide health and accident insurance policies as part of its usual employees compensation package shall be deemed to have complied with the requirements of the law, unless it has been determined that such health and accident insurance policies are not commensurate to the risk to which the Chemist or Chemical Technician is exposed";

WHEREAS, marked variations[1] were observed in the rates of hazard pay that are being given by laboratories and establishments that had been initially inspected by the Board as herein illustrated: (1) government laboratories covered by the Rules and Regulations on the Grant of Compensation-Related Magna Carta Benefits to Scientists, Engineers, Researchers, and Other Science and Technology (S&T) Personnel provide hazard pay ranging from 10-30% based on the level of risk; (2) one company gives hazard pay equivalent to twenty percent (20%) of the Chemists' salary; (3) two establishments give Two Thousand Five Hundred Pesos (Php 2,500) per month as hazard pay to its

[1] Results of laboratory inspection as of February 2018

Chemists and Chemical Technicians; and (4) two to three companies claim to have already incorporated the hazard pay to the laboratory staff members' salaries;

WHEREAS, series of consultative meetings on the hazard pay were held on the following dates: October 4, 2017[2], November 28, 2017[3] and February 19, 2018[4] which were attended and participated in by representatives from both the public and private sectors;

IN VIEW WHEREOF, the Board hereby **RESOLVES**, as it so **RESOLVED**, to issue the Guidelines on the Grant of Hazard Pay to Chemists and Chemical Technicians ("Guidelines").

I. DEFINITION OF TERMS:

For purposes of this Guidelines, the following terminologies shall be construed to mean:

1.1 *Chemical Laboratory* refers to any facility where chemical analysis and chemical synthesis as respectively defined in Section 3 (d) and 3 (e), Article I of R. A. No. 10657 are performed. Such activities carried out outside of a chemical laboratory, for example, a factory, mobile laboratory or field location, shall likewise be considered a chemical laboratory. Chemical laboratories and other related establishments shall include but not be limited to the following:

- 1.1.1 *Quality Control Laboratory* refers to a laboratory in an industrial establishment where chemical or physico-chemical analyses or tests on raw materials, intermediates, and finished products are conducted;
- 1.1.2 *Testing Laboratory* refers to a laboratory where chemical or physico-chemical analyses are provided as a service to clients;
- 1.1.3 *Chemical Research Laboratory* refers to a laboratory where pure and/or applied research is conducted and which utilize chemical or physico-chemical methods
- 1.1.4 *Chemical Teaching Laboratory* refers to a laboratory in an educational institution that is used for student instruction;
- 1.1.5 *Chemistry Store/Stockroom* refers to a facility within an establishment where chemicals and chemical apparatus and equipment are held or stored for use within the establishment;
- 1.1.6 *Chemical Supplier/Distributor* refers to an establishment where chemical and chemical apparatus and equipment are offered for sale.

1.2 *Certificate of Authority to Operate* refers to the certificate issued by the Board and the Commission to a chemical laboratory and other covered establishment that complies with the requirements provided under Board Resolution No. 02-2017 or the "*Rules and Regulations Implementing Section 35 of Republic Act No. 10657 (Chemistry Profession Act) on the Issuance of the Certificates of Authority to Operate Chemical*

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[2] with resource persons from the Bureau of Working Conditions (BWC), and the Integrated Chemists of the Philippines (ICP)
[3] with around 850 participants from relevant government agencies, companies and schools
[4] With around 350 participants from relevant government agencies, companies and schools

Laboratories and other Related Establishments" and such other guidelines as may hereinafter be prescribed;

1.3 *Hazard Pay* refers to the additional pay or extra compensation to be given to a Chemist or Chemical Technician for performing work under hazardous or dangerous conditions;

1.4 *Hazardous or dangerous condition* refer to a condition where the presence of certain factor(s) or circumstance(s) is likely to cause damage, injury or harm, physical or otherwise, to a person who is exposed to such factor(s) or circumstance(s). Hazardous or dangerous condition, as contemplated in this Guidelines, shall be limited to the Chemist's or Chemical Technician's exposure to chemicals as part of his/her regular duty and responsibility.

1.5 *Insurance* refers to an agreement or contract whereby one party (Employer), undertakes for a consideration to indemnify another (Chemist or Chemical Technician) against loss, damage or liability arising from an unknown or contingent event (ex. Insurance coverage for work-related injuries and accidents)

II. GENERAL AND SPECIAL PROVISIONS

2.1 Coverage:

All Chemists and Chemical Technicians who are working in chemical laboratories and other related establishments under hazardous and dangerous conditions as herein defined are entitled to receive hazard pay.

Hazard pay shall be provided regardless of the employment status[5] of the Chemist or Chemical Technician.

2.2 Rate of Hazard Pay:

2.2.1. The minimum amount of hazard pay per month is the total Social Security System (SSS) contribution (employee + employer) which is currently at Php 1,760 x (factor related to attendance) x (level of risk)[6]. The determination of the level of risk shall rest on the employer based on its sound internal job hazard risk analysis or own assessment of the conditions in its laboratory or establishment.

2.2.2 The above stipulation notwithstanding, a higher amount of hazard pay may be paid by the employer to its Chemist and/or Chemical Technician.

2.2.3 Further, nothing herein shall preclude the employer from incorporating the hazard pay in the compensation package of its

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[5] i. e. whether with regular, or contractual appointment or under probation

[6] *Level of risk* depends upon the degree of the Chemist's or Chemical Technician's exposure to the hazard

Chemist and/or Chemical Technician: *Provided*, that the hazard pay can be clearly identified among the items or components comprising the compensation package. In such a case, a breakdown of the compensation package showing the amount corresponding to hazard pay shall be submitted to the Board. The BIR 2316 Income Tax Form may be presented and submitted as evidence thereof.

2.2.4 The *Principle of Non-Diminution of Benefits* shall apply in the case of an employer already giving hazard pay at rates higher than the prescribed minimum. Pursuant thereto, he/she shall be barred from reducing or diminishing the amount of hazard pay that is being received by its Chemists and/or Chemical Technicians at the time of the effectivity of this Guidelines.

2.2.5 The hazard pay shall be treated as a separate item from the insurance coverage as evident in the use of the conjunction "and" in Section 42[7], Article V of RA No. 10657, and in view of the different purposes for which each of these benefits or entitlements are sought to be given.

2.2.6 The rate of hazard pay prescribed in this Guidelines shall be subject to future adjustments as the Board may deem reasonable under the circumstances.

2.3 Monitoring and Imposition of Penalty/Sanction

2.3.1 Those laboratories or establishments which have been issued Certificates of Authority to Operate prior to the effectivity of this Guidelines shall be allowed to continue to operate until the expiration of their Certificates of Authority to Operate, *provided*, that they shall be required to comply with the requirements as herein prescribed in their application for renewal.

2.3.2 Section 39, Article IV of RA No. 10657 prohibits the undertaking by a laboratory or establishment of any act covered by said law without a valid Certificate of Authority to Operate. The president or the highest-ranking officer of the corporation shall be held liable for the violation. Upon conviction, a penalty of imprisonment for a period of not less than one (1) month but not more than one (1) year, or a fine of not less than One Hundred Thousand Pesos (P100,000.00) but not more than One Million Pesos (P1,000,000.00), or both, shall be imposed, at the discretion of the court.

2.3.3 The Board shall inspect chemical laboratories and other covered establishments to ensure compliance with the requirements of RA No. 10657 on the hazard pay and Certificate of Authority to Operate.

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[7] SEC. 42. *Hazard Pay, Health and Accident Insurance, and Legal Assistance.* – Registered chemists and registered chemical technicians who are exposed to chemicals as part of their regular responsibilities are entitled to hazard pay **and** insurance coverage commensurate to the risk involved. xxx

III. FINAL PROVISIONS

3.1 *Repealing Clause:*

All resolutions, orders, circulars, issuances or part/s thereof inconsistent herewith are amended or repealed accordingly.

3.2 Separability Clause:

Should any provision of this Guidelines be declared not constitutional or valid, such shall not invalidate any other provision hereof.

3.3 Effectivity Clause:

This Guidelines shall take effect after fifteen (15) days from the completion of its publication in the Official Gazette or in any newspaper of national circulation.

Let a copy hereof be furnished the UP Law Center and the ICP for information.

Done this 22nd day of May, 2018 in the City of Manila.

ADORACION P. RESURRECCION
Chairperson

SOLEDAD S. CASTAÑEDA
Member

MA.THERESA C. CAYTON
Member

Attested by:

LOVELIKA T. BAUTISTA
Chief, Secretariat to the Professional Regulatory Boards

APPROVED:

TEOFILO S. PILANDO, JR.
Chairman

YOLANDA D. REYES
Commissioner

JOSE Y. CUETO, JR.
Commissioner

O-OCH/O-COI/O-COII/O-ASCOM/PRB-CHEM/O-LS/D-SID/SPRB
TSP/ATCC/YDR/ATG/APR/ER2/MLMH/LTB

NINETEENTH CONGRESS OF THE)
REPUBLIC OF THE PHILIPPINES)
First Regular Session)

Senate
Office of the Secretary

'22 NOV 28 P6 :33

RECEIVED BY:

S E N A T E

S. No. 1556

Introduced by SENATOR RAMON BONG REVILLA, JR.

AN ACT
STRENGTHENING THE EMPLOYMENT RIGHTS FOR MEMBERS OF THE CITIZEN ARMED FORCES OR THE RESERVE FORCE OF THE ARMED FORCES OF THE PHILIPPINES AND FOR OTHER PURPOSES

EXPLANATORY NOTE

The Marawi siege in May 2017 was one of the biggest security crises the Armed Forces of the Philippines (AFP) has experienced. The five-month-long armed conflict in Marawi claimed over a thousand lives, civilians as well as from our armed forces, and forced thousands to flee.

The Armed Forces of the Philippines mobilized around two whole battalions from its Reserve Force to work alongside our regular force of the AFP, and help fight against terrorists in a war that drew out for months. Crisis such as this is clouded in uncertainty on the duration thus, reservists called out to serve have no guarantee when it will end, putting their lives at stake, not knowing if they will end the battle dead or alive.

The risk for reservists to lose their civilian careers when they render military service for our State, despite fighting for the country, is unforgiving. The siege created a problem making it difficult for the reservists to reintegrate back to their old jobs, since there is no current law covering that.

This bill seeks to strengthen the employment rights of Citizen Armed Forces or the Reserve Force of the AFP to give recognition to its role in mission areas and in

national security. It aims to ensure the security of tenure of reservists and entitle them to their original position or substantially equivalent position, without loss of seniority rights and diminution of pay. It also intends to institute programs that will protect current and prospective reservists from discrimination in terms of job hiring, reinstatement, promotion, or any benefit of employment on the basis of rendering military service for our country.

With this measure, the government can strengthen its advocacy on reservist employment rights and ensure that the men who have heeded the call to service are given what they deserve.

In view of the foregoing, the passage of this bill into law is earnestly sought.

RAMON BONG REVILLA JR.

NINETEENTH CONGRESS OF THE)
REPUBLIC OF THE PHILIPPINES)
First Regular Session)

Senate
Office of the Secretary

'22 NOV 28 P6 :33

RECEIVED BY:

SENATE
S. No. 1556

Introduced by SENATOR RAMON BONG REVILLA, JR.

AN ACT
STRENGTHENING THE EMPLOYMENT RIGHTS FOR MEMBERS OF THE CITIZEN ARMED FORCES OR THE RESERVE FORCE OF THE ARMED FORCES OF THE PHILIPPINES AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. *Short Title.* – This Act shall be known as the "*Reservist Employment Rights Act*".

Sec. 2. *Declaration of Policy.* — It is hereby declared the policy of the State to:

a. Strengthen the Citizen Armed Forces or the Reserve Force of the Armed Forces of the Philippines (AFP) and recognize its role in the mission areas of the AFP and in national security;
b. Protect the rights of reservists, and prevent and prohibit discrimination on the basis of rendering military service to the State;
c. Encourage service in the AFP Reserve Force by eliminating or minimizing the disadvantages to civilian careers and employment, which can result from rendering military service to the State; and
d. Ensure the observance of all employers of the rights of reservists called to perform military service to the State, while the overall operation of their organization is not severely prejudiced.

Sec. 3. *Coverage.* — The provisions of this Act shall apply to all employers, whether private or public, including all government agencies and political subdivisions as well as government-owned and/or -controlled corporations and their subsidiaries, non-government organizations, and other socioeconomic entities.

Sec. 4. *Definition of Terms.* — As used in this Act, the following terms shall mean:

a. *Active Duty Training* refers to the compulsory or voluntary trainings for reserve units and/or individual reservists provided by the AFP to update their working knowledge in the current military organization, doctrines, tactics, techniques and procedures or TTPs, in order to maintain a desirable state of readiness, enable them to satisfy the active service-in-grade required for promotion to higher grades, and maintain a level of proficiency and competency for those reservists designated as instructors in Reserve Officers' Training Corps (ROTC) and other reservists training programs;

b. *Auxiliary Service* refers to the voluntary performance of a service by a reservist for the purpose of helping maintain local peace and order, meeting local insurgency and terror threats for intelligence requirements, assisting in rescue and relief operations during disasters and calamities, health welfare activities and participating in local socioeconomic development projects;

c. *Citizen Soldier or Reservist* refers to the members of the Reserve Force of the AFP, composed of the following:

    i. (1) Graduates of the ROTC basic and advance courses and who were issued orders as enlisted reservists or reserve officers of the AFP; (2) Graduates of authorized basic military training instructions who, as a result thereof, were issued orders as enlisted reservists or reserve officers;

    ii. Ex-servicemen and retired officers of the AFP who have been incorporated into the Reserve Force of the AFP; and

    iii. Reservist officers and enlisted reservists including those procured under existing laws and included in the present AFP roster.

There shall be three (3) categories of citizen soldiers or AFP reservists: the First Category Reserve, the Second Category Reserve, and the Third Category Reserve based on age.

a. First Category Reserve —- The First Category Reserve shall be composed of able-bodied reservists whose ages are between eighteen (18) years and thirty-five (35) years, inclusive.

b. Second Category Reserve — The Second Category Reserve shall be composed of able-bodied reservists whose ages are between thirty-six (36) years and fifty-one (51) years, inclusive.

c. Third Category Reserve - The Third Category Reserve shall be composed of able-bodied reservists who are above fifty-one years (51) of age.

Based on the categorization above, the Reserve Force units shall further be classified into the Ready Reserve, the Standby Reserve, and the Retired Reserve based on their operational readiness for immediate deployment/ utilization.

d. *Employment* refers to the act of hiring, and continued engagement including the reintegration of an employee called to military service to his or her former position, or if not practicable to a substantially equivalent position, without loss of seniority rights and diminution of pay:

e. *Military Service* refers to any service rendered by a citizen soldier or reservist to the State upon orders of the AFP or call to active duty (CAD) to meet active duty training (ADT) requirements, or for any purpose that the AFP leadership may deem necessary in order to augment and support the Regular Force operations in times of war, national emergency or such other times as the national security requires;

f. *Mobilization* refers to the utilization of the Reserve Force of the AFP in times of emergency to meet threats to national security;

g. *Reintegration* refers to the actual resumption of work of an employee after his or her military service to his or her former position, or if not practicable, to a substantially equivalent position, without loss of seniority rights and diminution of pay;

h. *Reserve Force* refers to those composing of members of the reserve components of the AFP;

i. *Ready Reserve* refers to citizen soldiers or reservists belonging mostly to the First Category reserve, who shall be organized, trained and maintained as mobilize-able ready reserve subject to being called at any time to augment the regular armed force of the AFP, not only in times of war or national emergency, but also to meet local emergencies arising from calamities, disasters and threats to peace, order, security and stability in any locality, including the need to provide assistance in relief and rescue work and other civil assistance activities:

Furthermore, members of the AFP Affiliated Reserve units of various government and private utilities and services considered essential for the preservation of economic stability of the country or particular locality, such as power and electricity, water supply, transportation and communications, among others, regardless of their categorization, shall be classified as Ready Reserve;

All citizen soldiers belonging to the First Category Reserve, except those exempted under Republic Act No. 7077, otherwise known as the "*Citizen Armed Forces of the Philippines Reservist Act*", and other pertinent policies, shall be required to serve with the Ready Reserve units and will have assignments and promotions in accordance with existing policies of the AFP until transferred to the Standby Reserve by virtue of their age;

j. *Standby Reserve* — citizen soldiers or reservists belonging mostly to the Second Category Reserve and the Third Category Reserve. The members of the Standby Reserve shall be organized and assigned to specific reserve units and shall be maintained through annual assembly tests to update their records and present addresses, among others. The Standby Reserve may be mobilized or ordered to active duty only in times of national emergency or war. The ranks of the members of the Standby Reserve may be upgraded if they voluntarily participate in training or serve with the Ready Reserve units in their areas or if their Standby Reserve unit undergoes retraining. They will however be encouraged to upgrade their military knowledge and skills by taking up non-resident or resident courses which shall be set up for the purpose; and

k. *Retired Reserve* - citizen soldiers who have qualified for retirement through length of service, old age or disability. For this purpose, sixty-five (65) years shall be considered as the retirement age. However, if qualified and fit for duty, a member of the Retired Reserve may be ordered to active duty in times of local or national emergencies if the Retired Reserve volunteers for active duty, and when the Secretary of National Defense determines that there are not enough qualified citizen soldiers with the same special skills and qualifications in the Ready Reserve or Standby Reserve in the particular area of residence.

Sec. 5. *Anti-Reservists Discrimination.* —

a. It shall be unlawful for an employer, or those acting in the interest of the employer, whether private or public, including all government agencies and political subdivisions, as well as government-owned and/or –controlled corporations and their subsidiaries, non-government organizations, and other socioeconomic entities to:

    1. Discriminate against an individual in terms of compensation, terms and conditions, or privileges of employment on account of such individual's membership, application for membership, performance of military service, application for military service or obligation with the Reserve Force of the AFP:
    2. Print or publish, or cause to be printed or published, in any form of media, including the internet, any notice of advertisement relating to employment suggesting preferences, limitations, specifications, and discrimination based on membership, application for membership, performance of military service, application for military service or obligation with the Reserve Force of the AFP;
    3. Require the declaration of application for membership, or status of membership in the Reserve Force of the AFP;
    4. Decline employment on the basis of membership in the Reserve Force of the AFP;
    5. Deny any employee's or worker's promotion or opportunity for training on the basis of membership, application for membership,

performance of military service, application for military service or obligation with the Reserve Force of the AFP;

6. Lay off an employee or worker because of membership, application for membership, performance of military service, application for military service or obligation with the Reserve Force of the AFP; or
7. Impose early retirement on the basis of such employee's or worker's membership, application for membership, performance of military service, application for military service or obligation with the Reserve Force of the AFP.

b. It shall be unlawful for a labor contractor or subcontractor, if any, to refuse to refer for employment or otherwise discriminate against any individual because of such person's membership, application for membership, performance of military service, application for military service or obligation with the Reserve Force of the AFP;

c. It shall be unlawful for any organization to:
   1. Deny membership to any individual because of such person's membership, application for membership, performance of military service, application for military service or obligation with the Reserve Force of the AFP;
   2. Exclude from its membership any individual because of such a person's membership, application for membership, performance of military service, application for military service or obligation with the Reserve Force of the AFP; or
      i. Cause or attempt to cause an employer to discriminate against an individual in violation of this Act;

d. It shall be unlawful for a publisher to print or publish any notice of advertisement relating to employment suggesting preferences, limitations, specifications, and discrimination based on a person's membership, application for membership, performance of military service, application for military service or obligation with the Reserve Force of the AFP.

Sec. 6. *Employment Rights of Citizen Soldiers/Reservists.* — The following are the rights of reservists who perform military service in the Reserve Force of the AFP:

a. Reservists who perform military service are entitled to their original position, or when not practicable to a substantially equivalent position, without loss of seniority rights and diminution of their pay;
b. Military service shall not be considered a break in the employment for retirement purposes or for granting benefits provided for under the Labor Code and other special laws;
c. Reservists cannot be required to use earned or entitled vacation or service incentive leaves for leave of absence in connection with the performance of military service in the Reserve Force; and
d. Reservists who suffer any temporary or permanent disability due to military service shall not be denied reintegration if such employees can still perform the essential functions of their original employment, whether with or without reasonable accommodations.

Sec. 7. *Hiring of Substitute Employee.* — An employer whose reservist employee is called to military service may hire another employee as substitute during the period of the military service of the reservist employee.

The employment of the substitute employee shall be deemed terminated upon the reintegration of the reservist employee. The employer, or those acting in the interest of the employer may, however, consider the substitute employee for another position, if practicable.

Sec. 8. *Reintegration Duty of an Employer.* — It shall be the duty of the employer, or those acting in the interest of the employer, to reintegrate reservists returning from military service to their former position, or when not practicable to a substantially equivalent position, without loss of seniority rights and diminution of their pay.

Sec. 9. *Conditions for Reintegration of Reservists.* — Reservists shall be entitled to reintegration, as provided in Section 8 of this Act, subject to the following conditions:

a. The reservist has rendered or performed military service as a member of the Reserve Force of the AFP;

b. The employer, or those acting in the interest of the employer, has been given a written notice by the AFP or the reservist, which if practicable shall indicate the duration of military service, at least thirty (30) days prior to departing for military service unless precluded by military necessity, or under all of the relevant circumstances, the timely provision of notice is otherwise impossible or unreasonable;

c. The employer, or those acting in the interest of the employer, shall immediately reintegrate the reservist after he or she is officially discharged from military service in accordance with the notice issued by the AFP; and

d. The employer, or those acting in the interest of the employer, shall provide its reservist employee the prevailing salary or wage at the time of reintegration of the reservist.

The AFP shall issue and provide the pertinent notices and documents to reservists and their employers, and those acting in the interest of the employers, in a timely manner to facilitate the reintegration of the reservists to their employment.

Sec. 10. *Period to Notify of Intent to Return.* — Reservists are hereby required to notify their employers, or those acting in the interest of the employer, of their intent to return to work subject to the following circumstances and conditions:

a. In the case of reservists called to military service for a definite period when indicated in the call for active duty training or such other notice issued by the AFP, the employer, or those acting in the interest of the employer, shall be deemed notified of the intent to return when furnished a copy of the pertinent notice from the AFP prior to the absence of the reservist for military service;

b. In the case of reservists called to military service for an indefinite period when not indicated in the call for active duty training or such other notices issued by the AFP, the employer, or those acting in the interest of the employer, shall be deemed notified of the intent to return when furnished a copy of the pertinent notice from the AFP indicating the impending discharge of reservists at least fifteen (15) days prior to the end of the military service: *Provided*, That the reservists shall not be deemed ineligible when circumstances do not permit the timely prior notification of absence due to military service and/or intent to return of a reservist in compliance with this provision in accordance with

Sections 9(b) and 9(d) of this Act: *Provided, further,* That reservists who suffer from illness or injury incurred in, or aggravated during, the performance of military service shall be allowed to indicate their desire to return to their former position within a reasonable time as prescribed by a military doctor: *Provided, finally*, That the AFP shall ensure that its policies and administrative processes, whenever practicable, allow for at least fifteen (15) days prior notification of employers, or those acting in their interest, of the absence of reservists for military service and their capacity and intent to return to their employment.

Sec. 11. *Compensation for Non-Reintegration of Reservists.* — In cases of authorized causes or circumstances, subject to the determination and approval of Department of Labor and Employment (DOLE), where reintegration is impossible or unreasonable, the reservist shall be entitled to at least three (3) months' worth of his or her basic salary or to a separation pay equivalent to his or her one-month basic salary per year of service, whichever is higher.

Sec. 12. *Compensation of Reservists for Military Service.* — In order to enhance the general welfare, commitment to service and professionalism of the members of the Reserve Force of the AFP, the reservist rendering military service shall be entitled to the base pay commensurate to their rank consistent with their counterpart in the regular force.

The mother agency of the reservist shall promptly pay and remit the reservist employees' premium contributions, based on the reservist's salary, during their absence due to military service, whether to the Government Service Insurance System (GSIS), PAG- IBIG, Philippine Health Insurance Corporation (PhilHealth), and all pertinent contributions related to his or her employment, and shall not reflect any gap in contributions in the records.

Reservists shall have the option to pay their Social Security System (SSS) contributions as a voluntary paying SSS member to avoid any gap in their contribution records and afford their full entitlement to SSS benefits in accordance with existing guidelines.

The AFP shall establish the necessary administrative process to assist reservists in the timely remittance of pertinent contributions, whether mandatory or voluntary.

Sec. 13. *Multi-stakeholder Engagements and Advocacies.* - The Department of National Defense (DND) and AFP shall strengthen coordination and cooperation among stakeholders through a sustained and comprehensive advocacy campaign for the purpose of ensuring that the employment rights of reservists are understood and protected by all concerned.

For this purpose, the Department of Budget and Management (DBM), in consultation with the DND and the AFP, shall create the necessary *plantilla* or non-tenured positions. The necessary funds for the implementation of this provision shall be included in the budget of the DND and AFP in the annual General Appropriations Act.

Sec. 14. *Tax Benefits and Incentives.* - The Department of Finance (DOF), in coordination with the DND, AFP, and other appropriate government agencies, shall develop the appropriate rules and regulations on the provision of tax benefits and incentives based on justified costs and expenses by employers associated with organizational adjustments borne out of the absence of reservists in an organization in compliance with this Act, Republic Act No. 7077, and other appropriate laws, rules, and regulations.

Sec. 15. *Administrative Fines and Penalties.* — Violation of any of the provision of this Act shall be punished with a fine of not less than Fifty thousand pesos (P50,000.00) but not more than One million pesos (P1,000,000.00), or imprisonment of not less than three (3) months but not more than two (2) years, or both, at the discretion of the court. If the offense is committed by a corporation, trust, firm, partnership or association or other entity, the penalty shall be imposed upon the responsible officer or officers of such corporation, trust, firm, partnership or association or entity.

Sec. 16. *Military Duty Leave.* — Every reservist shall be entitled to a leave of seven (7) days with pay per year for the purposes of military training or military activities. This shall be on top of applicable leaves entitled to a reservist from the latter's employer.

Sec. 17. *Appropriations.* - The amount necessary for the immediate and effective implementation of this Act shall be charged against any available funds of

the DND and the AFP. Thereafter, such sums as may be necessary for the implementation of this Act shall be included in the annual appropriations of the AFP.

Sec. 18. *Implementing Rules and Regulations (IRR).* — Within sixty (60) days from the effectivity of this Act, the DOLE in coordination with the DND, the AFP, the Civil Service Commission (CSC) and appropriate government agencies shall promulgate the IRR for the effective implementation of this Act.

Sec. 19. *Separability Clause.* — Should any provision herein be declared invalid or unconstitutional, the same shall not affect the validity of the other provisions of this Act.

Sec. 20. *Repealing Clause.* - All laws, decrees, orders, rules, and regulations or other issuances or parts contrary to, or inconsistent with, the provisions of this Act are hereby repealed, amended, or modified accordingly.

Sec. 21. *Effectivity Clause.* - This Act shall take effect in fifteen (15) days after its complete publication either in the *Official Gazette* or in at least two (2) newspapers of general circulation in the Philippines.

Approved,

Civil Service Form No. 6
Revised 2020

ANNEX A

AGENCY LOGO

Republic of the Philippines
(Agency Name)
(Agency Address)

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT | 2. NAME : (Last) (First) (Middle)

3. DATE OF FILING _____ | 4. POSITION _____ | 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others:

_____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- ☐ Within the Philippines _____
- ☐ Abroad (Specify) _____

In case of Sick Leave:

- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

_____

In case of Special Leave Benefits for Women:

(Specify Illness) _____

_____

In case of Study Leave:

- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

_____

INCLUSIVE DATES

_____

6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

_____
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

_____
(Authorized Officer)

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

_____
_____
_____

_____
(Authorized Officer)

7.C APPROVED FOR:

_____ days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

_____
_____
_____

_____
(Authorized Official)

INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and **to be accomplished at least in duplicate** with documentary requirements, as follows:

1. **Vacation leave***
   It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. **Mandatory/Forced leave**
   Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. **Sick leave***
   - It shall be filed immediately upon employee's return from such leave.
   - If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

4. **Maternity leave* – 105 days**
   - Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
   - Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
   - Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. **Paternity leave – 7 days**
   Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. **Special Privilege leave – 3 days**
   It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

7. **Solo Parent leave – 7 days**
   It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. **Study leave* – up to 6 months**
   - Shall meet the agency's internal requirements, if any;
   - Contract between the agency head or authorized representative and the employee concerned.

9. **VAWC leave – 10 days**
   - It shall be filed in advance or immediately upon the woman employee's return from such leave.
   - It shall be accompanied by any of the following supporting documents:
     a. Barangay Protection Order (BPO) obtained from the barangay;
     b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
     c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
     d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

10. **Rehabilitation leave* – up to 6 months**
    - Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
    - Letter request supported by relevant reports such as the police report, if any,
    - Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
    - Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. **Special leave benefits for women* – up to 2 months**
    - The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
    - The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

12. **Special Emergency (Calamity) leave – up to 5 days**
    - The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
    - The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

13. **Monetization of leave credits**
    Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

14. **Terminal leave***
    Proof of employee's resignation or retirement or separation from the service.

15. **Adoption Leave**
    - Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).

CSC issues new rules on maternity, adoption leave

MANILA– The Civil Service Commission (CSC) has come out with rules and procedures for the availment of maternity leave, paternity leave, adoption leave, and other leave privileges for civil servants.

CSC Resolution No. 2100020 amended the Omnibus Rules on Leave (CSC Memorandum Circular No. 41, s. 1998, as amended) to align its provisions with Republic Act (RA) 11210 or the "105-Day Expanded Maternity Leave Law" and its implementing rules and regulations.

Pursuant to RA 11210, Sections 11 to 18 of CSC Resolution No. 2100020 grant female employees in the government service 105 days of maternity leave with full pay for live childbirth regardless of the mode of delivery, and 60 days with full pay for cases of miscarriage or emergency termination of pregnancy.

The female worker is also given the option to extend the maternity leave for another 30 days without pay or use her earned sick leave credits for extended leave with pay.

The said law also allows the mother to allocate up to seven days of her maternity leave benefit to the child's father, whether or not married to her, or in case of the father's incapacity, to an alternate caregiver.

Notably, CSC Resolution No. 2100020, as aligned with CSC-DOLE-SSS Joint Circular No. 1, s. 2019, allows retroactive application of the maternity leave benefit, stating that female employees who were qualified to receive such benefit beginning 11 March 2019, or the effectivity date of RA 11210, but were granted less than 105 days or 60 days with full pay, as the case may be, may resume their remaining maternity leave and receive the equivalent pay.

Female employees whose sick or vacation leave credits were deducted as a result of the application of the old maternity leave law, rules, and regulations shall also be entitled to have these leave credits restored.
The rule on the grant of paternity leave under Section 19 of the Omnibus Rules on Leave pursuant to RA 8187 or the Paternity Leave Act of 1996 is also updated.

In CSC Resolution No. 2100020, the CSC added the proper filing of an application for paternity leave, and the entitlement of child father's to overtime pay in case his application for paternity leave is denied due to exigency of the service.

Adoption leave

Qualified adoptive parents in the government service can now avail of a 60- day adoption leave.

CSC Resolution No. 2100020 grants the adoption leave of 60 days to government employees who are adoptive parents. Said issuance is pursuant to Republic Act 8552 or the "Domestic Adoption Act of 1998".

Section 20 of the Resolution specifically provides that a qualified female employee or a single male employee may avail of adoption leave of 60 days with full pay, which leave shall be enjoyed continuously and uninterruptedly.

Meanwhile, the legitimate male spouse of the female employee entitled to adoption leave can also avail of adoption leave of seven days with full pay in consonance with RA 8187 which shall likewise be enjoyed continuously or intermittently.

The adoption leave must be availed of continuously and uninterruptedly, as it is intended to "provide an opportunity for the prospective adoptee and the adoptive parent/s to develop bonding similar to that between a child and his/her biological parents."

Leave forms

The CSC reminds government workers to observe the rules and procedures for the availment of leave privileges.

The amended leave rules prescribe the use of the revised Application for Leave Form (Civil Service Form No. 6, s. 2020) and discontinue the use of CS Form No. 41 (Philippine Civil Service Medical Certificate) for leave application. A medical certificate issued by a government or non-government physician may be submitted in support of the application for leave, if necessary.

The Notice of Allocation of Maternity Leave (CS Form No. 6a, s. 2020) shall be used to facilitate the allocation of maternity leave benefits to the child's father or an alternate caregiver employed in the government service or the private sector. **(PR)**

DOST MAGNA CARTA FOR SCIENTISTS, ENGINEERS, RESEARCHERS AND OTHER SCIENCE AND TECHNOLOGY PERSONNEL IN GOVERNMENT, April 02, 1998

(REPUBLIC ACT 8439) IMPLEMENTING RULES AND REGULATIONS

BACKGROUND

Pursuant to Section 22 of Republic Act No. (R.A.) 8439, otherwise known as the Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in Government approved on December 22, 1997 which took effect on January 20, 1998, the following Rules and Regulations are hereby adopted to effectively implement the provisions of the Act.

Rule I
Coverage

SECTION 1. Declaration and Policy

The State recognizes science and technology as an essential element for the attainment of national development and progress. To attain this objective, it is hereby declared the policy of the State to provide for a program of human resources development in science and technology to achieve and maintain the necessary reservoir of talent and manpower that will sustain its drive for total science and technology mastery.

The State shall establish, promote and support programs leading to the realization of this objective, such as the science and engineering scholarship programs, improvement of the quality of science and engineering education, popularization of science, culture, and provision of incentives for pursuing careers in science and technology.

SECTION 2. Definition of Terms

2.1 Department

Department refers to the Department of Science and Technology (DOST) created under Executive Order No. 128.

2.2 Scientific and Technological Activities (STA)

Scientific and Technological Activities refer to all systematic activities which are closely concerned with the generation, advancement, dissemination and application of scientific and technical knowledge in all fields of natural science and technology.

2.3 STA are classified into three broad groups, namely:

2.3.1 Research and Experimental Development (R & D)

Research and Experimental Development is any systematic and creative work undertaken in the physical, natural, mathematical and applied sciences by using methods in order to increase the stock of knowledge and the use of this knowledge in these fields to devise new applications;

2.3.2 Scientific and Technological Services (STS)

Scientific and technological services refer to activities in support of scientific research and development, dissemination and application of scientific and technical knowledge (i.e. library, information and museum services; geological and hydrological surveys; meteorological and seismological observations; compilation of routine statistics; testing, standardization and quality control; counseling of clients; patenting and licensing; engineering and technical services); and

2.3.3 Scientific and Technical Education and Training (STET)

Scientific and technical education and training refer to all activities comprising higher education and training leading to a university degree, post-graduate and further training, organized life-long training for scientists and engineers, and specialized non-university higher education.

SECTION 3. Scientific and Technical (S&T) Personnel

3.1 Scientific and technical personnel shall include S&T managers, supervisors and planners; members of the Scientific Career System; scientists, engineers and researchers; and DOST technicians and DOST S&T-related personnel.

SECTION 4. Classification of S & T Personnel

S & T personnel are classified in the following categories:

4.1 S & T Managers, Supervisors and Planners

4.1.1 S & T managers, supervisors and planners are those who are graduate degree holders or have at least ten (10) years of managerial experience or are performing executive, planning and policy-making functions to effectively carry out STA related activities as defined in Section 3 of Republic Act No. 8439.

4.1.1.1 S & T Managers are those who are employed in R & D institution or other organizations

conducting STA and are occupying the positions of Secretary, Undersecretary, Assistant Secretary, Executive Director, Deputy Executive Director, Department Service Chief and other officers of equivalent rank as may be identified by the Career Executive Service Board. These positions are with salary grades 27 to 31.

4.1.1.2 S & T Supervisors are those who are employed in R & D institutions or other organizations conducting STA and are occupying the positions of Associate Scientist, Assistant Scientist, Division Chief, Supervising Science Research Specialist and other positions of equivalent rank. These positions are with salary grades 22 and 26.

4.1.1.3 S&T Planners are those who are employed in R & D institutions or other organizations conducting STA and are occupying the positions of Planning Officer IV, Project Development Officer IV and are essentially discharging supervisory functions. These positions are with salary grade 22.

4.2 Members of the Scientific Career System

4.2.1 Members of the Scientific Career System are those who have been conferred the rank of scientist in the Scientific Career System pursuant to Executive Order Nos. 784 and 901 dated 17 March 1982 and 19 July 1983, respectively.

4.3 Scientists, Engineers and Researchers

4.3.1 Scientists, engineers and researchers are those who are at least undergraduate degree holders in any of the natural science and engineering courses and are involved in research and development or other scientific and technological activities. Natural sciences shall include, but not limited to astronomy, bacteriology, biochemistry, biology, botany, chemistry, computer sciences, entomology, geology, geophysics, mathematics, meteorology, mineralogy, nutrition, oceanography, physical geography, physics and zoology.

4.3.2 Scientists, engineers and researchers are individuals who, as above mentioned, spend at least fifty percent (50%) of their official time in the conception and creation of new scientific knowledge, and engineering and technological principles, products, processes, methods and systems.

4.4 DOST Technicians and DOST S & T - Related Personnel

4.4.1 DOST Technicians are persons who control, operate and maintain technical and scientific equipment, and perform other related tasks connected with research and the application of concepts and operational methods in the fields of engineering and natural sciences. They have acquired their technical competencies either through baccalaureate degree program or on-the-job learning or completion of relevant technical-vocational education and training courses.

4.4.2 DOST S&T-related personnel refer only to all other DOST employees who do not qualify

under the preceding Sub-sections 4.1, 4.2 and 4.3, and are providing support to S&T personnel and performing functions such as, but not limited to, secretarial, clerical, financial, maintenance work, science teaching and training, information dissemination, and other scientific and technological services.

4.4.3 DOST technicians and DOST S&T-related personnel must possess any of the following qualifications:

4.4.3.1 Have at least 12 units in natural science, engineering and other related courses; or

4.4.3.2 Completed any appropriate technical training which enhances his/her skill from an institution, including the DOST Technology Training Center, duly recognized by the DOST Secretary. Provided further, that the DOST Secretary shall determine the appropriate training requirements for each position.

SECTION 5. Exemption from the Attrition Law and Civil Service Rule on Nepotism

5.1 Appointment of S&T personnel to positions of research assistant and upwards shall not be covered by the Attrition Law and Civil Service Commission (CSC) rule on nepotism in consideration of the highly technical nature of these positions.

Rule II
Benefits

SECTION 1. Who Are Entitled

1.1 S&T personnel who occupy plantilla positions whether permanent or temporary, on full-time or part-time basis, and contractual, casual or emergency positions charged to lump-sum appropriations now existing or hereafter created provided that they conform with the provisions of Section 5 of Republic Act 8439, shall be entitled to the benefits provided hereunder

SECTION 2. Types of Benefits

2.1 Notwithstanding Section 12 of Republic Act No. 6758, science and technology personnel defined under Section 5 of R.A. 8439, shall receive the following benefits: honorarium, share of royalties, hazard allowance, subsistence allowance, laundry allowance, housing and quarters allowance, longevity pay and medical examination.

SECTION 3. Honorarium

3.1 S&T personnel who rendered services beyond the established regular workload, whose broad and superior knowledge, expertise or professional standing in a specific field contributes to productivity and innovativeness shall be entitled to receive honorarium subject to rules set by the Department.

3.2 Honorarium is a form of remuneration for services rendered beyond the regular workload of the following S&T personnel:

3.2.1 those whose broad superior knowledge, expertise or professional standing in a specific field contributes significantly to S&T and R&D;

3.2.2 those whose services in management, administration or support capacities contribute to the effective operation or management of S&T and R&D projects.

3.2.3 those assigned to special projects of inter-agency/department or inter-committee nature or which are not among the regular functions of the personnel/agency; and

3.2.4 those requested to organize, speak, lecture or act as resource persons in seminars, workshops, conferences, symposia, trainings and classroom sessions.

3.3 Other Provisions

3.3.1 Funds for payment of honorarium shall be included in the appropriations of the funding agency.

3.3.2 For foreign-funded projects, the provisions pertinent to payments of honorarium shall be followed as provided in the Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU) between the parties concerned. In cases where the honorarium rates are not specified, those prescribed in these rules shall apply.

3.3.3 The rates of payment of honorarium to DOST personnel and DOST-assisted projects shall be subject to the approval of the Secretary of the Department upon the recommendation of the agency head.

3.3.4 Honorarium rates for non-DOST funded S&T projects shall follow the rates formulated by the funding agency but, as much as possible, shall be in harmony with DOST rates.

SECTION 4. Share of Royalties

4.1 Share in royalties shall be defined as a share in the proceeds of royalty payments arising from patents, copyrights and other intellectual property rights.

4.2 Intellectual property rights as presently defined in the Intellectual Property Code shall

consist of the following:

4.2.1 Copyrights and related rights;

4.2.2 Servicemarks;

4.2.3 Geographic indications;

4.2.4 Industrial designs;

4.2.5 Patents;

4.2.6 Layout designs of integrated circuits;

4.2.7 Protection of undisclosed information; and

4.2.8 Innovations of inventions and utility models.

4.3 S&T personnel shall be entitled to receive share in royalties subject to the guidelines of the Department. The share in royalties shall be on a sixty (60%) to forty (40%) percent basis in favor of the Government and the personnel involved in the technology/activity which has been produced or undertaken during the regular performance of their functions.

4.4 If the researcher works with a private company and the program of activities to be undertaken has been mutually agreed upon by the parties concerned, any royalty arising therefrom shall be divided according to the equity share in the research project.

SECTION 5. Hazard Allowance

5.1 S&T personnel involved in hazardous undertakings or assigned in hazardous workplaces, shall be paid hazard allowances ranging from ten (10%) to thirty (30%) percent of their monthly basic salary depending on the nature and extent of the hazard involved.

5.2 Hazard allowance is a compensation premium which is generally paid to officials and employees who are exposed to hazards, directly or indirectly, because of the nature and/or location of their work.

5.3 Hazardous areas cover any of the following:

5.3.1 difficult/distressed or hardship posts characterized by distance, inconvenience of travel due to bad roads and conditions of the terrain, isolation, inaccessibility and extreme weather conditions; remote/depressed areas;

5.3.2 work areas that are high danger zones to natural hazards;

5.3.3 work areas posing risks or danger to health and safety due to direct unavoidable exposure to radiation, communicable/contagious/infectious diseases; combustible and explosive, dangerous and toxic chemicals and biologicals; harmful physical substances and devices and other environmental hazards;

5.3.4 work areas posing risks and danger to health and safety due to unavoidable exposure to institutions of mental health, prison camps and industrial service workshops;

5.3.5 strife-torn or embattled areas where conflict exists;

5.3.6 work areas declared as under a state of calamity or emergency;

5.3.7 laboratories and clinics; and

5.3.8 such other areas that may be considered critical.

5.4 Other Provisions

5.4.1 Funds for the payment of hazard allowance shall be included in the appropriations of the agency.

5.4.2 Payment shall be based on actual presence in the hazardous work areas. The entitlement to the hazard allowance shall be co-terminus with the assignment of the personnel in the hazardous work areas. The agency head shall determine the personnel entitled to this allowance.

5.4.3 Personnel who are entitled to receive hazard allowance under existing laws, special laws, charters or enabling acts as may opt to avail of the hazard allowance under Republic Act No. 8439.

5.4.4 Personnel who are on vacation, sick, maternity or study leave are excluded from receiving the hazard allowance. However, personnel on study leave who conduct laboratory research related to the course, as duly certified by the school authority and not covered by an insurance shall be entitled to this allowance.

5.4.5 Personnel who are on secondment or who are on full time detail to another agency are not entitled to the hazard allowance except when the personnel of the agency to which he/she is seconded or on detail are entitled to such an allowance.

5.4.6 Personnel who are attending seminars, workshops, trainings or similar activities are likewise not entitled to the hazard allowance except when said activities are held in areas which are certified to be hazardous.

5.4.7 The declaration of the hazardous work areas shall be duly certified by the Secretary of the Department upon recommendation of the agency head. The Secretary may refer to the appropriate agency authorized under the Department of Budget and Management (DBM) National Budget Circular No. 451 dated March 14, 1996 for the necessary certification.

5.4.8 Personnel who are directly exposed to hazardous work areas shall be entitled to a hazard allowance of not less than thirty percent (30%) of their monthly basic salary.

5.4.9 Personnel who are indirectly exposed to hazardous work areas shall be entitled to the allowance of not less than twenty percent (20%) of their monthly basic salary. Indirectly exposed are those who have frequent interaction with personnel of agencies who are directly exposed to hazards.

5.4.10 Personnel providing services in all other concerned areas are entitled to hazard allowance based on their actual presence in the hazardous area. A half day service shall entitle the personnel to fifty percent (50%) of the daily hazard allowance while service of less that four (4) hours shall not entitle them to the hazard allowance. In instances where the personnel are providing service in strife-torn or embattled areas, they shall be entitled to one hundred percent (100%) of the daily hazard allowance; provided that they continuously remain in said areas.

SECTION 6. Subsistence Allowance

6.1 S & T personnel are entitled to a full subsistence allowance equivalent to three (3) meals a day or One Hundred Fifty Pesos (P 150.00) per day.

6.2 In case an employee renders half day service, he is entitled to fifty percent (50%) or Seventy-five Pesos (P 75.00). Services of less than four (4) hours shall not entitle the employee to a subsistence allowance. The payment of this allowance shall be based on the actual presence of the S & T personnel either in the office or on official business.

6.3 Those assigned outside of their regular work stations are entitled to per diem as provided by Executive Order No. 248 dated May 25, 1995 "Prescribing Rules Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel" instead of subsistence allowance. Likewise, the stipends of scholars shall be in lieu of subsistence allowance.

SECTION 7. Laundry Allowance

7.1 S & T personnel who wear the prescribed uniform during office hours shall be entitled to a laundry allowance of Three Hundred Pesos (P 300.00) per month. Personnel who are exempted, under existing regulations, from wearing uniform are also entitled to receive the allowance.

SECTION 8. Housing and Quarters Allowance

8.1 Housing and quarters allowance applies to S & T personnel who are on duty beyond office hours in laboratories, R&D Centers and other government facilities.

8.2 Employees concerned are entitled to free living quarters within the government facility, provided, their residence is outside of the fifty (50) kilometer radius from their official station.

8.3 Fees or cost of board and lodging shall be borne by the agencies concerned.

8.4 Availment of housing and quarters allowance is subject to availability of facilities.

SECTION 9. Longevity Pay

9.1 A monthly longevity pay equivalent to five percent (5%) of the monthly basic salary shall be paid to S & T personnel for every five (5) years of continuous and meritorious service as determined by the Secretary of the Department. "Continuous and meritorious" service shall mean service without gap and with a very satisfactory performance rating for the last two (2) semesters immediately preceding the date of entitlement of said benefit. During the specific year that the employee did not perform meritoriously, he shall not be entitled to receive the longevity pay for that period.

9.2 Payment of longevity pay shall cover the entire S&T government services as defined in the above provision from his original appointment subject to the approval of the DOST Secretary upon the recommendation of the Agency Head.

9.3 Longevity pay previously received will be deducted on a staggered basis within a period of six (6) months.

SECTION 10. Medical Examination

10.1 During the tenure of their employment, the S&T personnel shall be given a compulsory free medical examination once a year and immunizations as the case may warrant.

10.2 The medical examination shall include:

10.2.1 Complete physical examination;

10.2.2 Routine laboratory, Chest X-ray and ECG;

10.2.3 Psychometric examination;

10.2.4 Dental examination and;

10.2.5 Other indicated examination.

10.3 S & T personnel shall be entitled to a health insurance package benefit covering the above-cited services, including hospital room and board, doctor's fee, surgeon's fee and other related expenses based on the insurance package to be adopted by the DOST.

SECTION 11. Prohibition Against Diminution and/or Elimination

11.1 Nothing in this law shall be construed to eliminate or in any way diminish benefits being enjoyed by S & T personnel at the time of the effectivity of Republic Act No. 8439.

SECTION 12. Prohibition Against Double Benefits

12.1 S & T personnel already receiving the same benefits under any other law shall not be allowed to avail of the benefits under Republic Act No. 8439 unless they submit in writing their intention to withdraw the benefits already being received and opt for those herein provided.

SECTION 13. Non-DOST S & T Personnel

13.1 S & T personnel not employed by the Department, who are involved in STA may avail of the benefits under Republic Act No. 8439 upon certification of the Secretary of the Department. Each department, agency or office concerned shall provide the necessary funds to cover the availment of benefits.

Rule III
Scholarships and Grants

SECTION 1. Conditions for Scholarships and Grants

1.1 S & T personnel in public and private sector shall be entitled to avail of scholarship benefit and grants for pursuing undergraduate, graduate, post-graduate or training courses in accordance with a Scholarship Program to be implemented by the Department.

1.2 Grantees of the program may study within the Philippines or abroad provided that the Department shall provide strict measures to ensure their return to the country to render the service obligation.

1.3 Recipients of undergraduate scholarships shall, after graduation, be required to render service in the government for the equivalent number of years that they availed of their scholarships. However, in case where there are no available positions in the government, they may be allowed to work in the private sector.

1.4 Scholarships may be on a full-time or part-time basis and privileges shall include tuition fee, book allowance, transportation allowance, monthly stipend, dissertation grants, insurance and the payment of regular salary and other benefits.

SECTION 2. Privileges of Government S&T Scholars

2.1 Graduates or grantees of government S&T scholarships programs or training shall be given temporary waiver of CSC eligibilities for at least two (2) years. Likewise, they shall enjoy preferential access to financial grants from any government agency/financial institution authorized to extend grants and loans with easy terms for science and technology projects which are viable and in line with the development thrusts of the country.

2.2 Government scholar graduates and training grantees can be hired in the government service on a temporary basis for two (2) years while waiting for the release of the results of the examinations of the Civil Service Commission or professional licensure examinations of the Professional Regulation Commission.

2.3 Availment of grants and loans shall be subject to the following:

2.3.1 The accumulated duration of training availed should be at least six (6) months and in line with his/her expertise.

2.3.2 Application for grants or loans shall be subject to the evaluation of the DOST and the government agency/financial institution and shall be used to establish an S & T project or to commercialize technologies.

Rule IV
Consultancy Services and Detail to the Private Sector

SECTION 1. Consultancy Services

1.1 General Conditions

1.1.1 S & T personnel shall be allowed to render consultancy services to the private sector and shall be entitled to receive honorarium that may be paid to them by the private entity concerned. Such payment shall be over and above their salaries from the government during the period of consultancy and shall not be considered as double compensation; provided that, the consultancy work does not jeopardize or adversely affect the operations or activities of his mother agency; and there shall be full disclosure of the terms and conditions including remuneration and benefits of the consultancy; subject to the approval of the Secretary of the

department concerned.

1.2 Specific Conditions

1.2.1 S & T personnel who render consultancy services shall have permanent appointment.

Contractual and casual personnel whose salaries are charged to lump-sum appropriation may be allowed to accept consultancy services on a selective basis as may be determined by the agency head.

1.2.2 In addition to his regular projects, an S&T personnel shall be allowed to provide consultancy work in any private entity for a maximum of thirty two (32) hours per month; provided that he shall only accept a maximum of three (3) projects at any one time.

1.2.3 There shall be full disclosure of the consultancy contract to the mother agency, as governed by a tripartite contract among the hiring institution, the mother agency and the S&T personnel.

1.2.4 S&T personnel cannot render consultancy services to an institution where they have direct oversight functions or where they are responsible for the evaluation and screening of projects funded by a grant from their agencies.

1.2.5 The DOST and the Institute/Agency shall have a share of ten percent (10%) of the total consultancy fee. The accumulated fund shall be considered as trust receipts pursuant to existing laws and shall be used to support S&T activities as approved by the agency head. Other agencies may adopt the same policy.

1.2.6 For foreign consultancy, the S & T personnel shall be allowed a maximum of two (2) months per year. In cases of extension, the S & T personnel must file a leave of absence not to exceed one (1) year inclusive of the two-month consultancy period subject to the approval of the agency head.

SECTION 2. Detail to Private Sector

2.1 General Conditions

2.1.1 Provisions of existing laws notwithstanding, S&T personnel who are employed on a regular basis in the government, may be seconded to any private entity where such services are needed, provided that the duration of such secondment shall not exceed one (1) year; the detail or secondment of said personnel will not hamper or adversely affect the operation or activities of their mother agency; and the head of the agency approves the detail or secondment.

2.1.2 During the period of such secondment, the salary of the seconded S&T personnel shall be borne by the private entity. The period of secondment shall be included in computing the length

of service for purposes of retirement. The S&T personnel shall not earn leave credits during the period of secondment.

2.1.3 Such secondment shall not likewise affect his security of tenure nor result in the loss of seniority rights.

2.2 Special Conditions

2.2.1 S&T personnel who have rendered at least four (4) years of continuous and actual service in the institute/agency shall be allowed secondment to a private entity requiring their expertise for not more than twelve (12) months.

2.2.2 S&T personnel who avail of this arrangement must serve the DOST or concerned agency for four (4) years after the secondment before another secondment may be granted upon the recommendation of the agency head and approval of the Secretary of the Department concerned.

2.2.3 During the secondment, the S&T personnel shall receive salary from the private entity where he/she is on detail. Such personnel shall not be entitled to any benefits provided under Republic Act No. 8439.

2.2.4 The agreement for secondment shall be covered by a tripartite contract among the S&T personnel, Secretary of the department concerned and the private entity with full disclosure of the terms and conditions.

2.2.5 The mother agency shall have a share of a minimum of five percent (5%) of the total compensation received from the private entity. The accumulated fund shall be considered as trust receipt and shall be used to support S&T activities as approved by the head of agency.

2.2.6 In case the grantee opts to continue the secondment, he/she shall have to resign from the government service provided that he/she has no scholarship/service/financial obligation from the mother agency. Provided further, that the period of secondment immediately preceding the resignation shall not be counted in the computation of the number of years of service in the government.

Rule V
Hiring of Retired Scientists and Technical Personnel

SECTION 1. Hiring of Retired S&T Personnel

1.1 S&T personnel retired under any existing law, who, in the judgment of the governing

board or head of a research agency, possess technical qualifications and the capability to undertake specific scientific research activities, may be rehired on contractual basis without refunding the unexpired portion of the gratuity and accumulated leave benefits received by them from the government; provided that no qualified science and technology expert is available to undertake said scientific activities.

1.2 The retired S & T personnel to be rehired must be mentally, emotionally and physically fit as supported by a medical certificate.

Rule VI
Science and Technology Awards

SECTION 1. S&T Awards

1.1 A Science and Technology Awards Committee shall be established which shall confer annually the science and technology awards for outstanding achievement/s and excellence or original contribution to science and technology. The Committee shall promulgate guidelines implementing this Section and shall specify the categories of awards to be given and the amount of financial reward for each category.

1.2 Such committee shall take into consideration the existing awards system being administered by the various councils and agencies of the DOST.

Rule VII
Congressional Commission on Science and Technology

SECTION 1. Congressional Commission on Science and Technology

1.1 A Congressional Commission on Science and Technology (S and T COM) shall be created to review and assess, among others, the state of the Philippine human resources development in S&T, the state of computerization and information technology in the Philippine economy and society, and the implementation of Republic Act No. 8439. Such Congressional review shall be undertaken at least once every five (5) years.

1.2 The Commission shall be composed of five (5) members of the House of Representatives and five (5) members of the Senate. It shall be co-chaired by the chairpersons of the Committee on Science and Technology of both Houses of Congress.

Rule VIII
Special Provisions

SECTION 1. Science and Technology Career System

1.1 A career system for science and technology personnel in the service of the government, patterned after the Scientific Career System (SCS), shall be formulated by a committee to be created by the DOST Secretary in coordination with the Civil Service Commission (CSC) and such other agencies as may be necessary.

SECTION 2. Salary Scale

2.1 The salary scale of S&T personnel to be developed pursuant to Section 6 of R.A. 8439 shall, after consultation with the Department of Budget and Management (DBM) and the Civil Service Commission (CSC), and as approved by the President of the Philippines, take effect on the date of the effectivity of this law.

SECTION 3. Highest Basic Salary Upon Retirement

3.1 Upon retirement, the S&T personnel concerned shall be automatically granted one (1) salary grade higher than his/her basic salary at the same step of his/her current salary grade.

3.2 Retirement benefits shall be computed on the basis of his/her highest salary received.

SECTION 4. Human Resource Development Council

4.1 The Human Resource Development Council (HRDC) created under Republic Act. No. 8248 shall formulate the rules and regulations and implement the scholarship programs as provided in Section 1 of Rule III. The Scholarship programs of DOST, its councils and agencies, shall be submitted to the HRDC.

Rule IX
Report of the Secretary

SECTION 1. Annual Report

1.1 The Secretary of DOST shall submit to the Congressional Commission on Science and

Technology, an annual report on the status of implementation of this Magna Carta.

Rule X
Date of Effectivity

SECTION 1. Effectivity

1.1 These rules and regulations shall take effect fifteen days after publication.

(SGD.) WILLIAM G. PADOLINA
Secretary

Section 2. *Definition of Terms.* – The terms hereunder shall be construed as follows:

a) **Agency** refers to any bureau, office, commission, administration, board, committee, institute, corporation with original charter, whether performing governmental or proprietary function, or any other unit of the national government as well as provincial, city or municipal government.

b) **Appointing Officer** refers to the person or body duly authorized to issue appointments in the civil service.

c) **Civil Service** is the generic term which refers to all men and women in all branches, subdivisions, instrumentalities and agencies of the Government, including government-owned or controlled corporations with original charters.

d) **Civil Service Commission Field Offices (CSCFOs)** refer to the Civil Service Commission Field Offices under the direct supervision of the Civil Service Commission Regional Office, each headed by a Field Director.

e) **Civil Service Commission Regional Offices (CSCROs)**refer to the sixteen (16) Civil Service Commission Regional Offices and those that may be subsequently created,
each headed by a Regional Director.

f) **Commission** refers to the Civil Service Commission composed of the Chairman and two (2) Commissioners.

g) **Department** refers to any of the executive departments or entities having the category of a department, including the judiciary, legislative and the other constitutional com-
missions.

h) **Disciplining Authority** refers to the person or body duly authorized to impose the penalty provided for by law or rules.

i) **Forum-Shopping** refers to the filing of several administrative actions or complaint either simultaneously or successively before another agency or any tribunal having jurisdiction over the case against the same party involving the same essential facts, circumstances, acts, causes of actions or relief, and all raising substantially the same issues either pending in, or already resolved adversely by, some other tribunal or agency.

j) **Party Adversely Affected** refers to the respondent against whom a decision in an administrative case has been rendered or to the disciplining authority in an appeal from a decision reversing or modifying the original decision.

k) **Person Complained** refers to the person who is the subject of a complaint but who is not yet issued a notice of charge/s or formal charge by the disciplining authority.

l) **Personnel Action** refers to any action denoting the movement or progress of personnel in the Civil Service which shall include appointment promotion, transfer, reinstatement, reemployment, reappointment, detail, reassignment, secondment, demotion and separation from the service.

m) **Probationary Employee** refers to the employee who is required to undergo a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

n) **Respondent** refers to the person who is issued a notice of charge/s or formal charge by the disciplining authority.

o) **Qualified Next-In-Rank** refers to the employee appointed on a permanent basis to a position previously determined to be a next-in-rank to the vacancy and who meets the requirements for appointment thereto as previously determined by the appointing authority and approved by the Commission.

p) **Form.** The appointment which must be in triplicate

q) **Signature of the Appointing Authority.** The original copy of the appointment must be duly signed and the succeeding two (2) copies thereof at least initialed by the appointing authority.

r) **Position Title.** The position title indicated in the appointment shall conform with the approved Position Allocation List and should be found in the Index of Occupation Service (IOS). The salary grade shall always be indicated after the position title.

s) **Employment Status.** The employment status shall be indicated on the space provided therefore. It may be permanent, provisional, temporary, substitute, co-terminus, casual or contractual.

t) **Date of Signing.** The date of signing, which is the date of the issuance of the appointment shall be indicated below the signature and the initials of the appointing authority.

u) **Nature of Appointment.** The correct nature of appointment shall be indicated on the space provided thereof. The nature of appointment, which may either be original, initial, promotion, transfer, reemployment, reappointment, reinstatement, renewal, change of status or demotion, shall be indicated in the space provided for.

v) **Publication of Vacancy.** Vacant positions to be filled shall be published in accordance with RA 7041 and its implementing guidelines

w) **Personal Data Sheet** The Appointee's Personal Data Sheet (CS Form 212, Revised, 1998) which should be properly and completely accomplished by the appointee shall be attached to the appointment. Said PDS shall contain an authorized from the job applicant/employee that the

agency head or his authorized representative can verify/validate the contents therein. For appointment of substitute faculty members and renewal of appointment of contractual and casual personnel, updated Personal Data Sheets shall be required. (As amended by CSC MC No. 15,s. 1999)(Also see RACCS pages 1-3).

Section 3. Officials and other personnel shall be subject to PD 807, R.A. 6713, Code of Conduct, and other pertinent rules and regulations. Revised Rules on Administrative Cases (RRACCS) Nov. 18, 2011 Administrative Disciplinary Rules on Sexual Harassment Cases May 21, 2001. Anti-Violence against Women and their Children Act of 2004 and all other Administrative and CSC Issuance, Memoranda's and Circulars.

Section 4. Separability Clause – if any part of these Rules is held invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

Section 5. Repealing Clause – All other rules and regulations, or parts thereof, inconsistent with the provisions of these Rules are hereby repealed

REPUBLIC ACT NO. 11466, January 08, 2020

AN ACT MODIFYING THE SALARY SCHEDULE FOR CIVILIAN GOVERNMENT PERSONNEL AND AUTHORIZING THE GRANT OF ADDITIONAL BENEFITS, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. *Short Title.*- This Act shall be known as the "Salary Standardization Law of 2019".

SEC. 2. *Statement of Policy.*- It is hereby declared the policy of the State to provide all government personnel a just and equitable compensation in accordance with the principle of equal pay for work of equal value. In pursuing this policy, the State shall ensure that:

(a) Differences in pay shall be based upon substantive differences in duties, responsibilities, accountabilities and qualification requirements of the positions.

(b) The compensation for all civilian government personnel shall be standardized and rationalized across all government agencies to create an enabling environment that will promote social justice, integrity, efficiency, productivity, accountability and excellence in the civil service.

(c) The compensation of all civilian personnel shall generally be competitive with those in the private sector doing comparable work in order to attract, retain and motivate a corps of competent and dedicated civil servants.

(d) A performance-based incentive scheme which integrates personnel and organizational performance shall be established to reward exemplary civil servants and well-performing organizations.

(e) The compensation scheme shall take into consideration the financial capability of the government and shall give due regard to the efficient all location of funds for personnel services, which shall be maintained at a realistic level in proportion to the overall expenditure of government.

SEC. 3. *Coverage.*- This Act shall apply to all civilian government personnel in the Executive, Legislative and Judicial Branches, Constitutional Commissions and other Constitutional Offices, government-owned or -controlled corporations (GOCCs) not covered by Republic Act No. 10149, and local government units (LGUs). This shall cover government personnel whether regular, contractual or casual, appointive or elective; and on full-time or part-time basis.

SEC. 4. *Exclusions.*- The following shall be excluded from the coverage of this Act:

(a) Military and uniformed personnel;

(b) GOCCs under Republic Act No. 10149 which shall be covered by a Compensation and Position Classification System (CPCS) established by the Governance Commission for GOCCs (GCG) and approved by the President of the Philippines; and

(c) Individuals whose services are engaged through job orders, contracts of service consultancy or service contracts with no employer-employee relationship.

SEC. 5. *Position Classification System.*- The following re-categorized groups of classes of positions prescribed and defined under Item (3) of Joint Resolution No. 4, series of 2009 shall be maintained, i.e.: (a) Sub-professional Category; (b) Professional Category; and (c) Executive Category. The Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS, for brevity) shall continually be reviewed and updated by the Department of Budget and Management (DBM) in consideration of substantial changes in and complexity of duties and responsibilities of positions, work methods, skills, competencies, and other relevant factors.

SEC. 6. *Compensation System.*- The Total Compensation Framework established under Item (4) of Joint Resolution No. 4, series of 2009, consisting of the following components, shall continue to be adopted:

(a) Basic Salaries including Step Increments;

(b) Standard Allowances and Benefits;

(c) Specific-Purpose Allowances and Benefits; and

(d) Incentives.

SEC. 7. *Salary Schedule, Including Step Increments.*- The modified Salary Schedule fo Civilian Personnel, to be implemented in four (4) tranches, shall be as follows:

First Tranche

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	11,551	11,647	11,745	11,843	11,942	12,042	12,143	12,244
2	12,276	12,369	12,464	12,560	12,657	12,754	12,852	12,950
3	13,019	13,119	13,220	13,322	13,424	13,527	13,631	13,736
4	13,807	13,914	14,020	14,128	14,236	14,345	14,456	14,567
5	14,641	14,754	14,867	14,981	15,096	15,212	15,329	15,446
6	15,524	15,643	15,763	15,884	16,007	16,129	16,253	16.378
7	16,458	16,585	16,713	16,841	16,970	17,101	17,231	17.364
8	17,505	17,663	17,823	17,984	18,146	18,310	18,476	18,643

9	18,784	18,941	19,100	19,259	19,420	19,582	19,746	19,911
10	20,219	20,388	20,558	20,731	20,903	21,079	21,254	21,432
11	22,316	22,600	22,889	23,181	23,477	23,778	24,082	24,391
12	24,495	24,779	25,067	25,358	25,653	25,952	26,254	26,560
13	26,754	27,067	27,383	27,703	28,028	28,356	28,688	29,025
14	29,277	29,261	29,969	30,322	30,678	31,039	31,405	31,775
15	32,053	32,431	32,814	33,202	33,594	33,991	34,393	34,801
16	35,106	35,522	35,943	36,369	36,801	37,238	37,681	38,128
17	38,464	38,922	39,385	39,854	40,329	40,810	41,296	41,789
18	42,159	42,662	43,172	43,687	44,210	44,739	45,274	45,816
19	46,791	47,530	48,281	49,044	49,820	50,608	51,410	52,224
20	52,703	53,537	54,386	55,248	56,125	57,016	57,921	58,841
21	59,353	60,296	61,255	62,229	63,220	64,226	65,249	66,289
22	66,867	67,933	69,017	70,118	71,237	72,375	73,531	74,705
23	75,359	76,563	77,788	79,034	80,324	81,635	82,967	84,321
24	85,074	86,462	87,874	89,308	90,766	92,248	93,753	95283
25	96,985	98,568	100,176	101,811	103,473	105,162	106,879	108,623
26	109,593	111,381	113,200	115,047	116,925	118,833	120,772	122,744
27	123,839	125,861	127,915	130,003	132,125	134,281	136,473	138,701
28	139,939	142,223	144,544	146,903	149,300	151,738	154,215	156,731
29	158,131	160,712	163,335	166,001	168,710	171,464	174,262	177,107
30	178,688	181,604	184,568	187,581	190,642	193,754	196,916	200,130
31	262,965	268,101	273,338	278,676	284,120	289,669	295,327	301,095
32	313,512	319,835	326,285	332,865	339,577	346,426	353,413	360,539
33	395,858	407,734						

Second Tranche

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	12,034	12,134	12,236	12,339	12,442	12,545	12,651	12,756
2	12,790	12,888	12,987	13,087	13,187	13,288	13,390	13,493
3	13,572	13,677	13,781	13,888	13,995	14,101	14,210	14,319
4	14,400	14,511	14,622	14,735	14,848	14,961	15,077	15,192
5	15,275	15,393	15,511	15,630	15,750	15,871	15993	16,115
6	16,200	16,325	16,450	16,577	16,704	16,832	16,962	17,092
7	17,179	17,311	17,444	17,578	17,713	17,849	17985	18,124
8	18,251	18,417	18,583	18,751	18,920	19,091	19,264	19,438
9	19,593	19,757	19,922	20,089	20,257	20,426	20,597	20,769
10	21,205	21,382	21,561	21,741	21,923	22,106	22,291	22,477
11	23,877	24,161	24,450	24,742	25,038	25,339	25,643	25,952
12	26,052	26,336	26,624	26,915	27,210	27,509	27,811	28,117
13	28,276	28,589	28,905	29,225	29,550	29,878	20,210	30,547
14	30,799	31,143	31,491	31,,844	32,200	32,561	32,927	33,297
15	33,575	33,953	34,336	34,724	35,116	35,513	35,915	36,323
16	36,628	37,044	37,465	37,891	38,323	38,760	39,203	39,650
17	39,986	40,444	40,907	41,376	41,851	42,332	42,818	43,311
18	43,681	44,184	44,694	45,209	45,732	46,261	46,796	47,338
19	48,313	49,052	49,803	50,566	51,342	52,130	52,932	53,746
20	54,251	55,085	55,934	56,796	57,673	58,564	59,469	60,389
21	60,901	61,844	62,808	63,777	64,768	65,774	66,797	67,837

22	68.415	69,481	70,565	71,666	72,785	73,923	75,079	76,253
23	76,907	78,111	79,336	80,583	81,899	83,235	84,594	85,975
24	86,742	88,158	89,597	91,059	92,545	94,057	95,592	97,152
25	98,886	100,500	102,140	103,808	105,502	107,224	108,974	110,753
26	111,742	113,565	115,419	117,303	119,217	121,163	123,140	125,150
27	126,267	128,329	130,423	132,552	134,715	136,914	139,149	141,420
28	142,683	145,011	147,378	149,784	152,228	154,714	157,239	159,804
29	161,231	163,863	166,537	169,256	172,018	174,826	177,679	180,579
30	182,191	185,165	188,187	191,259	194,380	197,553	200,777	204,051
31	268,121	273,358	278,697	284,140	289,691	295,349	301,117	306,999
32	319,660	326,107	332,682	339,392	346,236	353,218	360,342	367,609
33	403,620	415,728						

Third Tranche

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	12,517	12,621	12,728	12,834	12,941	13,049	13,159	13,268
2	13,305	13,406	13,509	13,613	13,718	13,823	13,929	14,035
3	14,125	14,234	14,343	14,454	14,565	14,676	14,790	14,903
4	14,993	15,109	15,224	15,341	15,459	15,577	15,698	15,818
5	15,909	16,032	16,155	16,279	16,404	16,530	16,657	16,784
6	16,877	17,007	17,137	17,269	17,402	17535	17,670	17,806
7	17,899	18,037	18,176	18,315	18,455	18,598	18,740	18,884
8	18,998	19,170	19,343	19,518	19,694	19,872	20,052	20,233
9	20,402	20,572	20,745	20,918	21,093	21,269	21,447	21,626
10	22,190	22,376	22,563	22,752	22,942	23,134	23,327	23,522
11	25,439	25,723	26,012	26,304	26,600	26,901	27,205	27,514

12	27,608	27,892	28,180	28,471	28,766	29,065	29,367	29,673
13	29,798	30,111	30,427	30,747	31,072	31,400	31,732	32,069
14	32,321	32,665	33,013	33,366	33,722	34,088	34,449	34,819
15	35,097	35,475	35,858	36,246	36,638	37,035	37,437	37,845
16	38,150	38,566	38,987	39,413	39,845	40,282	40,725	41,172
17	41,508	41,966	42,429	42,898	43,373	43,854	44,340	44,833
18	45,203	45,706	46,216	46,731	47,254	47,783	48,318	48,860
19	49,835	50,574	51,325	52,088	52,864	53,652	54,454	55,268
20	55,799	56,633	57,432	58,344	59,221	60,112	61,017	61,937
21	62,449	63,892	64,351	65,325	66,316	67,322	68,345	69,385
22	69,963	71,029	72,113	73,214	74,333	75,471	76,627	77,801
23	78,455	79,659	80,884	82,133	83,474	84836	86,220	87,628
24	88,410	89,853	91,320	92,910	94,325	95,865	97,430	99,020
25	100,788	102,433	104,105	105,804	107,531	109,286	11,070	112,883
26	113,891	115,749	117,639	119,558	121,510	123,493	125,508	127,557
27	128,696	130,797	132,931	135,101	137,306	139,547	141,825	144,140
28	145,427	147,800	150,213	152,664	155,155	157,689	160,262	162,877
29	164,332	167,015	169,740	172,511	175,326	178,188	181,096	184,052
30	185,695	133,726	191,806	194,937	198,118	201,352	204,638	207,978
31	273,278	278,615	284,057	289,605	295,262	301,028	306,908	312,902
32	325,807	332,378	339,080	345,918	352,894	360,011	367,272	374,678
33	411,382	423,723						

Fourth Tranche

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	13,000	13,109	13,219	13,329	13,441	13,553	13,666	13,780

2	13,819	13,925	14,032	14,140	14,248	14,357	14,468	14,578
3	14,678	14,792	14,905	15,020	15,136	15,251	15,369	15,486
4	15,586	15,706	15,827	15,948	16,071	16,193	16,318	16,443
5	16,543	16,671	16,799	16,928	17,057	17,189	17,321	17,453
6	17,553	17,685	17,824	17,962	18,100	18,238	18,379	18,520
7	18,620	18,763	18,907	19,053	19,198	19,346	19,494	19,644
8	19,744	19,923	20,104	20,285	20,468	20,653	20,840	21,029
9	21,211	21,388	21,567	21,747	21,929	22,112	22,297	22,483
10	23,176	23,370	23,565	23,762	23,961	24,161	24,369	24,567
11	27,000	27,284	27,573	27,865	28,161	28,462	28,766	29,075
12	29,165	29,449	29,737	30,028	30,323	30,622	30,924	31,230
13	31,320	31,633	31,949	32,269	32,594	32,922	33,254	33,591
14	33,843	34, 187	34,535	34,888	35,244	35,605	35,971	36,341
15	36,619	36,997	37,380	37,768	38,160	38,557	38,959	39,367
16	39,672	40,088	40,509	40,935	41,367	41,804	42,247	42,694
17	43,030	43,488	43,951	44,420	44,895	45,376	45,862	46,355
18	46,725	47,228	47,738	48,253	48,776	49,305	49,840	50,382
19	51,357	52,096	52,847	53,610	54,386	55,174	55,976	56,790
20	57,347	58,181	59,030	59,892	60,769	61,660	62,565	63,485
21	63,997	64,940	65,899	66,873	67,864	68,870	69,893	70,933
22	71,511	72,577	73,661	74762	75,881	77,019	78,175	79,349
23	80,003	81,207	82,432	83,683	85,049	86,437	87,847	89,281
24	90,078	91,548	93,043	94,562	96,105	97,674	99,268	100,888
25	102,690	104,366	106,069	107,800	109,560	111,348	113,166	115,012
26	116,040	117,933	119,858	121,814	123,803	125,823	127,876	129,964
27	131,124	133,264	135,440	137,650	139,897	142,180	144,501	146,859

28	148,171	150,589	153,047	155,545	158,083	160,664	163,286	165,951
29	167,432	170,166	172,943	175,766	178,634	181,550	184,513	187,525
30	189,199	192,286	195,425	198,615	201,856	205,151	208,499	211,902
31	278,434	283,872	289,416	295,069	300,833	306,708	312,699	318,806
32	331,954	338,649	345,478	352,445	359,553	366,804	374,202	381,748
33	419,144	431,718						

The rates in the above Salary Schedule represent monthly remuneration for regular or contractual personnel, whether appointive or elective, and on full time employment. The remuneration for those on part-time basis shall be proportionate to the actual services rendered.

Casual personnel shall be paid daily wage rate computed by dividing the corresponding monthly salary rate in the above schedule by twenty-two (22) working days.

SEC. 8. *Mid-Year Bonus.*- As part of the Incentives under the Total Compensation Framework, the Mid-Year bonus equivalent to one (1) month basic salary as of May 15 of a given year, shall be granted to those who have rendered at least four (4) months of satisfactory service and are still in the service as of same date, to be given not earlier than May 15 of every year.

The existing Year-End Bonus equivalent to one (1) month basic salary and Cash Gift of Five thousand pesos (P5,000.00), which are categorized under the Standard Allowances and Benefits component of the Total Compensation Framework, shall be given in November of every year.

SEC.9. *Program on Awards and Incentives for Service Excellence (PRAISE).*- The PRAISE instituted by the Civil Service Commission (CSC) pursuant to the provisions of Executive Order No. 292 (Administrative Code of 1987) stipulating the establishment of an employee suggestions and incentive awards system, shall be categorized under the Incentive component of the Total Compensation Framework. The guidelines on the monetary and/or non-monetary rewards for recognition of personnel under the PRAISE shall be issued by the CSC in consultation with the DBM.

SEC.10. *Compensation Adjustment for Personnel of Local Government Units.*- The modified Salary schedule and additional Incentives authorized herein may be granted to personnel of LGUs subject to compliance with the Personnel Services (PS) limitation in the LGU budget under Section 325 and 331 of Republic Act No. 7160 and authorization from the Sanggunian as provided under Sections 447(a), 458(a) and 468(a) of Republic Act No. 7160.

In the implementation of the salary increases, LGUs shall likewise ensure compliance with the following:

(a) The salaries of LGU personnel that may be authorized shall correspond to the LGU's income classification and shall not exceed the percentage of the Salary Schedule in Section 7 hereof, as follows:

Percentage of the Salary Schedule

	For Provinces/Cities	For Municipalities
Special Cities	100%	
1st Class	100%	90%
2nd Class	95%	85%
3rd Class	90%	80%
4th Class	85%	75%
5th Class	80%	70%
6th Class	75%	65%

(b) The basic pay of barangay personnel shall be in the form of honoraria consistent with Republic Act No. 7160, which shall not exceed the percentage of the Salary Schedule corresponding to the income classification of the LGU. They may be given Year-End Bonus based on the monthly honoraria as of October 31 of the year and Cash Gift of Five thousand pesos (P5,000.00)

However, the minimum Year-End Bonus of One thousand pesos (P1,000.00) for the Punong Barangay and Six hundred pesos (P600.00) for other mandatory barangay officials shall not be subject to the PS limitation.

(c) In case of partial implementation of the authorized compensation rates, the same shall be at uniform percentage across all positions for every LGU.

SEC. 11. *Implementation Schedule*.- For personnel of national government agencies (NGAs), the Salary Schedule in Section 7 hereof shall be implemented in four (4) tranches, with the first tranche beginning on January 1, 2020, the second tranche beginning on January 1, 2021, the third tranche beginning on January 1, 2022, and the fourth tranche beginning on January 1, 2023.

For personnel of GOCCs and LGUs, the implementation period shall not be less than four (4) years depending on their financial capabilities: Provided, That the initial implementation shall not be earlier than January 1, 2020.

SEC.12. *Exempt Entities.*- Exempt entities refer to: (a) government agencies that are not covered by the CPCS authorized under Republic Act No. 6758, as amended; (b) GOCCs governed by the (CPCS) established by GCG under Republic Act No. 10149; and (c) those authorized by law and have actually adopted their own compensation and position classification system.

Exempt entities shall be governed by their respective compensation and position classification systems which shall be made effective upon the recommendation of the DBM or GCG, as the case may be, and approval by the President of the Philippines.

SEC. 13. *Applicability to Certain Officials.*- Pursuant to Section 6 of article VII and Section 10 of Article VI of the Constitution, the salaries authorized herein for the President of the Philippines, Vice-President of the Philippines and Members of Congress shall take effect only after the expiration of the respective terms of the present incumbents.

SEC. 14. *Funding Sources.*- The funding sources for the amounts necessary to implement this Act shall be as follows:

(a) For NGAs, the amount needed for the salary adjustment in FY 2020 shall be charged against any available appropriations in FY 2020 General Appropriations Act and any other available and valid appropriations. Thereafter, such amounts as are needed shall be included in the annual General Appropriations Act.

(b) For GOCCs, the amounts shall come from their respective corporate funds in the corporate operating budgets approved by the DBM. GOCCs which do not have sufficient funds shall only partially implement the rates of compensation authorized herein: *Provided,* That any partial implementation shall be at uniform proportion of such rates for all positions in each GOCC.

(c) For LGUs, the amounts shall be charged against their respective local government funds in accordance with the pertinent provisions of this Act and Republic Act No. 7160.

SEC. 15. *Implementing Guidelines.*- The DBM shall issue the guidelines necessary to implement specific provisions of this Act.

SEC. 16. *Separability Clause.*- If, for any reason, any section or provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SEC. 17. *Applicability of Presidential Decree No. 985 as Amended by Presidential Decree No. 1597 and Other Related Laws.*- All provisions of Presidential Decree No. 985, as amended by Presidential Decree No. 1997; Republic Act No. 6758; Joint Resolution No. 1, series of 1994; Joint Resolution No. 4, series of 2009; and Executive Order No. 201, series of 2016, which are not inconsistent with, expressly modified, revoked or repealed in this Act shall continue to be in full force and effect.

SEC. 18. *Repealing Clause.*- All laws, decrees, orders, rules or regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

SEC. 19. *Effectivity.*- This Act shall take effect on January 1, 2020.

Approved,

(SGD.) **ALAN PETER S. CAYETANO**
Speaker of the House
of Representatives

(SGD.) **VICENTE C. SOTTO III**
President of the Senate

This Act was passed by the Senate of the Philippines and the House of Representatives on December 16, 2019 and December 18, 2019, respectively.

(SGD.) **JOSE LUIS G. MONTALES**
Secretary General
House of Representatives

(SGD.) **MYRA MARIE D. VILLARICA**
Secretary of the Senate

Approved: JAN 08 2020

(SGD.) **RODRIGO ROA DUTERTE**
President of the Philippines

Republic of the Philippines
Professional Regulation Commission
Manila

MEMORANDUM CIRCULAR NO. 01
Series of 2019
June 25, 2019

TO: **ALL CHEMICAL LABORATORIES COVERED BY REPUBLIC ACT (RA) NO. 10657 OR THE CHEMISTRY PROFESSION ACT**

RE: **ADJUSTED MINIMUM AMOUNT OF HAZARD PAY FOR REGISTERED CHEMISTS AND REGISTERED CHEMICAL TECHNICIANS**

On 22 May 2018, the Professional Regulatory Board of Chemistry (Board), with the approval of the Professional Regulation Commission (Commission), issued Board Resolution No. 11 (s 2018), entitled "*Guidelines on the Grant of Hazard Pay to Registered Chemists and Registered Chemical Technicians*" pursuant to Sections 42 and 47 of R.A. No.10657. Part II (2.2) of the Guidelines states, in part, that the minimum amount of the hazard pay per month shall be the total Social Security System (SSS) contribution (employee + employer) which at that time was *Php 1,760.00* x (factor related to attendance) x (level of risk). The Guidelines further provide that the Board may introduce adjustments in the rate of the hazard pay as it may deem reasonable under the circumstances.

As stated, the hazard pay is based on the amount of the SSS contribution, which at present, is already at *Php 2,400.00.* To align the hazard pay with the prevailing SSS contribution rate, the Commission, upon recommendation of the Board, hereby sets the adjusted minimum amount of hazard pay per month to be computed as follows: **Php 2,400.00 x (factor related to attendance) x (level of risk**).

It is understood that the future rates of the hazard pay shall be adjusted accordingly based on the current SSS contribution without need of further issuance from the Board and the Commission.

Let a copy of this Memorandum Circular be published in any newspaper of general circulation for information and compliance by all concerned.

By Authority of the Commission Chairman:

JOSE V. CUETO, JR
Commissioner
Oversight, Technology Cluster (PRB of Chemistry)

DATE OF PUBLICATION IN THE OFFICIAL GAZETTE (THE MANILA TIMES): JUNE 28, 2019
DATE OF EFFECTIVITY: IMMEDIATELY

Vacation Leave

refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service (CSC Omnibus Rules Implementing Book V of Executive Order 292, Rule 1.6).

Vacation Leave With Pay This is granted to employee with cumulative leave credits. This should be filed at least five (5) days in advance, whenever possible and should be approved by the head of unit.

Vacation Leave Without Pay

All absences of an official or employee in excess of his accumulated vacation or sick leave credits earned shall be without pay. When an employee had already exhausted his sick leave credits, he can use his vacation leave credits but not vice versa (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999).

Leave without pay not exceeding one year may be granted. Leave without pay in excess of one month shall require the clearance of the proper head of the department or agency.

Leave without pay shall not be granted whenever an employee still has leave with pay credits, except in the case of secondment (CSC MC No.41, s.1998, Section 58).

Mandatory/Forced Leave

All officials and employees 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 following conditions:

The head of the University shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that they may, in the exigency of service, cancel any previously scheduled leave.

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 service by the head of the University, the scheduled leave not enjoyed shall no longer be deducted from the accumulated vacation leave.

Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.

Those with accumulated vacation leave of less than ten (10) days shall have the option to go or not to go on forced leave. However, officials and employees with accumulated vacation leave of fifteen (15) days who availed of monetization for ten (10) days, shall still be required to go on forced leave (amended by CSC MC No.41, s.1998).

Sick Leave

refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his/her immediate family (CSC Omnibus Rules Implementing of Book V of Executive Order 292, Rule 1.5). Immediate family refers to the spouse, children, parents, unmarried brothers and sisters and any relative living under the same roof and dependent upon the employee for support (CSC Omnibus Rules Implementing Book 22

University of the Philippines Manila V of Executive Order 292, Rule 1.4). When an employee has already exhausted his/her sick leave credits, he/she can use his/her vacation leave credits but not vice versa (CSC MC No. 41, s.1998, Section 56). Sick leave should be filed immediately upon report for duty. Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health, and is duly supported by a medical certificate.

Special Leave Privileges (SLP)

In addition to vacation, sick, maternity and paternity leave, officials and employees with or without existing or approved Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws (Section 21 of Omnibus Rule On Leave Rule XVI of the Omnibus Rules Implementing Book V of EO 292, as Amended by CSC MC Nos. 41, s. 1998; 6 and 14, s. 1999), are granted the following special leave privileges subject to the conditions hereunder stated:

An employee can still avail of his/her birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holiday, either before or after the occasion.

Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.

Three-day limit for a given year shall be strictly observed: an employee can avail of one special leave privilege (SLP) each day for three (3) days or a combination of any of the leaves for maximum of three days in a given year. Special leave privileges are non-cumulative and strictly non-convertible to cash.

The University shall grant its employees, a maximum of three (3) days of noncumulative, non-commutable special leave privileges (SLP) every year, to be used in any of the following:

- Birthday;
- Emergency, in case of earthquake, typhoon, flood and other natural and/or man
- made disasters or calamities;
- Enrollment;
- Graduation;
- Hospitalization for immediate members of the family;
- Wedding and honeymoon; wedding anniversary;
- Relocation subject to the submission of a certification from the barangay;
- Burial and bereavement period, in case of death of the spouse or any of the children, parents, brothers or sisters
- Government transactions; and
- Domestic emergencies.

Paternity Leave

Married male employee is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting (CSC Omnibus Rules Implementing Book V of Executive Order 292, Rule XVI, Section 19).

Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during or after the childbirth or miscarriage of his legitimate

spouse (CSC MC No. 14, s. 1999, Section 20).

Rehabilitation Leave for Job-related Injuries

Application of officials and employees for leave of absence on account of wounds or injuries incurred in the performance of duty must be made on the prescribed form, supported by proper medical certificate as evidence showing that the wounds or injuries were incurred in the performance of duty.

The head of department/agency concerned shall direct that the absence of an employee during his/her period of disability thus occasioned shall be on full pay, but not to exceed six (6) months. The head may also authorize payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured person. Absence in the case contemplated shall not be charged against sick or vacation leave, if there are any (Section 55, Rule XVI, CSC MC No. 41, s.1998).

Ten (10) Days Leave Under RA 9262 (Anti-Violence Against Women and Their Children Act of 2004)

Violence Against Women and Their Children Act of 2004 is the series of acts committed by any person against a woman or with whom he has a sexual or dating relationship, his wife or former wife, or with whom he has a common child, or against her child whether legitimate or illegitimate.

Conditions for the availment of 10 Days Leave under RA 9262:

- May apply for leave continuously or in an intermittent manner;
- Non commutative and non-cumulative and will be forfeited if not used within a year;
- May apply for extension of leave, but it will be charged to his/her leave credits.

The following employees are qualified to avail of such leave:

- Any woman in the government service regardless of employment status who is a victim of violence as defined under Section 3 of the Act, or;
- Any woman employee whose child is a victim of violence as defined under whose age is below 18 or above 18 but unable to take care of himself/herself (Section 3 of the Act. CSC MC No.25 dated 1 December 2010)

Special Leave Benefits for Women under RA 9710 (An Act Providing for the Magna Carta of Women)

Any female employee regardless of age and civil status, shall be entitled to a special leave for a maximum of two months with full pay provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders.

Parental Leave of Seven (7) Working Days Under RA 8972 (The Solo Parent Welfare Act of 2000)

A woman who gives birth as a result of rape.

- Death of spouse -Detained spouse
- Physical and mental incapacity of the spouse certified by the medical practitioner

- Legal separation from spouse for at least one (1) year
- Annulment of marriage
- Unmarried status and has preferred to keep and rear his/her child instead of giving her/him up to an institution.
- Any other person who solely provides parental care and support to a child or children.
- Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parents.

Conditions for the grant of Solo Parent Leave:

- At least one year government service whether continuous or broken at the time of effectivity or RA 8972, September 22, 2002
- Regardless of employment status -Maybe availed every year
- Must be filed five (5) days in advance
- May be availed 7 days continuous or on staggered basis
- It will be forfeited if not availed within a year
- Non-convertible to cash and non-cumulative

Leave Benefits Granted Under the Collective Negotiation Agreement (CNA)

1. Five (5) days additional sick leave for job-related injuries or sickness (Ratified 27 April 2015 by All UP Workers Union);
2. Three (3) days additional Special Leave Privilege (SLP)
3. Two (2) days Nursing Leave for nursing mothers
4. Two (2) days leave in case of hospitalization/confinement of immediate members of family

[REPUBLIC ACT NO. 6713]

AN ACT ESTABLISHING A CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST,
GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE, ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Title. — This Act shall be known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Section 2. Declaration of Policies. — It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Section 3. Definition of Terms. — As used in this Act, the term:

(a) "Government" includes the national government, the local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.

(b) "Public Officials" includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

(c) "Gift" refers to a thing or a right disposed of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.

(d) "Receiving any gift" includes the act of accepting directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.

(e) "Loan" covers both simple loan and *commodatum* as well as guarantees, financing arrangements or accommodations intended to ensure its approval.

(f) "Substantial stockholder" means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

(g) "Family of public officials or employees" means their spouses and unmarried children under eighteen (18) years of age.

(h) "Person" includes natural and juridical persons unless the context indicates otherwise.

(i) "Conflict of interest" arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.

(j) "Divestment" is the transfer of title or disposal of interest in property by voluntarily, completely and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Act.

(k) "Relatives" refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including *bilas, inso* and *balae.*

Section 4. Norms of Conduct of Public Officials and Employees. — (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) *Commitment to public interest*. — Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) *Professionalism.* — Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(c) *Justness and sincerity.* — Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) *Political neutrality*. — Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) *Responsiveness to the public*. — Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-

economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) *Nationalism and patriotism*. — Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) *Commitment to democracy*. — Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) *Simple living*. — Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards including the dissemination of information programs and workshops authorizing merit increases beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experimentation on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

Section 5. Duties of Public Officials and Employees. — In the performance of their duties, all public officials and employees are under obligation to:

(a) *Act promptly on letters and requests*. — All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request.

(b) *Submit annual performance reports*. — All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.

(c) *Process documents and papers expeditiously*. — All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer–in-charge shall sign for and in their behalf.

(d) *Act immediately on the public's personal transactions.* — All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.

(e) *Make documents accessible to the public.* — All public documents must be made accessible to, and readily available for inspection by, the public within reasonable working hours.

Section 6. System of Incentives and Rewards. — A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and Chairman of the Civil Service Commission as Co- Chairmen, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members.

It shall be the task of this Committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act.

The conferment of awards shall take into account, among other things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, paid vacations and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

Section 7. Prohibited Acts and Transactions. — In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

(a) *Financial and material interest*. — Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) *Outside employment and other activities related thereto*. — Public officials and employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) *Disclosure and/or misuse of confidential information*. —
Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

(1) To further their private interests, or give undue advantage to anyone; or

(2) To prejudice the public interest.

(d) *Solicitation or acceptance of gifts.* — Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the Congress consents to:

(i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;

(ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or

(iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this subsection, including pertinent reporting and disclosure requirements.

Nothing in this Act shall be construed to restrict or prohibit any educational, scientific or cultural exchange programs subject to national security requirements.

Section 8. Statements and Disclosure. — Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

(A) *Statements of Assets and Liabilities and Financial Disclosure*. — All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

(a) real property, its improvements, acquisition costs, assessed value and current fair market value;

(b) personal property and acquisition cost;

(c) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;

(d) liabilities, and;

(e) all business interests and financial connections.

The documents must be filed:

(a) within thirty (30) days after assumption of office;

(b) on or before April 30, of every year thereafter; and

(c) within thirty (30) days after separation from the service.

All public officials and employees required under this section to file the aforestated documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including, if possible, the year when they first assumed any office in the Government.

Husband and wife who are both public officials or employees may file the required statements jointly or separately.

The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interests and Financial Connections shall be filed by:

(1) Constitutional and national elective officials, with the national office of the Ombudsman;

(2) Senators and Congressmen, with the Secretaries of the Senate and the House of Representatives, respectively; Justices, with the Clerk of Court of the Supreme Court; Judges, with the Court Administrator; and all national executive officials with the Office of the President;

(3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;

(4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below said ranks, with the Deputy Ombudsman in their respective regions; and

(5) All other public officials and employees, defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

(B) *Identification and disclosure of relatives.* — It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

(C) *Accessibility of documents.* — (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.

(2) Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law.

(3) Any person requesting a copy of a statement shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.

(4) Any statement filed under this Act shall be available to the public for a period of ten (10) years after receipt of the statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) *Prohibited acts.* — It shall be unlawful for any person to obtain or use any statement filed under this Act for:

(a) any purpose contrary to morals or public policy; or

(b) any commercial purpose other than by news and communications media for dissemination to the general public.

Section 9. Divestment. — A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the public official or employee is a partner in a partnership.

The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor to laborers and casual or temporary workers.

Section 10. Review and Compliance Procedure. — (a) The designated Committees of both Houses of the Congress shall establish procedures for the review of statements to determine whether said statements which have been submitted on time, are complete, and are in proper form. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct him to take the necessary corrective action.

(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of Congress shall have the power within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the majority of the particular House concerned.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.

(c) The heads of other offices shall perform the duties stated in subsections (a) and (b) hereof insofar as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

Section 11. Penalties. — (a) Any public official or employee, regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Sections 7, 8 or 9 of this Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.

(b) Any violation hereof proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.

(c) Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subject to the same penal liabilities as the public officials or employees and shall be tried jointly with them.

(d) The official or employee concerned may bring an action against any person who obtains or uses a report for any purpose prohibited by Section 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount not to exceed twenty-five thousand pesos (P25,000.00). If another sanction hereunder or under any other law is heavier, the latter shall apply.

Section 12. Promulgation of Rules and Regulations, Administration and Enforcement of this Act. — The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution arising from violations of this Act to the proper authorities for appropriate action: *Provided, however*, That it may institute such administrative actions and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be construed as a deprivation of the right of each House of Congress to discipline its Members for disorderly behavior.

The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provisions of this Act, including guidelines for

individuals who render free voluntary service to the Government. The Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

Section 13. Provisions for More Stringent Standards. — Nothing in this Act shall be construed to derogate from any law, or any regulation prescribed by any body or agency, which provides for more stringent standards for its official and employees.

Section 14. Appropriations. — The sum necessary for the effective implementation of this Act shall be taken from the appropriations of the Civil Service Commission. Thereafter, such sum as may be needed for its continued implementation shall be included in the Annual General Appropriations Act.

Section 15. Separability Clause. — If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

Section 16. Repealing Clause. — All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provide for a heavier penalty.

Section 17. Effectivity. — This Act shall take effect after thirty (30) days following the completion of its publication in the *Official Gazette* or in two (2) national newspapers of general circulation.

Approved, February 20, 1989.

Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Office of the University and Board Secretary
Normal Road, Baliwasan, Zamboanga City 7000
Tel. No. (062) 993-5857 Fax No. (062) 955-3065

EXCERPTS FROM THE MINUTES OF THE 207th REGULAR BOARD MEETING (FIRST QUARTER REGULAR BOARD MEETING, C.Y. 2025) OF THE WESTERN MINDANAO STATE UNIVERSITY BOARD OF REGENTS HELD AT THE COLLEGE OF HOME ECONOMICS FUNCTION ROOM, WESTERN MINDANAO STATE UNIVERSITY, NORMAL ROAD, BALIWASAN, ZAMBOANGA CITY, ON MARCH 21, 2025, 1:00 O'CLOCK IN THE AFTERNOON.

RESOLUTION NO. 22
Series of 2025

A RESOLUTION APPROVING THE PROPOSED FACULTY MANUAL OF WESTERN MINDANAO STATE UNIVERSITY

WHEREAS, Western Mindanao State University (WMSU) is committed to maintaining a high-quality and well-regulated faculty body to support its mission of providing excellent education, research, and community service;

WHEREAS, the University recognizes the need for a comprehensive and up-to-date Faculty Manual to serve as a guide and reference for all faculty members in understanding their rights, responsibilities, and professional development opportunities;

WHEREAS, the University Administration, through the Office of the Vice President for Academic Affairs and the Human Resource Management Office, and the WMSU Faculty Union, have undertaken a thorough review and revision of the existing Faculty Manual to ensure its alignment with the University's strategic goals, current labor laws, and best practices in higher education;

WHEREAS, the proposed Faculty Manual has been widely consulted with the faculty members, deans, department heads, and other relevant stakeholders to gather their inputs and ensure its acceptability and effectiveness;

WHEREAS, the Board of Regents has reviewed the proposed Faculty Manual and found it to be comprehensive, well-structured, and consistent with the University's policies and guiding principles;

WHEREAS, the Board of Regents deliberated the *"Proposed WMSU Faculty Manual"* as discussed in *"Annex H"* of the Agenda Folder with Attachments as part and parcel of this resolution;

Western Mindanao State University
Office of the University and Board Secretary
Zamboanga City
CERTIFIED TRUE COPY
APR 0 4 2025
Date