Foreword

Western Mindanao State University has long stood as a pillar of public higher education in the region, steadfast in its commitment to its four-fold mandate: instruction, research, extension, and governance. Guided by its vision of academic excellence, relevance, and service to society, the University remains grounded in the values of integrity, accountability, and innovation.

Excellence in these areas does not happen by chance. It is shaped by sound policy, a coherent structure, and a shared vision of service and leadership.

At the heart of institutional life is the University Code—the foundational document that defines the framework within which we govern, operate, and grow. It outlines the rights and responsibilities of every member of the academic community, delineates decision-making structures, and sets the policies that guide the University's pursuit of relevance, quality, and excellence.

Given the dynamic and evolving landscape of higher education, characterized by technological advancement, internationalization, and shifting societal needs, the periodic review and updating of the University Code is both timely and necessary. As the principal charter that governs the policies, operations, and strategic direction of WMSU, the Code must remain responsive, forward-looking, and aligned with national priorities and global standards.

This updated edition is the result of a collaborative and inclusive process. It reflects the shared commitment of the University's academic and administrative sectors, informed by extensive consultations through the Academic and Administrative Councils, and enriched by the wisdom and approval of the Board of Regents.

More importantly, this Code reaffirms WMSU's enduring commitment to transparency, excellence, and inclusive growth. It is more than a set of rules; it is a vision for governance, a roadmap for institutional effectiveness, and a declaration of our collective responsibility to uphold the highest standards in higher education.

As we embrace this updated Code, may it serve as a compass that guides our journey as we honor our rich legacy, uphold our values, and propel ourselves toward a future defined by innovation, integrity, and meaningful impact.

MA. CARLA A. OCHOTORENA, RN, DPA
President

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List of Acronyms

ACR – Alien Certificate of Residence
AEOP – Agriculture Education Outreach Program
AFP – Armed Forces of the Philippines
ANEC – Applied Non-Conventional Energy Center
APP – Annual Procurement Plan
BAC – Bids and Awards Committee
BOR – Board of Regents
BSCD – Bachelor of Science in Community Development
BSHE – Bachelor of Science in Home Economics
BSHRM – Bachelor of Science in Hotel and Restaurant Management
BPA – Bachelor of Public Administration
BSND – Bachelor of Science in Nutrition and Dietetics
BSSW – Bachelor of Science in Social Work
CA – College of Agriculture
CAIS – College of Asian and Islamic Studies
CArch – College of Architecture
CAT – Citizens Army Training
CCE – Center for Continuing Education
CCH – College of Communications and Humanities
CCJE – College of Criminal Justice Education
CDFS – Center for Dormitory and Food Services
CET – College of Engineering and Technology

CET	–	College Entrance Test
CFAG	–	Certification on the Final Action on the Grievance
CFES	–	College of Forestry and Environmental Studies
CHE	–	College of Home Economics
CHED	–	Commission on Higher Education
CLA	–	College of Liberal Arts
CLaw	–	College of Law
CMED	–	College of Medicine
CMO	–	CHED Memorandum Order
CMT	–	Citizens' Military Training
CN	–	College of Nursing
COA	–	Commission on Audit
CODAP	–	Community Outreach and Development Advocacy Program
CODI	–	Committee on Decorum and Investigation
COC	–	Compensatory Overtime Credit
COS	–	Contract of Service
CPADS	–	College of Public Administration and Development Studies
CPD	–	Center for Peace and Development
CSSPE	–	College of Sports Science and Physical Education
CPO	–	Career and Placement Office
CSC	–	Civil Service Commission
CSM	–	College of Science and Mathematics
CSS	–	College of Social Sciences
CSWCD	–	College of Social Work and Community Developments
CTE	–	College of Teacher Education
CTO	–	Compensatory Time-Off
CY	–	Calendar Year
DBM	–	Department of Budget and Management
DENR	–	Department of Environment and Natural Resources
DESCD	–	Department of Extension Services and Community Development
DFA	–	Department of Foreign Affairs
ECC	–	Environmental Compliance Certificate
ESSU	–	External Special Studies Unit
EWU	–	Equivalent Workload Units
FTE	–	Full-Time Equivalent
GAA	–	General Appropriations Act
GAD	–	Gender and Development
GB	–	Governing Board
GRRC	–	Gender Research and Resource Center
GSIS	–	Government Service Insurance System
HANDOG	–	Hands of Goodwill Program
HRD	–	Human Resource Development
IAO	–	Internal Audit Office
ICR	–	Immigration Certificate of Residence
ICT	–	Information, Communications and Technology
IDP	–	Individual Daily Program
IGP	–	Income Generating Project
INC	–	Incomplete
IS	–	Information System

IT	–	Information Technology
JEEP	–	Job Enabling English Proficiency
LDRC	–	Language Development and Resource Center
LOI	–	Letter of Instruction
LSO	–	Legal Services Office
MILO	–	Manila Liaison Office
MISTO	–	Management Information System Technology Office
NBC	–	National Budget Circular
NGO	–	Non-government Organization
NSTP	–	National Service Training Program
OCTA	–	Office of Culture and the Arts
OIC	–	Officer in Charge
PAO	–	Public Affairs Office
PD	–	Presidential Decree
PES	–	Performance Evaluation System
PHSI	–	Peace and Human Security Institute
PLAO	–	Paralegal Legislative Affairs Office
PMO	–	Project Management Office
PPMP	–	Project Procurement Management Plan
PRAISE	–	Program for Rewards, Awards, and Incentives for Service Excellence
PRC	–	Professional Regulation Commission
PSWF	–	*Pambansang Sentro sa Wikang Filipino*
RDEC	–	Research Development and Evaluation Center
REOC	–	Research Ethics Oversight Committee
RLE	–	Related Learning Experience
ROTC	–	Reserve Officers Training Course
RPDU	–	Research Project Development Unit
S&T	–	Science and Technology
SC	–	Search Committee
SDBU	–	Statistical and Data Bank Unit
SPMS	–	Strategic Performance Management System
SR	–	Student Regent
SY	–	School Year
TL	–	Teachers' Leave
TLO/IPRU	–	Technology Licensing Office/Intellectual Property Rights Unit
TOEFEL	–	Test of English as a Foreign Language
UASO	–	University Auxiliary Service Office
UCLG	–	University Center for Local Governance
URACCS	–	Uniform Rules on Administrative Cases in the Civil Service
USC	–	University Student Council

PRELIMINARY TITLE

Chapter 1
Title, Coverage and Interpretation

ARTICLE 1. ***Title.*** The Code shall be known as *"The Western Mindanao State University Code"* and may be cited as *"The WMSU Code" or "The University Code."*

ARTICLE 2*. Coverage*. The Code shall apply to the Western Mindanao State University and other units and schools integrated to the University.

ARTICLE 3. *Interpretation.* The Code shall be interpreted in favor of the values, principles and policies that the Western Mindanao State University stands for.

Chapter 2
Declaration of Principles and Policies

ARTICLE 4. *Nature of the University*. The Western Mindanao State University is a state, nonsectarian, non-profit institution of higher learning endowed with juridical personality and corporate powers in accordance with law.

ARTICLE 5. *Mission and Purpose.* The Western Mindanao State University shall provide quality higher education through instruction, research, extension and production, pursuant to regional, national and international development goals.

The University shall offer graduate and undergraduate courses in the arts and humanities, behavioral sciences, science and technology, and other courses necessary to meet national and global needs. It shall educate and produce well-trained, forward-looking professional and technical human resources in various disciplines and fields of specialization for the advancement of knowledge, socio-economic, political, technological and cultural development to meet local and global competition and world class standards

ARTICLE 6. *Powers.* The powers of the University, in addition to those provided for in the 1987 Constitution of the Philippines and Republic Act No. 8292, shall be those set forth in its Charter (Presidential Decree No. 1427, as amended by PD No. 1437), and those granted to corporations, in general, under the Corporation Law, and such other powers as may be provided by law.

ARTICLE 7. *Academic Freedom and Institutional Autonomy.* As an institution of higher learning, the Western Mindanao State University shall enjoy academic freedom and institutional autonomy. (Article XIV, 1987 Philippine Constitution and RA 8292, Article 11)

ARTICLE 8*. The University Colors and Seal.* The University colors shall be crimson and white: white symbolizing purity, unity and truth and crimson symbolizing celestial love of good. An inner white circle between two crimson circles hems in the University seal. Emblazoned in an arc form is the name of the university in bold and white letters. The lower arc bears the year "**1904"**, the institution's original foundation year. Immediately beneath the date is **"Zamboanga City"**, the domicile of the first State University in Western Mindanao. Figure 1 illustrates the University Seal.

The inner-bounded crimson circle with white background describes the true *persona* of the University in her pursuit for excellence. The sail represents the diversity of the Mindanaoan culture and the people's quest for self-fulfillment; the lighted torch upon an open book represents the guiding light for academic excellence and truth; the laurel leaves symbolize the triumph in the pursuit for knowledge and wisdom; and the eagle with outstretched wings depicts the power of education and academic freedom for institutional development and distinction.



Figure 1: The University Seal

WESTERN MINDANAO STATE UNIVERSITY

BOOK 1

University Governance and Management

TITLE

I Governance and Administration
II General Administration and Support Services
III Independent and Affiliate Offices

TITLE I
GOVERNANCE and ADMINISTRATION

Chapter 1
The Board of Regents

ARTICLE 9. ***The Board of Regents and its Composition.*** The Regency holds a mandate of public trust for a state university. It represents a function carried out through membership on the university's governing board and is defined by the Higher Education Modernization Law

(Republic Act 8292). The WMSU Board of Regents shall be a self-regulating body that is legally and ultimately responsible for the university and everything that goes on in it. Its composition shall be as follows:

a. Chairman of the Commission on Higher Education (CHED), Chairman;
b. President of the University, Vice-Chairman;
c. Chairman of the Congressional Committees on Education and Culture,
d. Regional Director of the National Economic Development Authority (NEDA) where the main campus of the university is located (Region 9);
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,
f. President of the faculty association;
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 representative;
h. President of the Alumni Association of the institution;
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.

ARTICLE 10*.* ***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, nonstock corporations as provided for under the Corporation Law of the Philippines in accordance to Section 4 of RA 8292.

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

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.

ARTICLE 11. ***Representatives to the Board of Regents from the Government Sector***. If the Chairs of the Congressional Committees on Education, Arts and Culture/Higher and Technical Education cannot personally attend any regular or special meeting of the Board, they may designate in writing their representatives to the said meeting who shall be entitled to vote, upon the presentation of their written authority to the Board Secretary before the start of the said meeting.

The other members of the Board of Regents coming from the government shall personally attend the meetings or sessions and may not send representatives.

In case the concerned government agency has no regional director or regional office, its agency head shall accordingly designate in writing his/her agency's representative to the Board of Regents.

ARTICLE 12. ***Selection, Appointment and Qualifications of the Board Members from the Private Sector.*** The selection and appointment of the members of the Board from the private sector shall be in accordance with Rule IV, Article 10 of CHED Memorandum Order No.3 series of 2001.

ARTICLE 13. ***Term of Office.*** The presidents of the faculty and alumni associations and the student regent shall sit in such capacities in the Board until the expiration of their respective terms of office (RA 8292).

The term of office of the Federation President or Federation Chair or Federation Head of the student council or government, faculty union and alumni association as members of the Board shall be *co-terminus* with their terms of office in such capacities in accordance with their respective Constitutions and By-laws.

ARTICLE 14. ***Promulgation and Implementation of Policies*****.** The Board of Regents 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 Commission on Higher Education (CHED) under RA 7722 (from RA 8292).

ARTICLE 15. ***Powers and Duties.*** The governing board shall have the following specific powers and duties in addition to the general powers of administration and the powers granted to the board of directors of a corporation under Article 36 of ***Batas Pambansa*** **Blg. 68,** otherwise known as the Corporation Code of the Philippines (RA 8292, Sec. 4):

a. Enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;

b. Receive and appropriate all sums in the manner it may determine in its discretion to carry out the purpose and functions of the University;

c. Receive 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.

   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; *provided* finally, that the same privileges shall also be extended to non-stock, non-profit private universities with the approval of the local government unit concerned and in coordination with the CHED; and

d. Fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees, and laboratory fees, as the Board of Regents deem proper to impose after due consultations with the involved sectors.

   Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue from there shall form part of the same fund for the use of the University; *provided*, that the income derived from University hospitals shall be exclusively earmarked for the operating expenses of the hospital.

   Any provision of existing laws, rules, and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants shall be retained by the University, and may be disbursed by the Board of Regents for instruction, research, extension, or other programs/projects of the University: *provided*, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

   If, for reasons beyond control, the University 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 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;

e. Adopt and implement a socialized scheme of tuition and school fees for greater access to poor and deserving students;

f. 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 the Board of Regents shall be exempted from all taxes and duties;

g. Appoint, upon the recommendation of the President of the University, vice-presidents, deans, directors, heads of divisions and departments, faculty members, and other officials and employees;

h. 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;

i. Approve the curricula, institutional programs, and rules of discipline drawn by the administrative and academic councils as herein provided

j. Set policies on admission and graduation of students;

k. Award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, sciences, and technology or in any field of

specialization within the academic competence of the University and to authorize the award of certificates of completion of non-degree and non-traditional courses;

l. Absorb non-chartered tertiary institutions within the province in coordination with the Commission on Higher Education and in consultation with the Department of Budget and Management.

m. Establish research and extension centers/institutes that will promote the development of the University;

n. Establish professorial chairs in the University and to provide fellowships for qualified faculty members and to grant scholarships to deserving students;

o. 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;

p. Authorize an external management audit to be financed by the Commission on Higher Education and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

q. Collaborate with other governing boards of state universities and colleges within the province or the region, under the supervision of the Commission on Higher education and in consultation with the Department of Budget and Management, in restructuring said colleges and universities to become more efficient, relevant, productive, and competitive;

r. Enter into joint ventures with business and industry for profitable development and management of economic assets, the proceeds of which to be used for the development and strengthening of the University;

s. Develop consortia and other forms of linkages with local government units, institutions, and agencies, which may be public and private, local and foreign, in furtherance of the purpose and objectives of the University;

t. Develop academic arrangements for institutional 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, and researchers, as the case may be;

u. Set-up adoption of modern and innovative modes of transmitting knowledge that entails the use of information technology, the dual system, open learning, community laboratory, and other technologies for the promotion of greater access to higher education.

v. Establish policy guidelines and procedures for participative decision-making and transparency within the University;

w. Privatize, where most advantageous to the University, management of non-academic services such as health, food, building or grounds, or property maintenance and such other similar activities; and

x. Extend the term of the president of the University beyond the age of retirement but not beyond the age of seventy, whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the University.

ARTICLE 16. ***Meetings.*** The Board may hold either regular or special meetings, the frequency, date, and venue of which shall be pre-determined. Provided, that the Board shall convene regularly at least once every quarter. Provided, further, that special sessions may be held only upon the call of the Chair after proper notice in writing to the members thereof at least three (3) days before its holding. Provided, finally, that any member who believes that a special session should be conducted may petition in writing the CHED Chair accordingly. The President of the University shall be responsible for making the necessary preparations to ensure the smooth holding of regular meetings or special sessions of the Board. Provided, further, that special sessions may be held only upon the call of the Chair after proper notice in writing to the members thereof at least three (3) days before its holding.

ARTICLE 17*. Quorum*. A majority of all the members of the Board holding office and present at the time of its regular meeting or special session shall constitute a quorum for the said regular meeting or special session. No regular meetings or special sessions of the Board shall be held without the presence of either the Chair or his/her duly designated representative or the President of the University as Vice-Chair thereof.

ARTICLE 18. ***Presiding Officer.*** The CHED Chair, or his/her duly authorized representative, in his/her capacity as Chair of the Board, shall preside over the regular meetings or special sessions thereof. Provided, that in the absence of the CHED Chair, s/he may designate in writing a CHED Commissioner to act as the regular Chairman of the Board in any of its regular meetings or special sessions in which case the CHED Commissioner so designated shall act as the presiding officer.

In case the CHED Chair or his/her duly authorized representative is unable to attend any regular meeting or special session of the Board of Regents of the University, the President of the University, as Vice-Chairman of Board, shall preside such meetings.

ARTICLE 19. ***Compensation*.** The Chair, Vice-Chair and Members shall not receive any regular compensation. They shall, however, be entitled to allowances as allowed by law and reimbursements of actual necessary expenses incurred during or in conjunction with their attendance in the regular meetings.

Chapter II
The University President

ARTICLE 20. ***The University President.*** The administration of the University shall be vested in the President of the University who shall render full time service and who shall be appointed by the Board of Regents from among those recommended by the Search Committee in accordance with law.

ARTICLE 21. ***Term of Office.*** The University President shall have a term of four years and shall be eligible for reappointment for another term: *provided*, that this provision shall not adversely affect the terms of the incumbent (RA 8292).

ARTICLE 22. ***Vacancy.*** In case of vacancy by reason of death, resignation, removal for cause or incapacity of the President, the Board of Regents, with the CHED Chairman as Presiding Officer shall have the authority to designate an Officer-in-Charge to perform the functions of his/her office, 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. (RA 8292, Sec.6)

ARTICLE 23. ***Powers and Functions of the University President.*** The President of the University 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. All officers and members of the administrative staff and all other employees of the University shall be under the direction of and control of the President of the University. S/he shall have general supervision and control of all business matters as well as of all administrative and financial operations 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. S/he shall direct or assign the details of executive action and shall exercise the following powers and functions:

a. 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.

b. 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. S/he shall sign all diplomas and certificates issued by the University together with the University Secretary and the dean of the colleges;

c. Recommend to the Board of Regents the appointments of competent and qualified persons to fill all vacancies and new positions in accordance with rules and procedures. S/he shall have the authority to fill vacancies temporarily and to make such arrangements as are necessary to meet all exigencies of the service;

d. 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;

e. Recommend to the Board of Regents the change of leave status of the faculty from teacher's leave to cumulative leave or vice-versa;

f. Through the Chair of the CHED, submit to the Office of the President of the Republic of the Philippines, the Senate, and the House of Representatives, a detailed annual report

highlighting the work of the past year and the condition, programs, and needs of the current year, not later than March 31 of every year;

g. Present to the Board of Regents the plans for university development and operations including the annual procurement plan and the proposed annual budget of the University;

h. Subject to the approval/ confirmation of the Board of Regents, 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, s/he 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 s/he may impose;

i. 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;

j. 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, s/he 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;

k. Modify or disapprove any action of the dean of any college or institute, or of the chiefs/heads of administrative sections/units, if in his/her judgment the larger interest of the University so requires. Should s/he 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 s/he shall accordingly inform the Board of Regents, which may take any action it deems appropriate in connection therewith;

l. Invite 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 s/he may authorize the payment of honoraria for such service, to be taken out of the University's funds at such rates as may be reasonable;

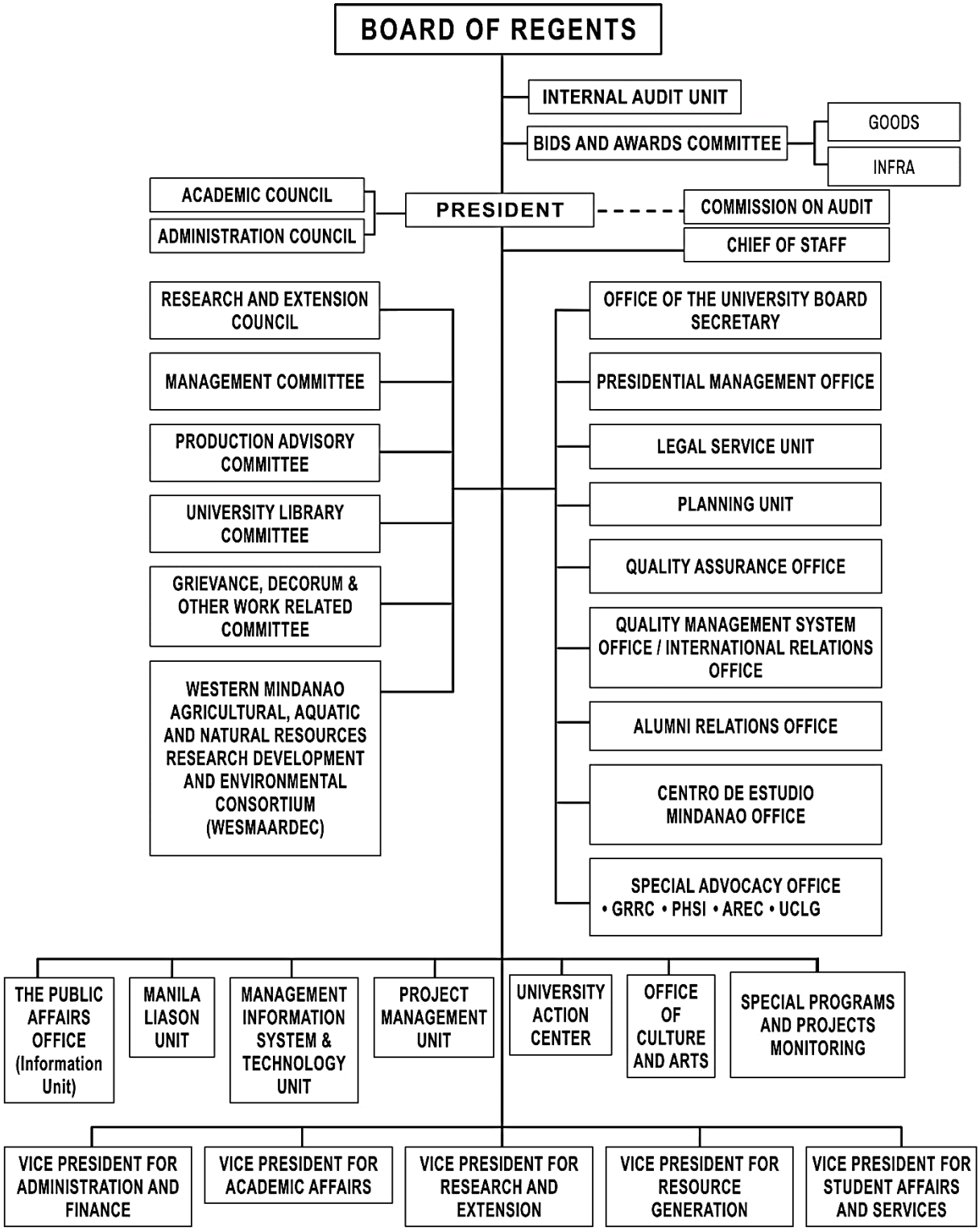
m. In the exigency of the service, may designate a Vice-President, and/or a ranking officer of the administration to act as Officer-in-Charge who shall carry out management of the University affairs in his/her name and according to his/her instructions and the policies of the Board of Regents, to promote effectiveness, efficiency, and economy in the delivery of University services, inclusive of routinary action on the following:

    1. Travel order, Itinerary of travel, and Certificate of Travel Completed of Deans/Directors/Chiefs of offices/employees;
    2. Purchase request, local canvass, purchase orders up to a specified amount, and request for issuance of supplies;
    3. Daily time records, application for leave, and clearance from money and property accountabilities of employees;

4. Human resource development matters like training courses and scholarships of employees that are less than one month, whether local or international can be delegated by the president;
5. Vouchers up to a specified amount pertinent to the sector; and
6. All other documents as may be directed by the President

n. Exercise 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. S/he may delegate in writing any of his/her specific functions to any other officer of the University.

Figure 2 - ORGANIZATIONAL CHART FOR THE OFFICE OF THE PRESIDENT



Chapter III
The Academic Council

ARTICLE 24. ***Composition.*** There shall be a University Academic Council composed of the University President as Chair, the Vice-President for Academic Affairs as Vice-Chair, and all faculty members with the rank not lower than assistant professor as members. Faculty members and other officials of the University including student representatives may attend meetings as observers only. (Rule IX, Article 38 of CMO No. 3 Series of 2001)

ARTICLE 25. ***Functions.*** Subject to existing laws and rules, the Academic Council shall:

a. Review and recommend the curricular offerings, standards, and rules of discipline of the University to the Board of Regents for appropriate action;

b. Determine and act on policies and guidelines for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval of the Board of Regents;

c. Advice the University President on matters that will affect the academic policies of the University.

ARTICLE 26. ***Officers.*** The University President shall be the presiding officer of the Academic Council. In his/her absence, the Vice President for Academic Affairs shall preside, and in the absence of both, the Vice-President for Administration and Finance. The Secretary of the University shall be *ex-officio* Secretary of the Academic Council. As such, the Secretary shall issue notices for meetings of the Council, forward a copy of the order of business of every regular meeting to each member of the Council at least three (3) days in advance; keep the minutes of the proceedings; and furnish each member of the Council with a copy of said minutes.

ARTICLE 27. ***Procedure for the Deliberation of Proposals.*** Presentation of proposals for deliberation by the Academic Council shall be in accordance with the following procedure:

a. The Dean of the concerned college shall submit the program or project proposals on curriculum and other academic matters to the University Curriculum Committee for evaluation with respect to the forms and requirements determined and prescribed for by the University Curriculum Committee; and
b. The Chair of the University Curriculum Committee shall then submit the evaluated proposals with their recommendation to the Office of the Vice President for Academic Affairs, who shall in turn forward the same with the necessary recommendations to the Office of the President.

ARTICLE 28. ***Meetings and Quorum.*** The Academic Council shall have regular and special meetings. Regular meetings shall be held at least once in a semester at such times as the President of the University may determine, provided that the President may call special meetings as s/he deems necessary or upon request of the majority of the members.

Each member of the Council shall attend all its meetings, but may be excused from attendance for reasons their Deans or Directors may consider satisfactory. Provided, however, that faculty members of the University's units that are situated outside Zamboanga City may not attend the meetings unless specifically directed to do so by the University President.

A quorum of the Academic Council shall consist of one-half plus one of all its members.

Chapter IV
The Administrative Council

ARTICLE 29. ***Composition.*** There shall be a University Administrative Council consisting of the University President as Chair, the Vice-President(s), Deans, Directors, and other officials of equal rank as members (RA 8292, Sec. 9). The University Secretary shall be its *ex-officio* Secretary. (Rule IX, Article 36 of CMO No.3 series of 2001). The presidents or heads of recognized faculty and employees' associations and supreme student government, editor-in-chief of the official school paper and Resident Auditor may attend but with non-voting powers.

ARTICLE 30. ***Functions.*** The Administrative Council shall review and recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action and act in an advisory capacity to the President of the University in administrative matters pertaining to his/her office for which s/he seeks advice. (RA 8292, Sec. 9); (Rule IX, Article 37 of CMO No. 3 series of 2001);

ARTICLE 31. ***Meetings and Quorum.*** The University President shall be the Presiding Officer of the Administrative Council which shall meet at such times as the President may determine. Provided, that a special meeting may be held upon the request of the majority of the Council members holding office at the main campus in Zamboanga City. The Secretary shall issue notice of every meeting at least three (3) days in advance, keep minutes of the proceedings; and provide a copy of the proceedings to each member thereof.

Each member of the Administrative Council should attend all meetings of the council. A simple majority (one-half plus one of all its members) shall constitute a quorum.

Chapter V
Other Coordinating and Advisory Bodies with the Office of the President

ARTICLE 32. ***The University Research Committee.*** There shall be a University Research Committee with the Vice President for Research, Extension Services, and External Linkages (VPRESEL) as Chair. The VPRESEL, through the Dean of the Research Development and Evaluation Center, shall coordinate the research activities of the University research networks.

SECTION 1. ***Composition.*** The following are the Officers of the Research Committee:

Chairperson:	Vice-President for Research, Extension Services
Vice-Chairpersons:	a. Vice President for Academic Affairs
	b. Vice President for Administration and Finance
	c. Vice President for Resource Generation
Members:	a. Dean of the Research Dev. and Evaluation Center who shall also serve as Secretary of the Council
	b. Dean of Extension Services and Community Development
	c. Deans of colleges concerned with the research

proposals and projects calendared for deliberation
d. Planning Officer
e. College Research and Extension Coordinators

SECTION 2. ***Functions.*** The University Research Committee as a body shall perform the following functions:

a. Establish priority areas in research on the micro level in consonance with regional and national priority areas;
b. Evaluate and recommend to the university president research proposals for funding and implementation;
c. Require all in-house researches to undergo evaluation on ethical issues and compliance with IPO standards and activities of the university for the protection of human subjects and other ethical concerns that may arise;
d. Recommend policies, rules, and regulations regarding the use of research outputs for evaluation and/or accreditation;
e. Regulate staff researches and production projects to prevent over commitment of researchers and project implementers; and
f. Recommend the formulation of policies, rules and regulations regarding the disposition of the University's resources and enterprises.

ARTICLE 33. ***The Production Advisory Committee.*** Following are the composition and the functions of the Production Advisory Committee.

SECTION 1. ***Composition.*** There shall be a Production Advisory Committee that shall recommend policies and projects for income generation. The Council shall consist of the following:

Chairperson:	Vice-President for Resource Generation
Members:	-Director of the University Auxiliary Services Office (UASO) who shall serve as the committee secretary
	- Directors of the Administrative and Finance Services
	- Chief Accountant

SECTION 2. ***Functions.*** The Production Advisory Committee shall determine the entrepreneurial directions of the University through the following functions:

a. Formulate, review, and recommend policies governing the development and management of all income-generating projects to the Administrative Council for endorsement to the Board of Regents for implementation;
b. Regularly review performance of income-generating projects and recommend appropriate action;
c. Evaluate new business and other income-generating proposals and recommend proper action;
d. Deliberate, evaluate, and recommend approval of annual production plans; and
e. Recommend the appointment/designation of University Auxiliary Service Office staff (supervisors, project managers, and other administrative staff)

ARTICLE 34. ***The University Library Committee.***

SECTION 1. ***Composition.*** There shall be a University Library Committee that shall be composed of the following:

Chairperson:	- Vice President for Academic Affairs
Vice Chairs:	- Vice President for Research, Extension Services, Vice-Chair
	- Vice President for Administration and Finance
Members:	- Deans of colleges and Directors of other Academic Units
	- University Librarian (serving as Executive Secretary)

SECTION 2. ***Functions.*** The following shall be the functions of the University Library Committee:

a. Examine matters that affect the University's library holdings and services and recommending to the President corresponding actions that must be taken as identified by the University Librarian and the library committees of the respective academic units, and others.
b. Disseminate information, discussing, and reviewing university-wide initiatives regarding enhancements to the university's library system
c. Evaluate and contribute to the development, review, and implementation of the library's budget and strategic plans;
d. Serve as a venue for the dissemination of information on new initiatives or opportunities presented to the University library and the University library system.

TITLE II
GENERAL ADMINISTRATION AND SUPPORT SERVICES

Chapter I
Officers of the University

ARTICLE 35. ***Officers of the University Administration.*** The Administration of the university shall be vested in the president who shall be assisted by a Vice-President for Academic Affairs who shall be appointed by the Board upon the former's recommendation without prejudice to the appointment of more than one vice-president when so warranted.

The Officers of the WMSU University Administration shall be the following:

a. University President;
b. Vice President for Academic Affairs;
c. Vice President for Administration and Finance;
d. Vice President for Research and Extension
e. Vice President for Resource Generation;
f. Vice President for Student Affairs & Services;
g. Deans of the Colleges/Institutes; and
h. The Directors or Heads of the various academic and non-academic units.

ARTICLE 36. *Designations*. Designations shall be issued through a special order by the University President. They shall be made in consultation with their respective councils/units/staff of the different academic and administrative units.

Unless specifically provided in the respective memoranda designating heads of certain offices with definite appellations as “Dean”, “Director”, Manager, “Coordinator”, “Chair”, etc., the superior of a unit or an office shall be called “unit head”. Such designation shall be at the discretion of the University President.

ARTICLE 37. *Terms of Office of Designates*. All designations will be co-terminus with the President's tenure of office without prejudice to revocation or re-designation.

ARTICLE 38. *Positions Covered by Designations*. The positions to be covered by designation shall be the following:

a. Vice Presidents
b. Deans
c. Directors
d. Associate Deans/College Secretaries/Assistant Directors
e. Department Chairs
f. Project Managers
g. Special Assistants to the President and Vice-Presidents
h. Unit Heads
i. Coordinators
j. University Coaches, advisers and trainers
k. Other positions as may be created herein

ARTICLE 39. *Special Offices under the Office of the President*. The following are the offices which perform special functions and are directly under the Office of the President:

a. The University and Board Secretary
b. Presidential Management Staff (PMS)
c. Legal Services Unit
d. Planning Unit
e. Management Information System and Technology Unit (MISTU)
f. Office of Culture and the Arts (OCTA)
g. Internal Audit Unit
h. Project Management Unit (PMU)
i. Manila Liaison Unit (MILU)
j. Public Affairs Unit (PAU)
k. Quality Assurance Office
l. Special Programs and Projects Monitoring Unit
m. Western Mindanao Agricultural Research Development and Environment Consortium (WESMAARDECC)
n. Special Advocacy Offices
o. Alumni Relations Office
p. Centro De Estudio Mindanao Office
q. Quality Management System Office/International Relations Office

SECTION 1. *The University and Board Secretary*. The Board of Regents shall appoint a University Secretary who shall serve as such for both the Board of Regents and the University

(RA 8292, Sec. 7). S/He shall meet required institutional and civil service qualifications and shall have the following duties and responsibilities:

a. Prepare agenda for all regular and special meetings of the Board of Regents and deliver the same to the Chairman and members of the Board at least ten days before each scheduled meeting;
b. Transcribe the minutes of each meeting and have the transcribed minutes attested by the Chair/Presiding Officer;
c. Prepare and issue other excerpts of minutes and/or certification on certain policies promulgated by the Board of Regents;
d. Keep custody of all records of policies/actions approved by the Board of Regents;
e. Act as secretary to the Administrative Council, Academic Council, and to other bodies that may be formed or created by the University and the Board of Regents;
f. Consolidate the proposed agenda and issue notices of meetings of formed or created councils or bodies, and take down minutes of the proceedings thereof;
g. Keep custody of classified records; issue excerpts of or certification of action upon request of authorized employees or officials; and
h. Perform other duties and responsibilities that may be directed by the University President and the Board of Regents.

SECTION 2. ***The Presidential Management Unit.*** There shall be an office of the Presidential Management Staff whose main function is to assist the President in the performance of his/her duties and responsibilities. It shall be headed by the Chief of Staff and composed of Special Assistants, Executive Assistant/s, and a pool of Administrative Assistants and Aides, as needed.

SECTION 3. ***The Legal Services Unit.*** The Legal Services Unit shall take charge of all legal matters of the University and its constituents in relation to the latter are status as employees or students of the University. It shall be headed by the most senior Legal Officer, who must be a member of the Integrated Bar of the Philippines (IBP), a commissioned Notary Public for Zamboanga preferably, had been engaged in the practice of law for at least three years, and accredited by the Office of the Solicitor General (SolGen).

The Office shall have the following duties and responsibilities:

a. Litigate all court cases where the interest of WMSU is being challenged or when the University is a party to a lawsuit as instructed by the University President;
b. Coordinate and work closely with the Office of the Solicitor General for university cases;
c. Represent the University on legal matters;
d. Provide legal advice and counseling for the University;
e. Assist in any administrative investigation of the University;
f. Formulate, review, and keep records of contracts, deeds and conveyances, and other legal documents and ensure that these are in order.

SECTION 4. ***Planning Unit.*** The Planning Unit shall be headed by a Planning Officer, recommended by the President and appointed by the Board of Regents. S/He shall perform the following functions:

a. Provide guidance on the policies regarding the formulation of University program thrusts, as well as the short and long-term University development plans, and other

policies in other areas which may be of significance to the functioning of the University;
b. Identify major thrusts of the colleges or offices and formulate short and long-term University development plans based on policies set;
c. Spearhead the development and packaging of projects/programs according to plans;
d. Undertake feasibility studies on institution building and submit to the President, comments and recommendations on specific institutional projects and programs before they are submitted to any funding agency for support;
e. Monitor and evaluate programs, projects/ activities in accordance with approved plans, review project reports and recommend ways and means to improve project implementation.

SECTION 5. ***The Management Information System and Technology Unit.*** The Management Information System and Technology Unit (MISTU) shall be managed by a Head, whose qualification and tenure of office shall be in accordance with applicable Civil Service laws and rules. S/He shall preferably be a master's degree holder and must have a Bachelor's degree in Computer Science/Information Technology or a related course. S/He must have at least three years' experience in actual IT operations. The Office shall:

a. Plan, develop and manage the information system (IS) of the University which include system analysis, programming and IS development-related activities including web development and maintenance to support university functions;
b. Plan, develop and manage the university IT infrastructure which include the local area network, wide area networks, connections to outside networks such as the Internet, and system administration;
c. Provide support services related to hardware and software and other IT technical concerns;
d. Monitor, evaluate and recommend appropriate actions based on the compliance to policies, rules and regulations related to university, national and global laws on IT;
e. Coordinate with other institutions on IT-related initiatives and developments; and
f. Perform such other functions as may be assigned by the University President.

The **MISTU** shall serve as the central management information system and technology department of the University.

SECTION 6. ***The Office of Culture and the Arts (OCTA).*** The University shall actively pursue the preservation, enrichment and dynamic evolution of local and national culture based on the principle of cultural respect and sensitivity and unity in diversity, within an atmosphere of freedom, creativity, and artistic expression. The OCTA shall be directed by a Head and shall function as follows:

a. Assist the Office of the President on socio-cultural and art-related activities;
b. Initiate the crafting of local policy on culture and the arts
c. Serve as a knowledge resource center and venue for the promotion of the Filipino arts and cultural heritage;
d. Provide a forum for cultural interaction and exchange;
e. Link with other government and non-government agencies in culture-related activities;
f. Support the University's cultural groups in dance, choral, drama, instrumental performances

g. Schedule/calendar cultural and art exhibits, musical and dance performances, theatrical presentations, and cultural missions.

The OCTA shall also take charge of the ***University Museum and Gallery***.

SECTION 6.1. ***The University Museum and Gallery.*** The University Museum and Gallery shall be a place devoted to the preservation of cultural artifacts, the collection, and display of university memorabilia, historical holdings, art pieces, and other items that may be exhibited as cultural representations of local and national heritage. It shall be headed by a Coordinator whose appointment shall be recommended by the University President and confirmed by the Board of Regents.

The University Museum and Gallery shall also organize educational activities such as lectures, demonstrations, and other learning activities that can help various audiences to appreciate local heritage. Because the museum does not only add artistic but also sales value to articles displayed in it, it may also engage in the sale of souvenir items.

SECTION 7. ***The Internal Audit Unit.*** The Internal Audit Unit shall conduct comprehensive audit of the various activities of the university. It shall be in charge of internal auditing functions as defined in a Government Manual for auditing and accounting procedures.

It shall be headed by a Chief Internal Auditor with the following qualifications: a degree in law or commerce major in accounting, business or public administration, or other relevant BS course with three years of experience in internal auditing work, one year of which has been in a supervisory capacity.

The Internal Audit Unit (IAU) shall:

a. Ascertain the reliability and integrity of financial and operational information and the means used to identify, measure, classify and report such information;
b. Review the systems established to ensure compliance with government policies, plans and procedures, laws and regulations which have impact on operations;
c. Ensure that assets and other resources of the institutions are accounted for and safeguarded from losses of all kinds;
d. Study and evaluate the soundness, adequacy and application of accounting, financial and other operating controls and promote the most effective control at reasonable cost;
e. Assess operations or programs to determine whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned;
f. Evaluate the quality of performance of groups/individuals or units in carrying out their assigned responsibilities;
g. Recommend corrective actions on operational deficiencies observed;
h. Conduct regular internal audit of all income-generating activities of the university and submit the same to the President;
i. Act as the monitoring team of the Office of the President for frugal use of supplies, equipment and other resources in compliance with austerity measures adopted by the University in accordance with the mandate of national leadership; and
j. Recommend policy guidelines for the President's consideration.

SECTION 8. ***The Project Management Unit.*** The Project Management Office (PMO) shall take charge of construction projects and repair works that require a program of work and are

assigned by the President, except for minor repairs, which shall be undertaken by the Office of the Director for Administration.

SECTION 9. ***The Manila Liaison Unit.*** The Manila Liaison Office (MILO) shall maintain communications and close contact with key government and non-government offices and partners cooperating with the University. It shall perform liaison work for the University and shall be based in Manila. The Office shall be headed by a Liaison Officer who shall be appointed by the Board of Regents upon the recommendation of the President. S/He shall connect with other organizations to communicate and coordinate their activities with those of the University in order to achieve mutual understanding or carry out mutually beneficial undertakings.

SECTION 10. ***The Public Affairs Office (Information Unit).*** The PAO's primary function is to strengthen the social relationship between the University and the public it serves. The Head of the PAO shall be at least a master's degree holder in appropriate science/art with five years of administrative experience. S/He shall coordinate the dissemination of information to project a positive image of the University through the various services dealing with media affairs that include publication of press releases in University publications as well as in local or national papers, including electronic media; alumni-community relations, and visitors' services.

The PAO's specific functions are:

a. Serve as the conduit of information between the Office of the President and the public;
b. Recommend policies or protocol concerning public affairs to the Administrative Council for approval and implementation;
c. Review news items and other information materials about the University prior to dissemination;
d. Spearhead good community relations for the university;
e. Coordinate with the alumni association, and
f. Perform other tasks that may be assigned by the University President.

SECTION 11. ***The Special Programs and Projects Monitoring Unit.*** The SPMO shall oversee projects that are university-wide in scope or are created by special arrangements with international/national/regional bodies, which are directly under the Office of the University President. It shall be headed by a Special Project Coordinator who shall have the following qualifications: at least an Associate Professor or its Civil Service equivalent with at least three years' experience in project coordination.

SECTION 12. W*estern Mindanao Agricultural Research Development and Environment Consortium (WESMAARRDEC).* Created by the Philippine Council for Agriculture, Forestry and Resources Research and Development (PCARRD) in 1987' ***WESMARRDEC's*** primary objective is to push Research and Development and increase the productivity of the farmers, especially those who are at the grassroots, WESMARRDEC was organized to generate, upgrade, and employ appropriate mix of locally-generated technologies parallel to the national recovery and sustainable growth program of the government. As a member of the regional consortia, WMSU shall designate a Director to take charge of the activities of WESMARRDEC.

SECTION 13. ***The Quality Assurance Office.*** The Quality Assurance Office shall be supervised by a Director recommended by the President and appointed by the Board of Regents. The office shall serve as the institutional backbone for quality oversight and continuous improvement at WMSU. Its core functions are aligned with internal and external

quality assurance mechanisms, as reflected in the manual's government- and non-government-regulated processes.

The office shall be the implementing arm of the university relative to the following:

1. **Lead Institutional Accreditation Efforts.**
   Facilitate program and institutional accreditations (AACCUP IA, CHED ISA) by providing technical assistance, capacity-building, mock evaluations, documentation, and logistical support.
2. **Coordinate Regulatory Compliance**
   Guide academic units in the preparation and submission of compliance reports and required documentation for CHED Certificates of Program Compliance (COPC), PRC program evaluations, and COE/COD applications.
3. **Strengthen Internal QA Systems**
   Implement internal quality audits, maintain QMS processes, and align units' performance to WMSU's quality benchmarks.
4. **Monitor Customer and Stakeholder Satisfaction**
   Oversee the planning and analysis of Customer Satisfaction Feedback (CSF), ensuring client-centered quality services through data-driven action planning.
5. **Support Faculty Evaluation and Personnel Advancement**
   Supervise faculty evaluation and merit-based promotions and reclassification, ensuring alignment with DBM-CHED Joint Circular No. 3, s. 2022 and Institutional Policies.
6. **Facilitate QA Capacity Development**
   Conduct training, orientations, and technical writeshops on QA processes, accreditation preparation, and evaluation system compliance for internal stakeholders.
7. **Manage QA Documentation and Record-keeping**
   Maintain comprehensive and accessible archives of QA reports, evaluation tools, and regulatory documents for transparency and audit readiness.

SECTION 14. ***The Alumni Relations Office.*** There shall be an Office of Alumni Affairs and Placement Services under the Office of the Vice President for Research, Extension Services, and External Linkages which shall support and coordinate with the WMSU Alumni Association, Inc. (WMSUAAI), and facilitate the placement of WMSU graduates, students, and members of the WMSU community in various fields of service. Specifically, it is tasked to:

a. Facilitate the WMSU Alumni Association's active involvement in and support to University affairs;
b. Promote stronger ties among alumni in the different disciplines offered by the University through the conduct of regular information dissemination;
c. Maintain a databank on alumni through tracer studies to maintain alumni contact and obtain information on their current status.
d. Perform other related functions that may be assigned by the President.

The President shall recommend to the Board of Regents the appointment of the Coordinator of this Office from the list of qualified university employees, as submitted by the WMSUAAI President. S/He shall be assisted by College/Institute/Unit Coordinators who shall be recommended by his/her college dean/institute director/unit head. A coordinator's experience working with international institutions and the ability to draft project proposals is highly preferred.

SECTION 15. ***Special Advocacy Offices.*** Advocacy and technical services on current development concerns shall be the focus of special offices addressing the thematic or issue-based development thrusts of the University. In addition to research and training, their

functions include awareness-raising, information dissemination, training, education and advocacy, as well as research. They include the following offices:

a. Gender Research and Resource Center (GRRC)
b. Peace and Human Security Institute (PHSI)
c. Applied Non-Conventional Energy Center (ANEC)
d. University Center for Local Governance (UCLG)

SECTION 15.1 ***The Gender Research and Resource Center.*** The Gender Research and Resource Center (GRRC) was established pursuant to RA No. 7192, otherwise known as the Women in Development and Nation Building Act. It shall be headed by a Director recommended by the President and appointed by the Board of Regents. The following are the functions of the GRRC:

a. Takes the lead role in implementing the various laws, memorandum orders and other official issuances concerning women's/gender issues, coordinate efforts toward these ends and prepare necessary reports on these matters.
b. As the university GAD Focal Point, the Center shall strengthen WMSU's institutional capabilities for addressing gender issues.
c. Serves as the venue that will ensure mainstreaming of gender concerns in the University and provide policy directions towards gender responsive planning.
d. Be the repository of references and materials on gender and development and project development.
e. Establishes institutional linkage with organizations both local, regional and national by networking directly or indirectly with organizations concerned with GAD and be the conduit of funds solicited for the purpose.
f. Assists in course, curriculum and textbook review to help attain the ideal of gender fair education.
g. Serves as the honorary adviser to the University Women's/Gender Club and assist all activities of the WMSU women's/gender Club and women's/gender club of different colleges.
h. Initiates the conduct of studies and fora on specific issues concerning women particularly on issues of gender, reproductive health and rights and sexuality and disseminate findings on the same.

SECTION 15.2. ***The Peace and Human Security Institute.*** The Peace and Human Security Institute (PHSI) shall be directed by a Head, recommended by the President and appointed by the Board of Regents. The Office shall provide leadership in the conceptualization and implementation of projects along the various concepts of peace and conflict, human security, and sustainable development (in coordination with environment-related disciplines at the College of Forestry and Environmental Studies, the College of Engineering and Technology, the College of Agriculture, and the College of Science and Mathematics. It shall develop resources and materials along the following concerns: primacy of developing full human potential; holistic science and appropriate technology; cultural, moral and spiritual sensitivity; self-determination; national sovereignty; peace, conflict and national sensitivity; social justice, inter-intragenerational and spatial equity; and the technology of participation.

SECTION 15.3. ***The Applied Non-Conventional Energy Center***. The Affiliated Non-Conventional Energy Center shall be managed by a Head, recommended by the President and appointed by the Board of Regents. The office shall carry out studies and

other projects aimed at developing and utilizing alternative and renewable energy, while supplementing current power sources.

SECTION 15.4. ***The University Center for Local Governance (UCLG).*** The University Center for Local Governance shall serve as the extension arm of the College of Public Administration and Development Studies. It shall be the University's lead unit along local government concerns. It shall deliver capability building services and programs to local government units in the region, focusing at the *barangay* level; deliver services and conduct training programs to equip local communities and political leaders with skills pertaining to *barangay* governance and development planning; enhance ongoing development interventions; and build partnerships with non-government institutions involved in community development work. It shall serve as the extension arm of the College of Public Administration and Development Studies.

SECTION 16. ***Centro De Estudio Mindanao Office.*** The WMSU – Centro de Estudio Mindanao shall be WMSU's center for the preservation of knowledge, history, culture, and studies about Zamboanga Peninsula and Mindanao. It shall be under the Office of the President. It shall have a cooperating relationship with the University Library, University Records and Research, Extension Services and External Linkages.

Functions

1. Handles and facilitates all University's activities and programs related to Mindanao local culture and history;
2. Collects, stores, conserves, exhibits, retrieves, documents and manages cultural materials and ethnographic collections of Mindanao and Zamboanga Peninsula.
3. Takes charge of the collections of books and journals on local history and all archival materials on the history of the University and Mindanao;
4. Establishes linkages with other universities, cultural agencies, and research institutions to advance local studies;
5. Engages with international organizations working on indigenous knowledge, language and heritage preservation;
6. Identifies funding opportunities, write grant proposals, and secure financial support for research projects and extension initiatives.

SECTION 17. ***Quality Management System Office/ International Relations Office.*** The Quality Management Systems Office (QMSO) functions to assist top management in the development, implementation, of the WMSU Quality Management System (QMS). It also assumes leadership role in the enforcing the University quality policy and attaining its objectives by ensuring maturity functions of the University (Instruction, Research, Extension and Governance) in accordance with the applicable Quality Assurance Standards.

SECTION 17.1 ***International Relations Office.*** Upgraded functions of IRO per BOR Resolution No. 67, series of 2016

1. Stand-alone "International Program Offerings in coordination with relevant units of WMSU:
   a. Graduate & Undergraduate Programs/Graduate School/Colleges
   b. Foreign Language/LDRC
   c. Other Special Programs Funded by International Partners (STRIDE).
2. The International Relations Office shall take charge of all foreign students and international programs services;
   a. Take care of application and enrolment of foreign students in coordination with the University Admission Office.
   b. Provide assistance in visa application matters (Admission Office)

c. Organize accommodation and transport services.
d. Organize cultural activities and other travel and exposure trips in the country.
e. Organize association of Foreign Students. (In coordination with Dean of Student Affairs).

Chapter II
The Vice-President for Academic Affairs

ARTICLE 40*. The Vice-President for Academic Affairs*. The Vice-President for Academic Affairs (VPAA) shall be recommended by the President and appointed by the Board of Regents. S/He must hold a doctorate degree with at least five (5) years of satisfactory administrative experience, coupled with competent performance and integrity. S/He shall be directly responsible to the President for the implementation of all academic policies, programs, and projects of the University, and for supervising integrity. S/He 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.

ARTICLE 41. *Duties and Responsibilities.* The VPAA shall have the following duties and responsibilities:

a. Assist the President in planning, supervising, and coordinating the academic programs of the University;
b. Administer and supervise plans concerning graduate and undergraduate programs student services, and other offices whose activities are related to academic matters;
c. Supervise the preparation and implementation of the budget for the graduate programs and, colleges, student services, and other academic units;
d. Coordinate the preparation and implementation of research and development proposals in the colleges Recommend to the University President the designation of Deans, Associate Deans, Academic Directors, Department Chairs, and other special academic designations in consultation with the concerned units;
e. Monitor and evaluate the academic programs of the University including faculty work load;
f. Initiate the formulation and implementation of new and appropriate curricular programs;
g. Initiate the formulation and implementation of a faculty resource development program;
h. Recommend to the PRAISE Committee deserving faculty for awards and other incentives;
i. Conduct preliminary investigation on complaints about faculty members and staff and submit recommendatory actions to the University President;
j. Recommend the creation of additional college/units within the sector when necessary;
k. Perform other duties that may be assigned by the University President.

ARTICLE 42. *Offices under the Vice-President of Academic Affairs*. The offices and units under the VPAA shall be the following:

SECTION 1. Colleges/ Institutes/ Campuses/ Special Studies Units

a. College of Agriculture (CA)
b. College of Architecture (CArch)
c. College of Asian and Islamic Studies (CAIS)
d. College of Criminal Justice Education (CCJE)
e. College of Engineering and Technology (CET)

f. College of Home Economics (CHE)
g. College of Forestry and Environmental Studies (CFES)
h. College of Liberal Arts (CLA)
i. College of Law (Law)
j. College of Medicine (CMED)
k. College of Nursing (CN)
l. College of Sports Science and Physical Education (CSSPE)
m. College of Public Administration and Development Studies (CPADS)
n. College of Science and Mathematics (CSM)
o. College of Social Work and Community Development (CSWCD)
p. College of Teacher Education (CTE)
q. Graduate Studies
r. External Studies Units
s. Other Colleges, Schools, and Institutes that may be created in accordance with pertinent rules and regulations of the University

SECTION 2. **Academic-Related Services**. Offices that serve auxiliary academic functions shall be organized and directly supervised by the Office of the Vice President for Academic Affairs. Unless expressed provided, these offices shall be headed by coordinators, / heads of office who shall be recommended by the President and appointed by the Board of Regents.

a. Office of Admissions
b. Office of the University Registrar
c. University Library
d. Testing and Evaluation Center
e. Instructional Support and Materials Production Office
f. Distance Education
g. Curriculum Development Office
h. National Service Training Program (NSTP)

a. **The Office of Admissions.** The Office of Admissions shall be headed by a Director recommended by the President and appointed by the Board of Regents, and who shall perform the following functions: execute all regulations governing student admission; register, transfer, and accredit student's records, availability and publicize the same; and perform such other functions as may be required by higher authority.

b. **The Office of the University Registrar.** The Office of the University Registrar shall be headed by the University Registrar, recommended by the President and appointed by the Board of Regents. S/He shall keep permanent, systematic and convenient records containing scholastic ratings and all other recorded information concerning the students; supervise the preparation of rating cards and the distribution of the same to the students; supervise the evaluation of ratings of students for academic placement and graduation including those graduating with honors; supervise the ordering, lettering, and delivery of diplomas; sign certificates of graduation, transcript of records, certificate or enrolment, and other certificates; issue honorable dismissal to students; and execute the interpretation and enforcement of the academic regulations of the college and other regulations which pertains to the Registrar's Office.

c. **The University Library.** The University Library shall serve as the repository of all learning resources such as books, periodicals, journals, magazines, e-books, etc. for the University to support functions along instruction, research, extension, and production. The

sections under the University Library shall be the following: General Reference and Information sources, Periodicals/Serials, Filipiniana with archives and special collections, General Circulation, Reserve, Graduate School, Electronic Resources, Educational Media, and unit libraries.

The University Library shall serve be headed by the University Librarian to be designated in consultation with the Academic Council and the University Library Committee. The University Librarian shall be at least a master's degree holder in library science and is a licensed librarian with at least five years of professional library management experience. S/He shall have the following duties and responsibilities:

a. Plan, organize, implement, and evaluate the activities and programs on the library services of the University in accordance with the mandates and directions of the University Library Council and the Commission on Higher Education relative to library services;
b. Coordinate the acquisition and maintenance of all learning resources (books, C. periodicals, journals, magazines, e-books, etc.) for the University;
c. Supervise library personnel in the proper methods of maintaining library records and other phases of library administration Spearhead the build-up of library holdings to enhance the competence of University students, faculty, staff, and researchers;
d. Organize the library collections, archives, and records with an efficient and effective system to optimize service to clientele;
e. Spearhead the preparation and development of digital version of a comprehensive literature and bibliographic database;
f. Establish linkages with foreign and local agencies, colleges, universities for institutional capability development;
g. Consolidate and submit procurement plan of the University Library; and
h. Perform other tasks that may be assigned by the Vice-President for Academic Affairs and the University President.
i. Perform such other duties as may be prescribed by the President of the University.

d. **The Testing and Evaluation Center.** The Testing and Evaluation Center shall be headed by a Coordinator, recommended by the President and appointed by the Board of Regents. It is mandated to develop and validate tests in support of the University's admission policies and other evaluation needs. Its mission is to provide useful, potent, reliable information relative to:
    a. Evaluating student's competencies in certain areas;
    b. Tracking prospective University clients from all sectors to streams where the individual's identified capabilities can assist him/her to perform profitably with minimum constraints.
    c. Assisting WMSU External Studies Units in measuring skills and competencies of students enrolled in their respective sector;
    d. Assisting other institutions of learning and service-oriented agencies in the region and those nearby in areas related to the screening of clients and management capability endeavors focused on the assessment process of employees' / students' skills and competencies; and
    e. Performing related functions that may be assigned by higher offices in the University.

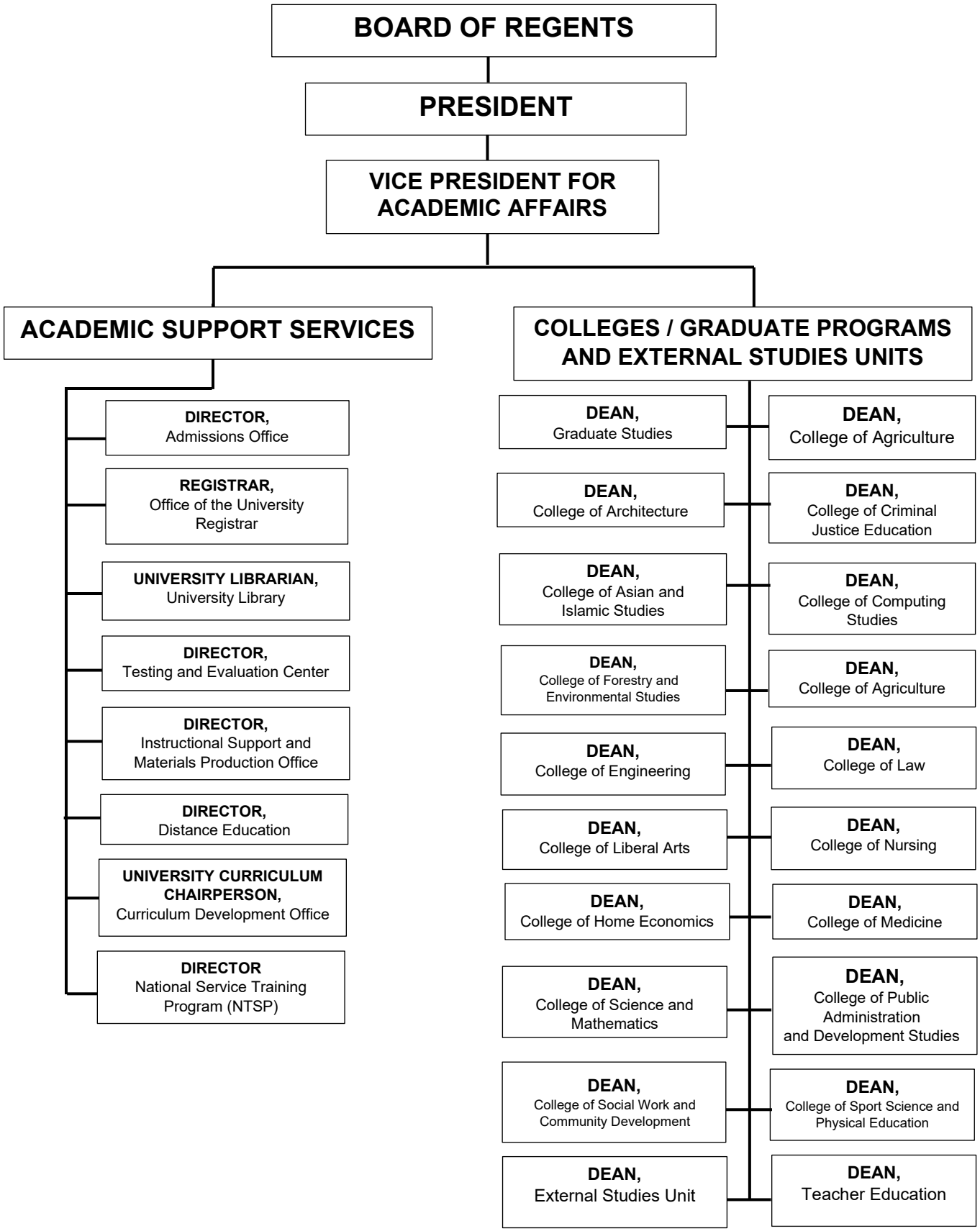
e. **The Instructional Support and Materials Production Office.** The Instructional Support and Materials Production Office shall be headed by a Director recommended by the President and appointed by the Board of Regents. The office shall be responsible for the formulation of modules and other instructional materials to enhance the teaching capabilities of the University faculty.

f. **Distance Education Office.** The Distance Education Office serves as the central unit responsible for overseeing and supporting the delivery of academic programs through online, remote, or blended learning modalities. It ensures the quality education is accessible to learners regardless of location by providing instructional design support, digital learning tools, and training for both students and faculty. The office manages virtual learning environments, coordinates distance learning policies, and promotes innovative practices to enhance teaching and learning outside the traditional classroom setting. Its goal is to expand educational opportunities through flexible and technology driven approaches.

g. **The Curriculum Development Office.** The Curriculum Development Office shall be headed by a Coordinator recommended by the President and appointed by the Board of Regents. The office shall review and evaluate proposed and existing curricular programs of both graduate and undergraduate levels, and make recommendations for the revision of the same whenever necessary; and perform other tasks that may be assigned by higher authorities.

h. **National Service Training Program (NSTP).** The National Service Training Program (NTSP) Office is responsible for implementing, monitoring, and overseeing the NSTP curriculum and other curricular concerns; ensuring the proper conduct of trainings and other NTSP activities in compliance with the NSTP Law (RA 9163). The Office also evaluates program effectiveness, provides training support, and collaborates with government agencies and community organizations and community organizations to achieve the program's goals of character building, community service, and national development.

Figure 3: ORGANIZATIONAL CHART FOR ACADEMIC AFFAIRS



Chapter III
The Vice-President for Administration and Finance

ARTICLE 43. ***The Vice-President for Administration and Finance***. The Vice-President for Administration and Finance (VPAF) shall be recommended by the President and appointed by the Board of Regents. She/He should preferably hold a doctorate degree with at least five (5) years of relevant administrative experience, and proven competence and integrity.

ARTICLE 44. ***Duties and Responsibilities.*** The VPAF shall be directly responsible to the President for matters pertaining to finance management services, administrative services, policy and planning and security services; preside at meetings of the Administrative Council in the absence of the President, and ensure that support services are provided with competence and efficiency to instruction, research, extension, and production programs of the University.

She/He shall have the following duties and responsibilities:

a. Plan programs, projects, and activities for the sector;
b. Recommend recruitment, promotion and other personnel matters, and human resource development plan for the employees;
c. Supervise, monitor, and evaluate the performance of the various offices under her/him;
d. Assist the University President through chairmanship for the various committees;
e. Perform such other functions as may be assigned by the University President.

ARTICLE 45. ***Offices under the Office of the VPAF.*** Upon the recommendation of the President, the Board shall appoint Directors and/or Heads for the following offices which shall be directly responsible to the Vice President for Administration and Finance:

a. Administrative Services Division
b. Financial Management Services Division

SECTION 1. ***Administrative Services Division***. The Division of Administrative Services shall be headed by a Director whose qualifications and tenure of office will be in accordance with applicable Civil Service law and rules. This Division shall insure that support services is provided to instruction, research, extension, and production relative to human resource management and development, procurement, property, and records management to achieve operational efficiency, effectiveness, and economy. It should see to it that the University adheres to management policies and other existing laws, rules, and regulations of the government.

The Director of the Administrative Services Division shall have the following duties and responsibilities:

a. Facilitate the implementation of approved plans, programs, and projects of the University in accordance with existing laws, rules, and policies;
b. Review the implementation of policies and standards for personnel, procurement, property, and records pursuant to existing government laws, rules, and regulations including those of the Board of Regents;
c. Supervise, monitor, and evaluate performance and recommend recruitment, promotion, and human resource development interventions for employees;
d. Integrate and submit project procurement management plan;
e. Advise and/or assist offices and personnel pertinent to administrative matters;

f. Participate in policy formulation and implementation and committee deliberations; and
g. Perform other related work that may be assigned by the Vice-President for Administration and Finance and the University President.

The Director for Administrative Services shall be responsible for the supervision of the following offices:

a. Human Resource Management Unit
b. Records and Archives Unit
c. Supply and Property Management Unit
d. General Services Office
e. Cash Unit
f. Physical Plant and Engineering Services Unit
g. Procurement Unit

SECTION 1.1. ***The Human Resource Management Office (HRMO).*** The HRMO shall be headed by the Human Resource Management Officer who shall:

a. Coordinate and supervise all aspects of personnel actions;
b. With assistance from the legal officer, interpret laws, rules and regulations, policies and precedents for application to prevailing problems pertinent to personnel actions;
c. Direct and/or participate in the review of actions on personnel matters for conformance to legal requirements and established policies;
d. Initiate and implement plans to promote career and employee development, employee welfare, morale, improve working conditions and relationships; and
e. Perform other personnel-related functions as may be directed by higher authorities.

SECTION 1.2. ***The Records and Archives Unit***. The Records and Archives Office shall be headed by a Records Officer, recommended by the President and appointed by the Board of Regents, and who shall:

a. Keep, manage and protect all records of the University;
b. Classify documents;
c. Store records accordingly; and
d. Perform other personnel-related functions as may be directed by higher authorities.

SECTION 1.3. ***The Supply and Property Management Unit.*** The Supply Office shall be headed by a Supply Officer, recommended by the President and appointed by the Board of Regents and who shall be responsible for the management, custody and release of supplies and equipment to the various units; and performs other related functions as may be directed by higher authorities.

SECTION 1.4. ***The General Services Unit.*** Implements guidelines on general services on various administrative service offices. It's tasked is to ensure safe and clean environment in the University. The Office oversees several important units including vehicle management, security services, utility, and service center.

a. Security Services
b. Motorpool

c. Utility Services
d. University Service Center

SECTION *1.5. The Cash Unit.* The Cash Unit shall be headed by the University Cashier, recommended by the President and appointed by the Board of Regents and who shall be responsible for the accounting of receipts; custody and disbursement of funds; payment of salaries, wages and vouchers; and performs other cashiering–related services.

SECTION 1.6. *The Physical Plant and Engineering Services Unit.* The Physical Plant and Engineering Services Unit shall provide services relative to the construction, maintenance, and repair of buildings and other physical structures and grounds including interior design and landscaping. It shall also be responsible for the efficient provision of the needed utilities to these areas. The Division shall also take charge of determining the delineation and protection of University landholdings and for providing suggestions on the development and management of those, based on the University's land use policies.

The Physical Plant and Engineering Services Unit shall be headed by a Director recommended by the President and appointed by the Board of Regents. She/He shall be assisted by the University Engineer, the University Architect, and the University Electrical Engineer, and work in coordination with the Deans.

She/He shall have the following duties and responsibilities:

a. Develop a comprehensive repair and maintenance plan for the University's physical plant;
b. Implement approved plans, programs, and projects pertinent to general services;
c. Submit project procurement management for the division;
d. Advise and/or assist offices and personnel pertinent to general services like assessing and preparing program of work, bill of materials, and prioritizing and arranging the schedule of work to be done;
e. Supervise, monitor, and evaluate performance of the division staff;
f. recommend promotion and human resource development interventions including the recruitment of employees in the division;
g. Evolve a land management scheme for the entire University reservation;
h. Protect the University lands and watersheds in coordination with the College of Forestry and the Security Services Office to maintain the integrity of the University's landholdings;
i. Conceptualize proper utilization, protection and acquisition of lands needed for the various plans, programs, and projects of the University;
j. Issue permit for the transport of construction materials to and from the University campus;
k. Identify, define, and maintain boundary lines and technical description of the landholdings of the University;
l. Secure permit from the Department of Environment and Natural Resources (DENR) and comply with ECC with respect to forest resource utilization within the University reservation;
m. Conduct regular ocular inspection of University lands in coordination with the Security Services staff;
n. Facilitate resource inventory and census of land dwellers with the University land reservation; and

o. Perform other related functions as may be assigned by the University President and the Vice President for Administration and Finance.

SECTION 1.7. ***The Procurement Unit.*** The Procurement Office is tasked to manage all procurement and disposal activities of the university, except for adjudication and the award of contracts. This includes activities like market study, analysis of available procurement modalities, and risk management. The procurement office also supports the functioning of the Bids and Award Committee (BAC).

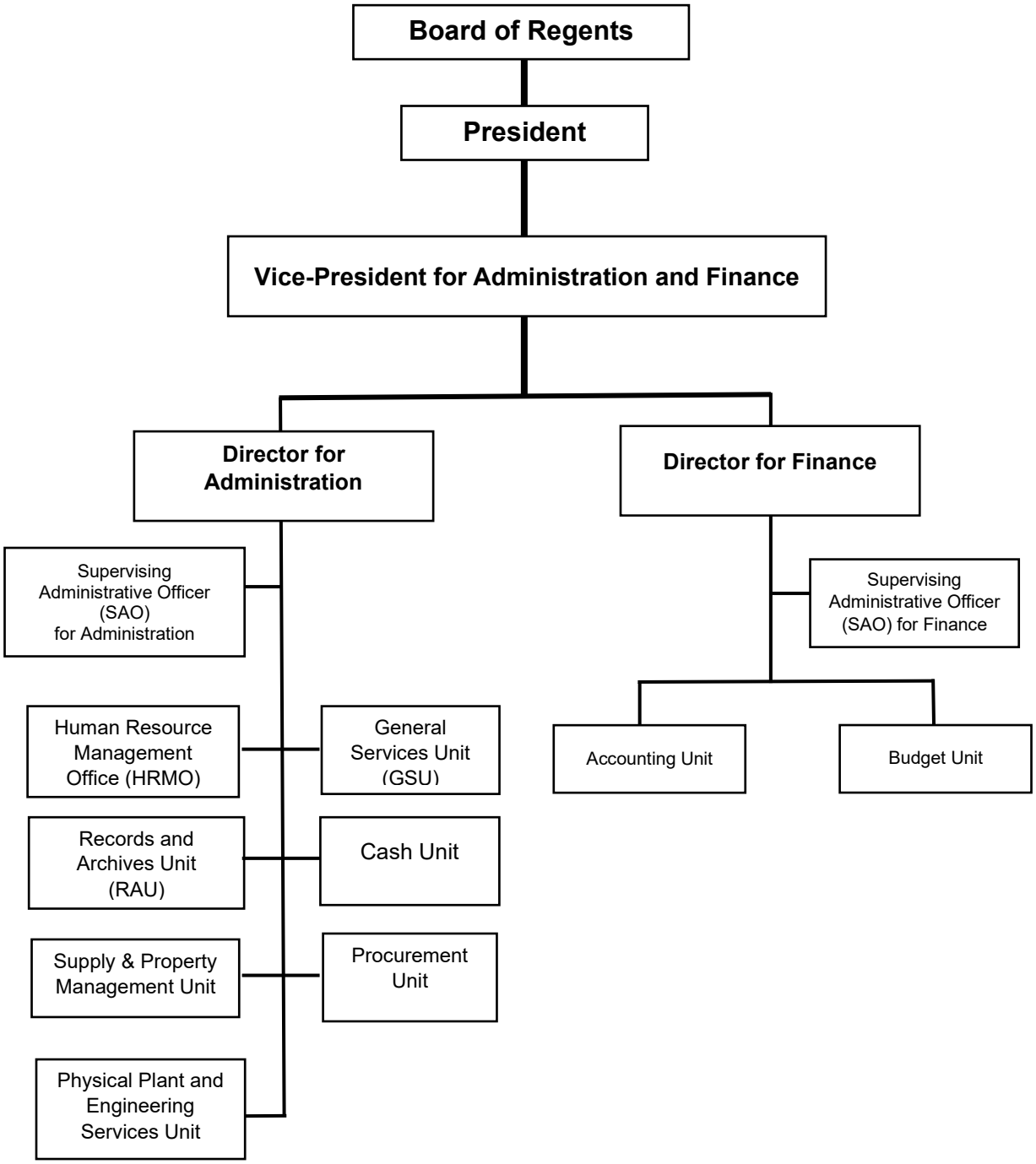
SECTION 2. ***The Financial Management Services Division.*** The Director for Financial Management Services shall be recommended by the President and appointed by the Board of Regents. She/He shall discharge the following responsibilities:

a. Oversee the preparation of the University budget;
b. Recommend to the President for the approval of the Board of Regents, the allocation of funds for the administrative and academic operations and maintenance of the University;
c. Direct the keeping of books of accounts and the preparation of financial reports;
d. Supervise collection, disbursement, and safekeeping of fees and other incomes of the University;
e. Perform such other functions as the President may require; and
f. Supervise the following offices:
    1. Accounting Office
    2. Budget Office

SECTION 2.1. ***The Accounting Unit.*** The Accounting Office shall be headed by the University Accountant recommended by the President and appointed by the Board of Regents and is tasked to provide effective and efficient accounting services to the University in accordance with government rules and regulations.

SECTION ***2.2. The Budget Unit***. The Budget Office shall be headed by a Budget Officer recommended by the President and appointed by the Board of Regents and is tasked to prepare the budget proposals/estimates of the University; prepare the operating and special budgets chargeable against the University income; and review the fiscal position of the University to ensure that funds are spent for the specific purposes for which these are appropriated.

Figure 4: ORGANIZATIONAL CHART FOR ADMINISTRATION AND FINANCE



Chapter IV
The Vice-President for Research and Extension

ARTICLE 46. ***The Vice-President for Research and Extension***. The Vice-President for Research, and Extension (VPRE) shall be recommended by the President and appointed by the Board of Regents. S/He must hold a doctorate degree with at least five (5) years of relevant administrative experience, with competent performance and integrity. S/He shall be directly responsible to the President on matters pertaining to research, extension services, non-formal education, and training.

The Office of the Vice President for Research and Extension (OVP-RE) assumes overarching governance of research and extension activities, in collaboration with the organization's various service offices. The university's research initiatives are conducted utilizing an inter-unit, interdisciplinary, multi-functional, and inter-agency approach. These activities are executed through the dedicated operational offices for Research, Extension, and other services that facilitate research, training, and extension-related undertakings, apart from the established focal centers

SECTION 1. ***Duties and Responsibilities of the Vice-President for Research and Extension.***

1. Assume overall management of research and extension;
2. Oversee all programs in research and extension services;
3. Facilitate linkages and collaborative research and extension programs;
4. Plan research and extension activities, in accordance with the development framework of RE;
5. Recommend fund assistance from both internal and external sources;
6. Monitor the implementation of approved activities;
7. Recommend recruitment, promotion, human resource development of the personnel, staff, consultants, special assistants, for the President's approval;
8. Supervise, monitor, and evaluate the various offices under RE;
9. Review and recommend approval of proposals from the Colleges;
10. Prepare a consolidated annual and periodic reports;
11. Perform such other functions assigned by the University President.

ARTICLE 47. ***Offices under the Office of the Vice-President for Research and Extension***. The Offices under the direct supervision of the Office of the VP-RE shall be responsible for the University's Research and Community Extension Services, as well as its Linkages with institutions, organizations, and individuals.

SECTION 1. Research Development and Evaluation Services / Research Development and Evaluation Center (RDEC): The following outlines the updated functions of the RDEC:

1. Promote and Coordinate Research: Facilitate and oversee research activities by faculty and staff across various disciplines, both on and off campus.
2. Promote Research on various disciplines: Encourage science and technology (add other disc) research to enhance knowledge, improve the lives of university staff and students, and benefit society economically. This includes the transfer, promotion, and commercialization of innovations and products.
3. Develop Policies for IP Rights: Create policies and guidelines to streamline the application process for intellectual property rights, aiding in technology transfer, protection, and commercialization.

4. Evaluate and Recommend Proposals: Assess and recommend research proposals for funding by WMSU or other agencies, and establish strong linkages with other research organizations.
5. Recommend for Publication: Suggest research for publication in the WMSU research journal and other national or international publications, and help secure incentives for outstanding research and publications.
6. Recommend for Recognition: Nominate exceptional WMSU research for recognition by other organizations or agencies.
7. Conduct Periodic Evaluations: Perform semi-annual evaluations of the university's research programs.
8. Identify National and International Thrusts and Priorities: Establish R&D agendas that align with national and global research priorities and areas of concern for the university's consideration.
9. Establish Incentive Guidelines: Develop policies related to incentives to promote research activities within the university.

SECTION 1.1. Research Project Development Unit

a) Project Proposal Development. Assist researchers in developing high-quality project proposals for institutional and external funding opportunities; Provide templates, guidelines, and support for proposal writing and submission for institutional funding. Conduct annual Agency-In-House Review for Project Development showcasing all project proposals submitted by faculty/staff researchers.
b) Funding Identification and Acquisition. Identify potential funding sources, including grants, partnerships, and sponsorships; Review and recommend endorsement the submitted funding applications to secure financial support for research projects.
c) Interdisciplinary Collaboration. Promote and facilitate interdisciplinary research collaborations within the university and with external partners; Organize workshops, seminars, and networking events to foster collaborative research initiatives.
d) Project Management Support. Provide administrative and logistical support for the planning, execution, and monitoring of research projects; Ensure compliance with institutional policies and funding agency requirements.
e) Capacity Building and Training for Project Development. Offer training programs and workshops to enhance researchers' skills in project management, grant writing, and other relevant areas; Provide mentorship programs and coordinative support to junior researchers and graduate students assisting in research projects.
f) Monitoring and Evaluation of Projects. Develop and implement mechanisms for monitoring the progress of research projects; Conduct regular evaluations to assess project outcomes and identify areas for improvement.

SECTION 1.2. Monitoring and Evaluation Unit

a.) Monitoring and Evaluation (M&E) Framework Development. Design and implement comprehensive M&E frameworks for research projects and programs; Ensure that M&E processes align with institutional goals and international standards.
b.) Data Collection and Analysis. Develop and utilize tools for systematic data collection for the M&E requirements of the Research Projects/programs; Analyze data to measure the performance, outcomes, and impact of research projects.

c.) Performance Metrics and Indicators. Establish key performance indicators (KPIs) to evaluate the success and effectiveness of research initiatives; Regularly review and update these metrics to reflect the evolving research landscape. (d)
d.) Reporting and Documentation. Prepare detailed reports on the findings of monitoring and evaluation activities; Document best practices, lessons learned, and areas for improvement; Submit status reports for on-going projects and impact assessments for completed projects;
e.) Stakeholder Engagement and Communication. Engage with stakeholders, including donors, partners, and beneficiaries, to gather feedback and ensure transparency; Communicate M&E findings and recommendations to relevant stakeholders in a clear and accessible manner.
f.) Continuous Improvement. Use M&E findings to inform and improve future research projects and programs; Foster a culture of continuous improvement and learning within the research center.
g.) Strategic Planning and Alignment. Ensure that M&E activities are aligned with the strategic objectives of the research center. Contribute to the development of strategic plans based on M&E insights.
h.) Risk Management. Identify and assess risks associated with research projects and provide recommendations for mitigation; Monitor the implementation of risk management strategies and their effectiveness.
i.) Other functions: Manages the administration of professional services under contract.

SECTION 1.3. Statistics and Data Management Unit

a.) Data Collection, Management, and Standardization. Develop and maintain comprehensive databases for storing, managing, and standardizing research data to ensure data accuracy, consistency, and accessibility for research and extension purposes using appropriate software and information systems; and other relevant statistical data and facts about the University and its colleges, including those pertaining to history, functions, curriculum, personnel contingency, programs and policies, thrust and priorities, enrollment, and such other information as may be necessary and relevant to the University in particular and the community in general (University Code, Article 76, Section 2)
b.) Data Analysis, Visualization, and Reporting. Conduct statistical analyses, generate reports, and create visual representations of data to provides valuable insights and trends, facilitating informed decision-making and clear communication of findings.
c.) Technical Support, Training, and Capacity Building. Offer technical support and training to enhance researchers' data management and statistical analysis skills and assist faculty, staff, and students to effectively utilize data resources.
d.) Data Integration, Sharing, and Collaboration. Facilitate the integration and sharing of data across various research projects and departments and establish partnerships with external data sources, promoting collaboration and interdisciplinary research, expanding data resources available for research.
e.) Data Security, Compliance, and Quality Assurance. Implement data security measures, ensure compliance with data protection regulations, and conduct regular audits and quality checks to ensure protection of sensitive data, maintain data integrity, and conform to high standards of data quality for all R&D related data.
f.) Archiving, Preservation, and Metadata Management. Establish protocols for long-term data archiving and preservation, and maintain detailed metadata to

ensure longevity and accessibility of historical data, improving data documentation and retrieval.

SECTION 1.4. Intellectual Property & Technology Business Management – Innovation and Technology Support Office

a.) Supervision and Policy Management. Oversee the preparation, implementation, and monitoring of the University's policy on intellectual property to ensure effective application and alignment of intellectual property policies with legal standards and institutional goals.
b.) Evaluation and Assessment of Commercialization Potential. Evaluate the potential of works/inventions and independently-owned technologies for commercialization, licensing, or joint agreements to assess feasibility and marketability, facilitating successful commercialization and partnerships.
c.) Intellectual Property Protection and Technology Transfer. Provide guidance on intellectual property protection and manage the technology transfer process, including negotiating licensing agreements and partnerships to safeguard intellectual property rights and enable successful commercialization of inventions, fostering innovation and economic growth.
d.) Training, Capacity Building, and Awareness. Conduct trainings, seminars and workshops on intellectual property management and commercialization, and raise awareness about the benefits of interdisciplinary research to build capacity within the university community to effectively manage and commercialize intellectual property.
e.) Policy Development and Advocacy. Contribute to policy development and advocacy efforts to support innovation and intellectual property management to influence policy frameworks to create a conducive environment for innovation and commercialization

SECTION 1.5. Technology Business Incubation Unit

a.) Management of Technology Business Incubation programs. Develop and implement long term and short-terms plans; oversee TBI operations, monitor KPIs of unit goals.
b.) Management of Partnership Relations. Establish and maintain partnerships with stakeholders including local and foreign TBIs, government bodies, corporations, universities, foundations, and other organizations; Facilitate coordination among incubatees, technical experts, RDEC officials, TBI Project Leaders, IPU Coordinators, and other TBI Personnel; Participate in events and activities that support the mission of the TBIU and contribute to the larger start-up ecosystem.
c.) TBI Program Development. Propose and implement service enhancement mechanisms to improve the delivery of services and products of the TBIU; Develop and submit plans of activities and accomplishments to RDEC; Lead awareness campaigns, forums, and similar activities to promote the TBIU; Provide project implementation support for Project Leaders in the implementation, monitoring, and assessment of TBIU-related projects; Manage resources, budgets, and work plans for various unit programs and operations.
d.) Start-up and Community Development. Develop and implement a community-wide operational and engagement plan involving donors, entrepreneurs, investors, corporations, mentors, advisors, and professionals; Establish a mentor network to provide coaching and advisory support to business owners; Assist start-ups at all stages, including ideation, acceleration, funding, and scale-up; Serve as a source of technical support, counseling, and information on technology venture creation for the University; Form institutional relationships

with public and private agencies to offer services to incubator tenants and support marketing and sponsorship initiatives.

e.) Fundraising and Sustainability Initiatives: Initiate promotional activities through various channels to enhance visibility and support; Develop a business plan for the sustainability of the TBIU; Lead the creation of proposals related to the operational growth, development, and value chain analyses of the TBI for institutional and external funding; Stay informed about entrepreneurial support programs and recommend them to incubatees for potential funding opportunities.

f.) Capacity Building: Conduct trainings, seminars and workshops on Pre-commercialization initiatives for stakeholders.

SECTION 1.6. Dissemination, Publication and Citation Monitoring Unit

a.) Dissemination of Research Findings: Coordinate and implement comprehensive dissemination activities to ensure research findings effectively reach relevant stakeholders via conduct of local forum, research conferences, and production of online or printed publications; Assist researchers in disseminating their findings through publications, conferences, and other platforms.

b.) Academic Integrity Promotion: Develop, enforce, and promote effective Anti-Plagiarism policy through educational campaigns, plagiarism detection services, and writing workshops for proper citation methods, tools and practices to ensure originality of academic outputs

c.) Monitoring of Publication and Citation Frequency: Monitor faculty publication and citation counts using online tracking tools and metrics

d.) WMSU Journal Publication: Oversee the implementation of the peer-review publication process and production of the university journals and bulletin

e.) Capacity Building for publication and citation improvement

f.) Other related DPCM functions: Perform related functions such as coordinating research training sessions, providing guidance on publication incentives, fostering inter-college and external collaboration among researchers, and facilitating administrative support for research initiatives to enhance research outputs

SECTION 1.7. Creative Works Unit

a.) Creative Project Development and Management. Facilitate the development and implementation of a working mechanism for the planning, management, conduct, and monitoring and evaluation of innovative and creative research projects, including arts, media, literature, and design across the different academic programs; Develop policies and guidelines that support and promote creative research within the institution; Identify and secure funding opportunities for creative research projects.

b.) Support for Creative Researchers. Provide resources, mentorship, and support for researchers engaged in creative works to enhance the quality and impact of creative research projects through dedicated support and guidance; Manage and allocate resources, including funding, equipment, and materials, for creative research projects; Identify and secure funding opportunities for creative research projects.

c.) Workshops and Training for Creative Works. Organize workshops, training sessions, and seminars on topics related to creative research methodologies and practices to equip researchers with the necessary skills and knowledge to undertake creative projects effectively.

d.) Promotion and Dissemination of Creative Outputs. Promote and disseminate creative research outputs through exhibitions, publications, performances, and

digital platforms to increase the visibility and impact of creative works within the academic community and beyond.

e.) Collaborative Networking and Partnerships. Provide dedicated spaces for creative researchers to collaborate, experiment, and develop their projects to foster a collaborative and supportive environment that encourages innovation and creative thinking; Establish and maintain networks and partnerships with other creative institutions, industry professionals, and external stakeholders for enhanced opportunities for collaboration and knowledge exchange, benefiting both researchers and the wider community.

SECTION 1.8. Research Centers Operation Office. The RCOO is responsible for leading the organization and management of the development and establishment of specialized research centers, ensuring operational efficiency and effectiveness of each output. It oversees the development, implementation, and evaluation of research programs and projects of the centers, ensuring they meet quality standards and achieve desired outcomes, as per Memorandum Order No. 1487, series 2024. Additionally, the office secures funding from various sources, including government agencies and private foundations, to support research initiatives. It identifies new research opportunities and fosters collaborations with internal and external partners to enhance the research center's impact and reach.

The following are the list of Specialized Research Centers:

1. Native Chicken R&D Center
2. Pure and Analytical Research Center
3. WMSU Socio-Economic Research and Data Analytic Center (SERDAC)
4. Research Innovation Center for Metals and Engineering
5. Research Center for Culinary Nutrition and Food Product Innovation
6. Climate Change Research Center (CCRC)
7. Center for Health Research and Health Systems Research
8. Ethnobotanical and Pharmacological Center
9. WMSU Biodiversity Research Center 10. Research Center for Language and Literature Studies

SECTION 1.9. Functions of the Research Coordinators. Research Coordinators are designated faculty responsible for overseeing and managing the administrative and operational aspects of research programs, projects, and activities in their respective college/campus. Their functions include:

a.) Serve as the Main Focal Person: Assist the College/Campus by acting as the primary contact for all research activities.

b.) Promote a Productive Research Culture: Facilitate and coordinate research initiatives, fostering a culture of research among faculty and students.

c.) Align with University Thrusts: Ensure that College/Campus research activities are in line with the overall research priorities of the University.

d.) Support R&D Agenda Development: Aid the College Dean/Director/Campus Administrator/Coordinator in formulating their Research and Development (R&D) Agenda.

e.) Preliminary Screening of Proposals: Conduct initial reviews of R&D proposals at the College/Campus level and endorse them, along with the College Dean/Director/Campus Administrator/Coordinator, to RDEC-RE for potential institutional or external funding.

f.) Monitor and Evaluate Projects: Oversee and assess the implementation of R&D projects within the College/Campus.

g.) Coordinate with RDEC Director: Work with the RDEC Director on the packaging, funding, and implementation of R&D proposals.
h.) Recommend Capacity Building Activities: Identify and suggest R&D capacity-building activities based on the needs of the College.
i.) Facilitate R&D Reviews: Coordinate College/Institute/Campus R&D reviews for project development, paper publication, and research forums.
j.) Document and Report Activities: Record all R&D activities of the College/Institute/Campus and submit quarterly reports to the (SDMU).
k.) Represent at Meetings: Attend and represent the College/Institute/Campus at Research Coordinator's Meetings and Council Meetings.
l.) Perform Additional Tasks: Carry out other R&D-related tasks as assigned by the College Dean/Campus Administrator/ RDEC Director, VPRE, and President.

The RC functions are consolidated roles and responsibilities from the following documents: WMSU Memorandum Order No. 0683, June 7, 2018; WMSU O.P. Memorandum Order No. 112, series of 2018; WMSU Research & Development Manual (2013). WMSU RDEC-MN-001.00, Date Effective: April 2015; Constituting the Research Ethics Oversight Committee, June 2015.

SECTION 1.10. Research Ethics Oversight Committee (REOC) The Research Ethics and Oversight Committee (REOC) is responsible for reviewing, overseeing, and approving all matters related to research ethics and compliance at WMSU. It provides a structured mechanism for the academic research community to seek guidance on ethical issues that may arise during the planning and implementation of their research projects [1]. The function and responsibilities of the REOC is to aid and support researchers in maintaining exemplary ethical standards in research. Their specific functions include: a. Revise, approve and adjudicate conflict of interest issues and management research plans of individual faculty, staff or student of the University; b. Advise University staff and officials on potential courses of action on all documents violating research complaint regulations of the University; c. When necessary, review, revise or draft new REOC policies involving research compliance and ethics, e.g. human subjects' protection, animal welfare, research misconduct and the like; and d. Oversee and conduct primary and continuing education on all aspects of research compliance and ethics for the academic community

SECTION 2. Extension Services and Community Development / Department of Extension Services and Community Development (DESCD)

SECTION 2.1. The Director of Department of Extension Services and Community Development (DESCD): The following are the functions of the DESCD Director:

a. Assume leading responsibility for extension services and community development programs within the University.
b. Supervise the following units:
    1. Community Based Livelihood Education (CBLE)
       The following are the functions of the CBLE Head:
        - Develop and implement extension plans, programs, and innovative approaches to improve the efficiency, productivity, income, and well-being of out-of-school youth and other rural clients.
        - Maintain effective partnerships with government and private organizations involved in extension activities.

- Organize and manage non-profit training programs for homemakers, out-of-school youth, farmers, and urban and rural change agents, collaborating with other university offices, colleges, or departments.
- Ensure alignment between the University's extension programs, research, and instruction. Recommend budgets for long- and short-term 14 plans to facilitate the efficient execution of the University's extension functions.
- Perform other duties as assigned by the Vice President for Research, Extension Services.

SECTION 2.2. Community Outreach and Development (COD)

The following are the functions of the COD Head:

- Review extension proposals from different colleges within the university. Facilitate the processing and evaluation of extension proposals, and endorse them for approval.
- Supervise the implementation of community outreach and development projects.
- Share knowledge and expertise on community services with agencies, local government units, and non-governmental organizations through formal and informal training sessions and hands-on demonstrations.
- Collaborate with other agencies that provide community services to share resources, expertise, and best practices to improve the delivery of extension services.

SECTION 2.3. Technology and Innovation Deployment (TID)

The following are the functions of the TID Head:

- Identify community technology needs.
- Effect the transfer of matured technologies to end-users for maximum utilization.
- Tailor technology deployments for maximum benefit. This might involve customizing training materials to local languages or skill levels, providing ongoing technical support specific to the implemented technology, or adapting existing technologies for unique community applications.
- Connect communities and researchers. The office can foster a two-way flow of knowledge. They can share successful deployments within the university, inspiring researchers to develop even more impactful technologies.
- Perform other related tasks that may be assigned by the Vice President for Research, Extension Services.

SECTION 2.4. Extension Monitoring and Evaluation (EME)

The following are the functions of the EME Head:

- Develop goals and objectives for college extension programs that are aligned with the university's overall goals and objectives.
- Write and compile reports that provide information about the university’s extension activities and accomplishments to stakeholders inside and outside of the university.
- Track the progress of extension projects and ensure that they are meeting their goals and objectives.
- Work with other offices within the university to collect information that is necessary to plan and monitor extension programs.
- Recommend ways to improve the extension's systems and operations.

SECTION 2.5. Hands of Goodwill (HANDOG)

The following are the functions of the HANDOG Head:

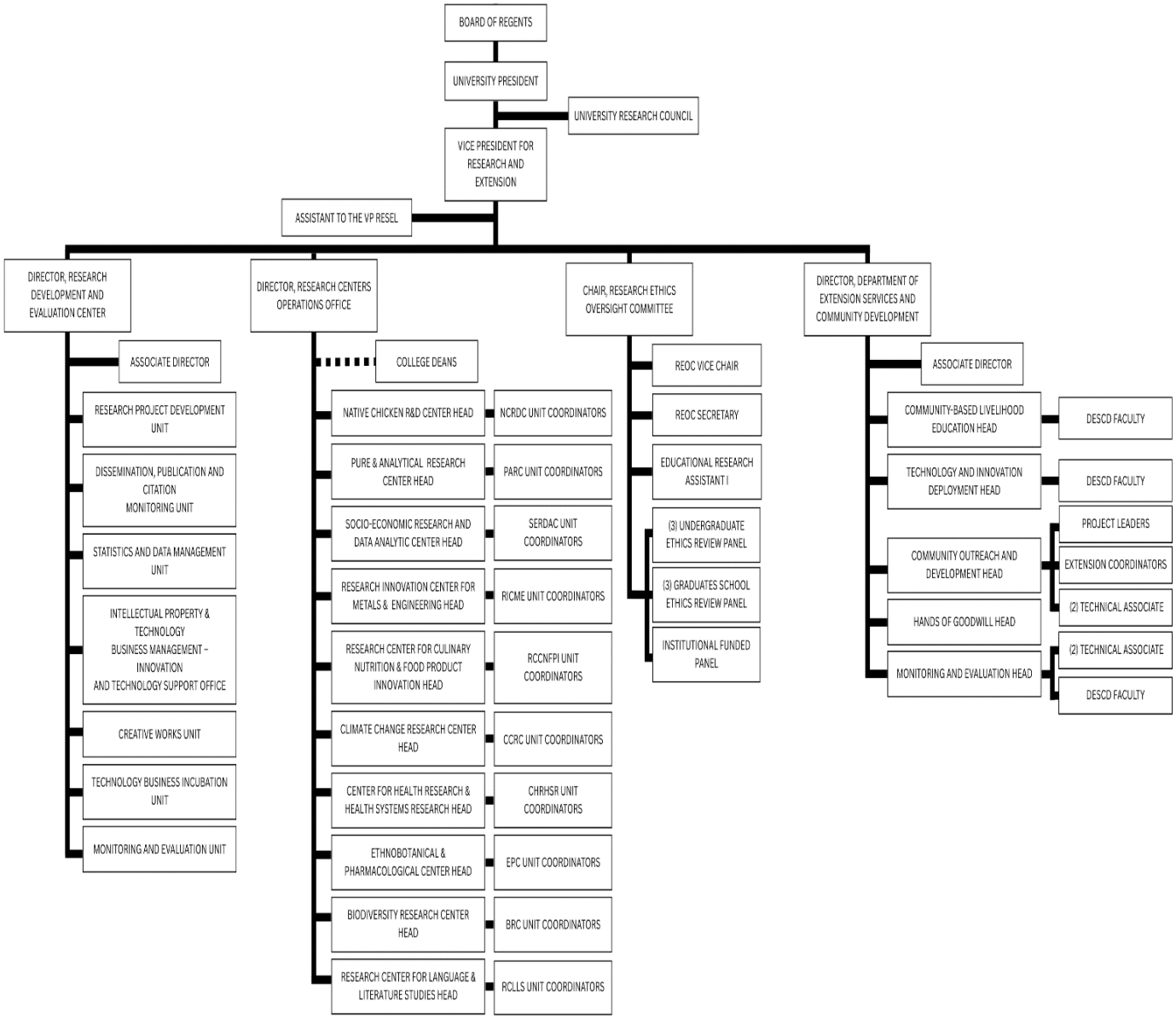
- Plan the University's volunteer program.
- Recruit teachers, non-teaching staff, and students to join the WMSU volunteer program.
- Develop a database of available volunteer service sources and match them with community needs.
- Organize and train volunteers to enhance their capabilities for sustained service delivery.
- Build partnerships with other government agencies and the private sector.
- Conduct regular assessments/valuations of the University's volunteer program.
- Perform other tasks as may be assigned by the Vice President for Research, Extension Services.

c. Extension Non-Formal Education Course and Programs Office
d. Agricultural Education Outreach Program (AEOP)
e. Community Outreach and Development Advocacy Program (CODAP)
f. Hands of Goodwill (HANDOG) Volunteer Center
g. College Extension Coordinators

The following are the functions of the College Extension Coordinators:

- Take the lead in extension activities within their respective colleges.
- Prepare and submit proposals for conducting extension activities in their colleges.
- Help coordinate college activities with the overall goals of the University's Department of Extension Services and Community Development.

Figure 5: ORGANIZATIONAL CHART FOR RESEARCH AND EXTENSION



Chapter V
The Vice-President for Resource Generation

ARTICLE 48. ***The Vice President for Resource Generation.*** The management of the Resource Generation Office is headed by the Vice President (VPRG) who is tasked to oversee the conduct of programs and projects intended for raising internally generated income to augment the University's regular subsidies.

SECTION 1. Duties and Functions of the Vice President for Resource Generation (VPRG). The VPRG shall be the focal person in the execution of all income-generating ventures of the University. The VPRG is recommended by the President and is confirmed by the Board of Regents and is preferably a holder of a doctorate degree. The VPRG shall directly report to the president.

a. Taking direct responsibility for the development and implementation of resource generation programs and income generating projects and exploring ways of optimizing the use of university resources for income and profit- making activities;
b. Presiding over all meetings of all resource-generating unit directors and project managers under offices relative to their operations and management;
c. Presiding over the crafting and formulation of policies and programs of IGPs in accordance with directions set by the university administration and advice provided by the governing board;
d. Initiating and coordinating program planning, manpower and resource organization and utilization, and direction of activities for maximum efficiency in income generation;
e. Recommending to the university president the appointments/designations of directors, project managers and all other personnel including recommendations for termination/dismissal after evaluation and due process; Acting as chairperson of the production advisory committee; and,
f. Performing other related functions towards the achievement of the university goals and objectives as delegated by the university president.

ARTICLE 49. The Production Advisory Committee (PAC)

The production advisory committee shall act as the advisory unit that deals with planning, decision-making and, when appropriate, resolution of issues relative to IGP. It is the body that will recommend to the office of the president all matters and issues that will require the president's approval. The PAC is composed of the chairperson, vice-chairperson, and representatives of units relevant to income generation such as fiscal/ financial management, economics, personnel management, business operations, production management, and legal matters. The president of the faculty union and the president of the administrative personnel association maybe included as members of the committee.

Functions

- Assist the university president in the formulation of policies, plans and programs as well as guidelines and regulations with respect to the management and operation of all income generating projects;
- Help formulate a sound and reasonable investment program to be included as part of a 5-year university business investment program;
    - Recommend to the university president the annual plans, policies and programs to enhance the entrepreneurship and income generation capabilities of the university;
    - Assist the university president in determining investment priorities of the institution based on acceptable criteria.
    - Recommend to the university president a profit sharing and incentive scheme for all program personnel and other support staff.

ARTICLE 50. Categories of Income/Resource Generating/IGP Clusters. The four (4) general cluster under the office of the Resource Generation.

SECTION 1. Agribusiness / Food Production. This includes activities that are agriculture-based/ oriented projects that are operated on commercial basis

The agricultural production and agribusiness projects are carried out mainly by the College of Agriculture. These are activities that are implemented in the San Ramon Campus, in the La Paz station of the CFES area, and in other areas within or outside Zamboanga City. Serving as learning experiences for students, the various production and marketing enterprises such as tissue culture, poultry and livestock, as well as other specific crop commodities, (i.e., coco — sugar) are also identified as sources of income for the university.

1. The Agribusiness / Food Production unit is headed by a Director;
2. The Agri-based IGPs serve as training ground for enterprise development and for field laboratory sites of the students enrolled in Agribusiness and in other related fields, thereby complementing instruction, research, extension and production programs of the university;
3. Promote quality agricultural products for students, faculty, non-teaching personnel and service community at very competitive prices; and,
4. Showcase and nurture the values of industry, discipline, self-sufficiency and enterprise skills to the students.

Functions/ Duties and Responsibilities Director

1. Assume direct responsibility for the overall supervision and management of all agribusiness project components under his/ her domain to achieve planned targets;
2. Implement specific policies, programs, procedures in the implementation of the agribusiness income generating projects;
3. Serve as link between top level management and lower managerial personnel;
4. Formulate comprehensive project plan and budget of the different projects; and
5. Conduct periodic check and review of records and information of the projects within his/her area of responsibility.

SECTION 2. Manufacturing, Retail, Merchandising. This cluster is involved in the production/manufacture, fabrication, processing, and retailing of goods, products, services, including the repair and maintenance of trade and industrial goods and machines operated within the business framework.

This cluster is involved in the production/manufacture, fabrication, processing, and retailing of goods, products, and services, including the repair and maintenance of trade and industrial goods and machines operated within the business framework. Under this cluster are the following projects:

1. Garment Shoppe
2. Souvenir Shop
3. Water Refilling Station
4. Machine/Equipment Fabrication

SECTION 2.1 Garment Shoppe. The Garment Shoppe shall be headed by a Manager recommended by the director in consultation with the vice president for resource generation and confirmed by the Board of Regents. The shop shall perform the following tasks: produce uniform sets for freshmen from the different colleges; oversee the sewing of high school and senior high school uniforms and elementary physical education

uniforms; provide academic gowns and other relevant products for graduating students; and perform other related tasks that may be assigned by higher authorities.

Functions/Duties and Responsibilities

Garment Shoppe Manager

1. Assume direct responsibility, liability and accountability of the operations in the garment Shoppe;
2. Plan, organize, direct and control the activities and effectively communicate with the project personnel;
3. Prepare annual budget and plan for the unit's feasibility study, including proposals for new products, and for its improvement and expansion; and,
4. Prepare the requisition and Issue Slip, Order Slip, Inspection Report and other issuance reports.

SECTION 2. 2. Souvenir Shoppe. A souvenir shoppe functions as a retail outlet that sells items designed to remind customers of their experiences at a particular place or event. These items often include keychains, mugs, t-shirts, magnets, and other memorabilia that reflect the unique identity of the university

In a university setting, a souvenir shoppe can have additional purposes when managed as part of an income-generating project:

- **Revenue Generation:** Provides additional funds for the university's development and activities.
- **Promoting School Spirit:** Offers branded items like shirts, hoodies, or pens to foster pride among students, alumni, and visitors.
- **Marketing the Institution:** Serves as a promotional tool, spreading the university's name and image beyond the campus.
- **Community Engagement:** Attracts visitors and the local community to engage with the university and its culture.
- **Support for Local Artisans:** Some souvenir shoppes feature locally crafted items, strengthening ties with the surrounding community and supporting livelihoods.

SECTION 2.3. Water Refilling Station. The Water Refilling Station shall produce purified and mineral water to cater to the needs of the community in terms of safe and clean drinking water specifically for students, employees, canteen concessioners and walk-in customers. The unit will be supervised by a Manager who should be a regular employee.

Functions/Duties and Responsibilities

Manager

1. Supervises operation on a day-to-day basis and provide the needs of the business operation.
2. Accomplishes financial objectives by forecasting requirements.
3. Conducts weekly inspection on the status and condition of the water refilling machine and submit report and recommendation when needed.
4. Performs other functions as may be instructed by the immediate head.

SECTION 2.4. Machine/Equipment Fabrication. The Machine / Equipment Fabrication Unit shall be responsible for the development of metal works and digital fabrication. This includes prototyping, digital fabrication of metals, and other engineering products/prototypes. It shall be the marketing arm of the university in commercializing the

fabrication and the metal work products of research and innovation which includes utility models and those with approved intellectual property rights. Also considered for marketing under this unit are similar innovative and creative works that are viable for commercialization and business enterprise from the Colleges and Units. The implementation is in coordination with the respective College Deans and Unit Heads.

Manager: Functions/Duties and Responsibilities

1. Develop and oversee fabrication schedules to meet demand and optimize output.
2. Ensure machinery is well-maintained, upgraded, and operates at peak efficiency.
3. Implement quality assurance measures and adherence to industry standards.
4. Monitor expenses, optimize resource allocation and maximize resource generation.
5. Manage procurement, storage and usage of raw materials and fabricated components.
6. Lead and train staff to enhance productivity and technical expertise.
7. Identify opportunities for technological advances and efficiency improvements;
8. Performs other functions as may be instructed by the immediate head

SECTION 3. Training and Professional Services. This refers to projects that interfere or are parallel with academic and training services, on and off campus, and are operated as income generation programs. This refers to projects that interface or are parallel with academic and training services, on and off campus, and are operated as income generation programs. Included in this category are both existing and proposed projects of the following units under the Resource Generation:

1. Language Development and Resource Center
2. Center for Continuing Education
3. Professional Consultancies

SECTION 3.1. ***The Language Development and Resource Center***. The Language Development and Resource Center (LDRC) shall be headed by a Director to be recommended by the President and confirmed by the Board of Regents. The LDRC shall offer language training courses to students, teachers, and other professionals like English for International Competencies, Spanish, Bahasa, Mandarin, Nippongo, Hangul, and other foreign languages for professional, business, and social advancements.

Functions of the LDRC

a. To improve the quality of life of learners in the economic, social, academic, and personal spheres through competencies in different languages.
b. Develop different language trainings that would be useful to students, teachers, and other professionals;
c. Collaborate with local, national, and international institutions for stronger alliances in language development;
d. Develop language programs that would respond to both the national and international thrusts of education;
e. Offer English language proficiency placement exams and refresher courses for teacher's applicants, law and graduate students;
f. Develop and improve language modules to equip Filipino and foreign students with language learning that is both relevant and functional;
g. Engage in research work in the fields of languages and communications;
h. Generate sizeable resources from the different language trainings to assist the university in its resource generation mandate; and,
i. Perform other tasks that may be assigned by higher authorities.

Duties and Responsibilities
Director

1. To provide different training programs to develop and enhance language capabilities of students and graduates so they are equipped with the necessary skills to compete successfully in the different industries, and in the local and global workplace;
2. To provide continuous training for teachers to further develop their teaching competencies to enable them to achieve global competencies in their profession;
3. To maintain and to expand positive partnerships with local, national and international public and private organizations for stronger alliances in language development;
4. To improve and develop language methodologies which will advance deliveries of language services;
5. To seek subsidies from supportive organizations for expansion of laboratories and facilities/equipment and for further training/education for teachers and staff under the LDRC;
6. To develop language programs that would respond to the thrusts of global education, and the global workplace;
7. To engage in resource generation to expand and maintain the language programs and projects in support of university academics, and to generate funding;
8. To supervise over academic programs, the teachers and IT staff;
9. To closely coordinate with the finance department re: finances generated by the LDRC to better plan for laboratory maintenance and renovation, to include the upgrading of facilities; and,
10. To recommend the hiring and training of teachers and IT staff.

SECTION 3.2 ***The Center for Continuing Education.*** The Center for Continuing Education (CCE) provides training, review and professional consultancy services to university clientele and outside customers. The office shall be headed by a Director who is recommended by the president and confirmed by the Board of Regents. The office shall design activities exigent to the smooth and effective operation of the University's review and training programs.

Functions

1. Coordinate the design, development, and packaging of training modules;
2. Organize and implement/coordinate professional reviews, relevant trainings, and non-formal education activities;
3. Prepare and submit plans and reports relative to the activities and accomplishments of the CCE;
4. Establish linkages with other agencies to promote the training programs of the University and to maintain and update database of all trainings conducted by the university; and,
5. Perform other duties that may be assigned by higher authorities.

Duties and Responsibilities
Director

1. Assume direct responsibility for the over-all supervision and administration of all project components under his/her responsibility to achieve established targets with optimum efficiency;
2. Organize resources to ensure effective production of goods and services;

3. Formulate strategic directions and priority programs, policies, guidelines, and procedures under the Center;
4. Prepare proposals for projects, review, and enhancement programs;
5. Monitor and evaluate the overall operations of the Center;
6. Coordinate with the project coordinators in the planning, organizing and actual conduct of projects and activities using the expertise of the college/university;
7. Establish and define working responsibilities of management team;
8. Submit regular/progress reports to the VPRG and to the university president; and,
9. Attend PAC meetings and other top-level management meetings as required.

Consultancy Coordinator

1. Prepare proposals for the conduct of consultancy programs as requested by clients;
2. Recommend capable team from both faculty and staff personnel who have the expertise in consultancy work based on field of specialization and experience;
3. Direct and supervise the team in preparing any consultancy works requested by clients in the form of feasibility study, project proposals and the like; and,
4. Perform other related activities as required by person(s) in authority.

SECTION 3.3. Professional Consultancies. Professional consultancies provide expert advice and specialized services to individuals, businesses, or organizations. Their goal is to solve specific challenges, improve operations, or support decision-making processes in various fields. Broken down as follows:

Types of Consultancies:

- **Management Consultancy**: Focuses on improving organizational performance, developing strategies, and managing change.
- **IT Consultancy**: Offers expertise in technology solutions, systems implementation, and digital transformation.
- **Financial Consultancy**: Provides advice on accounting, investments, cost optimization, and financial planning.
- **Human Resources Consultancy**: Assists with recruitment, training, compliance, and employee engagement.
- **Marketing and Brand Consultancy**: Helps with brand development, market strategies, and customer engagement.

Core Services:

- Identifying problems and developing tailored solutions.
- Conducting research, data analysis, and feasibility studies.
- Implementing solutions and offering follow-up support.
- Facilitating workshops, training, and coaching.

SECTION 4. ***The Auxiliary Services Center***. The University Auxiliary Services Office oversees the implementation of various IGPs that provide support services to students, faculty and non-teaching personnel in the University including clients from non-university groups and stakeholders. The office shall be headed by a director recommended by the president and confirmed by the Board of Regents. The Director is assisted by an administrative aide. They shall plan and undertake income-generating programs and projects of the university from the use/utilization of university assets that have identified income-generating potentials that will help in the need for additional financial support.

Functions of the Auxiliary Services Director

1. Set directions of income generation using existing university assets;

2. Identify and access funds from various sources;
3. Oversee the overall IGP operations/administration and the implementation of the university's auxiliary enterprises such as dormitories, the gymnasium, conference and social halls, and other assets;
4. Plan and develop policies, projects/programs in consonance with existing laws and regulations;
5. Generate a practical and feasible annual financial and investment plan relative to resource generation;
6. Consolidate and submit an annual development and production plan, terminal and accomplishment reports as required; and,
7. Perform such other functions as may be assigned by the Vice President for Resource Generation.

The University Auxiliary Services Office shall oversee the operation and maintenance of the following business units which shall be handled by designated unit managers:

1. University Food Service
2. University Dormitory
3. Health/Medical Services
4. University Press
5. Facility Rental

SECTION 4.1. ***University Food Service.*** The University Food Service shall be headed by a manager who is recommended by the president and confirmed by the Board of Regents. The manager shall supervise the University Food Service staff in ensuring the preparation and delivery of safe, healthy, and affordable food to students, staff, faculty and other clients, and perform other tasks that may be required by the director and the University Auxiliary Service Office.

SECTION 4.2. ***University Dormitory and Hostel.*** The University Dormitory is the on-campus housing facility for students who are non-city residents who cannot afford current commercial dormitory rates. It is a facility that would help address the responsibility of the university for clean and affordable student housing to complement the government's program for free higher education. Currently, two university-run in-campus housing facilities for students are ready for occupancy —the main campus dormitory and the San Ramon Students' Dormitory. Another on-campus transient boarding facility is the mini-hostel. It is a medium-sized 12-room double-occupancy air-conditioned pension facility that can be used for in-house seminars and trainings adjacent to a training room and a ground floor dining area. This is a complementary housing facility for guests and transient government personnel.

The management of this combined facility shall be headed by a Manager who is recommended by the President and confirmed by the Board of Regents. He/She shall be responsible for the smooth management of the boarding facilities: ensure and promote the security and well-being of the residents thereof; supervise the maintenance of a dwelling place for students which is conducive for study; and perform other tasks as may be required by the Director of the University Auxiliary Service Office.

SECTION 4.3. ***Medical Services — Clinical Laboratory.*** The WMSU Clinical Laboratory aims to be the frontline service provider in the field of the clinical laboratory delivering adequate, affordable and reliable clinical laboratory tests to its students, academic and administrative personnel and the neighboring communities. It adheres to the principles of continuous improvement, dynamic commitment to quality performance and evaluation.

SECTION 4.4*. The University Press.* The university press shall be headed by a manager recommended by the president and designated by the Board of Regents. They shall oversee the printing of textbooks, reference materials, monographs, journals, periodicals and other printing jobs of both internal and external clients; serve as an income-generating enterprise of the university in consortium with private entrepreneurs or as a business enterprise exclusively managed and financed by the university; and, as the need arises, serve as a training center for mass communication students.

As mandated in the WMSU Code, it will also serve as a center for printing of textbooks and reference materials, monographs, journals, periodicals, and other teaching learning support materials. The WMSU Press is registered as a book publisher and book printer with the National Book Development Board (NBDB).

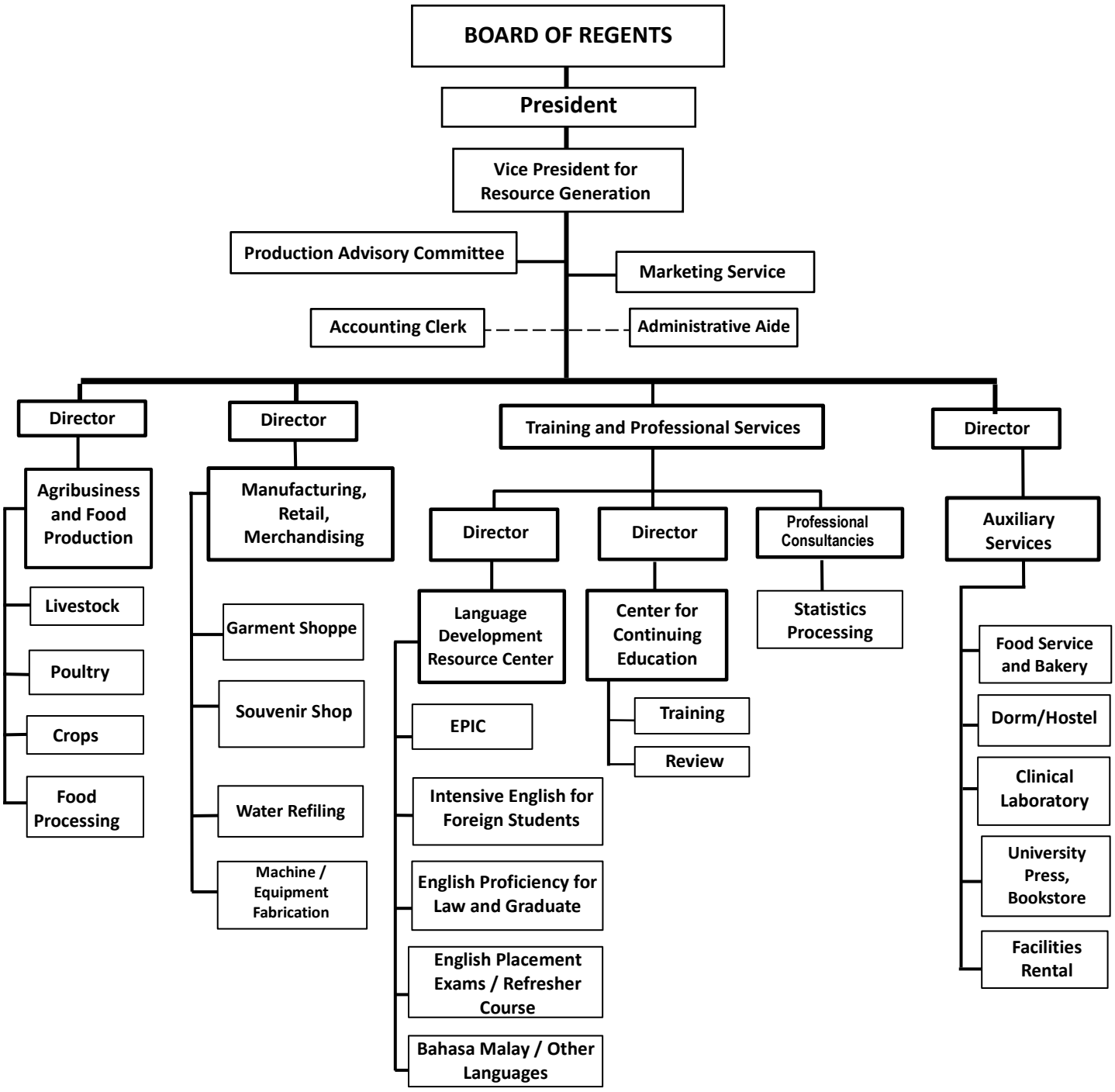
SECTION 4.5*. Facilities Rental*. Canteen stalls, and food carts at the university campus are rented out to concessioners who directly serve the WMSU community. The monthly rental for the space is based from the approved rental rates by the Board

of Regents stipulated in Board Resolution No. 144 series of 2011. Supervision of the IGP is under the office of the marketing coordinator as rental manager. All applications and requests are submitted to the marketing office for processing and eventual approval or disapproval. Likewise, monitoring and evaluation are under the same office.

Other university facilities such as the gymnasium, social hall, covered court, open stage, seminar halls, and classrooms are also available for use by outside clients for a fee. The new rates have been approved by the Board of Regents through BOR No. 155 series of 2014. However, the space at the open stage area may be rented out for income generation via exhibits and booths during special occasions at a suggested rate of P 100 per square meter per day subject to the approval of the BOR.

SECTION 4.6*. The Marketing Services Office.* The marketing service office shall be a staff office to assist all units under the OVPRG. It shall serve as the main selling arm for products produced through the different enterprises of the university and arrange with clients in the engagement of professional services. It shall be headed by a marketing service manager who shall liaison with various units carrying out corporate activities to facilitate the marketing of products through advertising, promotion, price evaluation and sale.

Figure 6. ORGANIZATIONAL CHART FOR RESOURCE GENERATION



Chapter VI
The Vice-President for Student Affairs and Services

ARTICLE 50. ***The Vice-President for Student Affairs and Services.*** The Office of Student Affairs and Services is headed by a Vice President, confirmed by the University Board of Regents and is preferably a holder of a doctorate degree. The VPSAS is tasked to assist the University President in the fulfilment of the University's major functions on student affairs and services.

The Office of the Vice President for Student Affairs and Services was created through Board Resolution No. 123, series of 2024, during the 3rd Quarter Regular Board Meeting held on October 3, 2024 at the 4th Floor, HEDC Building, Commission on Higher Education, UP Diliman, Quezon City.

The creation of the Office of the Vice President for Student Affairs and Services will strengthened the relevant student services being one of the major functions of the University which will support the students in their academic, social, emotional, spiritual growth and holistic development that will enhance their potentials well-being.

With reference to CHED Memorandum Order No. 09, series of 2013, the non-academic services are student welfare services, student development programs and services and institutional student programs and services.

Student Welfare Services are the basic services and programs needed to ensure and promote the well-being of students.

Student Development Services are services and programs designed for the exploration, enhancement and development of student's full potential for personal development, leadership and social responsibility through various institutional and/or student-initiated activities.

Institutional Student Programs Services are services and programs designed to proactively respond to the basic health, food, shelter and safety concerns including student with special needs and disabilities and the school.

SECTION 1. Duties and Responsibilities of the Vice President for Student Affairs and Services (VPSAS)

The Vice President is tasked to oversee the conduct of plans, programs and activities related to student welfare and development in consonance with the vision, mission, and quality policy of Western Mindanao State University. He/she shall be directly responsible to the University President on matters pertaining to student affairs and services.

Assistant to the Vice President for Student Affairs and Services

The Vice President for Student Affairs and Services may be assisted by an Assistant to the Vice President for Student Affairs and Services who shall have the following duties and responsibilities:

a. assists the Vice President in supervising and coordinating the offices and units under the OVPSAS;
b. Supports the VPSAS in the evaluation and implementation of policies related to Student Welfare Services, Student Development Services, and Institutional Student Programs and Services;

c. provide supports the Vice President in the preparation of correspondence, reports, presentations, and other documents to support the Vice President's activities, as well as the execution of special projects and the completion of special duties;
d. administers supervision, instruction, and training to the Vice President's support personnel; and
e. performs such other functions as may be assigned by the VPSAS or higher authority.

Student Affairs and Services Advisory Committee (Memo no. 2192, s. 2024 dated September 10, 2024). The SAS advisory committee shall assist the VPSAS in the following tasks:

1. Formulate and recommend policies that will improve the quality standards of Student Affairs and Services;
2. Deliberate, evaluate, and recommend approval of proposal/s related to the Student Affairs and Services;
3. Regularly review policies that will enhance the delivery of basic programs and services to students;
4. Recommend policies that will support student development and welfare; and shall
5. Perform other functions related to Student Affairs and Services.

SECTION 2. Offices under the Office of the Vice President for Student Affairs and Services. The following offices shall be under the direct supervision of the VPSAS:

a. Office of Student Affairs
b. Scholarships and Financial Assistance Office
c. Guidance and Counseling Center
d. University Health Services Center
e. Sports Development Office
f. Career and Job Placement Center
g. Multi-Faith Services Office
h. Students with Special Needs and Persons with Disabilities Office

SECTION 2.1 The Office of Student Affairs. The Office of Student Affairs shall be headed by a Director, recommended by the President, and appointed by the Board of Regents. The Office shall formulate programs and activities, as well as provide services geared towards the enhancement and development of the student's potential for personal development, leadership, and social responsibility through various institutional and/or student initiated activities.

a. Accreditation of Student Organization
b. Application for lost school ID
c. Validation of School ID
d. Student Council and Discipline
e. Endorsement and Monitoring of Student Programs and Activities
f. Non-academic Evaluation and Recognition

SECTION 2.2. The Scholarships and Financial Assistance Office. The Office shall be headed by a Director, recommended by the President, and appointed by the Board of Regents. The office is tasked to: receive, process and record all student scholarship applications; maintain an efficient record keeping system of all student scholarship grants and scholars enjoying the scholarships; monitor compliance of the scholarship requirements by all students availing of scholarships; review all applications for renewal or extension of scholarships.

SECTION 2.3. The Guidance and Counseling Center. The Guidance and Counseling Center shall be headed by a Director who is a Registered and Licensed Guidance Counselor. The Center shall provide the following services:

a. Orientation Service
b. Information Service
c. Individual Inventory
d. Psychological Testing Service
e. Counseling and Psychoeducational Services
f. Follow-up Services
g. Consultation Services
h. Research and Evaluation
i. Referral Service
j. Wellness Program
k. Stress Management Coaching
l. Crisis Intervention
m. Community Outreach
n. Career/Vocational Mapping
o. Counseling Supervision for Masters in Guidance and Psychology Students
p. Psychological First Aid Seminars and Trainings

SECTION 2.4. The University Health Services Center. The University Health Services shall be headed by a Medical Officer recommended by the President and appointed by the Board of Regents. The Center shall provide Medical and Dental Services and shall conduct the following activities.

Medical Services

a. Conduct physical/medical examination of students prior to their admission to the University
b. Examine and treat patients in the infirmary
c. Refer and conduct, if necessary, serious cases to hospitals with more adequate facilities;
d. Determine the physical fitness of students who have to participate in strenuous activities such as athletics, pre-military training, and field work;
e. Provide the University with necessary information on health matters
f. Prevent and control the spread of communicable and infectious diseases within the University and its vicinity
g. Assist in the general supervision and improvement of environmental sanitation;
h. Keep up-to-date medical records of students and the staff;

Dental Services

a. Conducts annual dental check-up to all incoming freshmen and transferees in this University
b. Treat or conduct Dental Extraction to students, faculty and non-teaching personnel of the University
c. Attends to the Dental need of WMSU Students, faculty, non-teaching personnel and their immediate family members
d. Conducts dental examination, consultations to students, faculty and nonteaching personnel and their family members
e. Provides dental consultation to patients
f. Keeps and submits records of treatment
g. Provides referrals of Dental Data information for research studies

h. Formulates and implements policies on dental health education and program
i. Assists in planning, organizing, and coordinating the dental health program and other health activities

SECTION 2.5. Sports Development Office. The Sports Development Office shall be headed by a Director, recommended by the President and approved by the Board of Regents. The services offered shall include the following.

a. Athletes Training
b. Coaches Training
c. Designing fitness and wellness of Faculty, staff, Administrative Personnel, Students, and walk-in clients

SECTION 2.6. Career and Job Placement Center. The Career and Job Placement Center is headed by a Director, recommended by the President and approved by the Board of Regents.

a. Facilitates employment opportunities of students and alumni, within and outside of the University, supervised by Department of Labor and Employment (DOLE)
b. Plans, designs, organizes, and prepares the career placement and public employment service office plans and programs of the University suited to the needs of the different stakeholders
c. Oversees the implementation and evaluation of the WMSU Career and Job Placement Center plans, programs, and activities for students and alumni
d. Conducts students assistants' interviews and orientation particularly on the requirements and procedures of student's employment and deployment
e. Supervises activity for student service scholars of the different colleges and offices within and outside of the University
f. Provides assistance to meet their needs as well as the offices/departments, colleges, and industries requesting their services

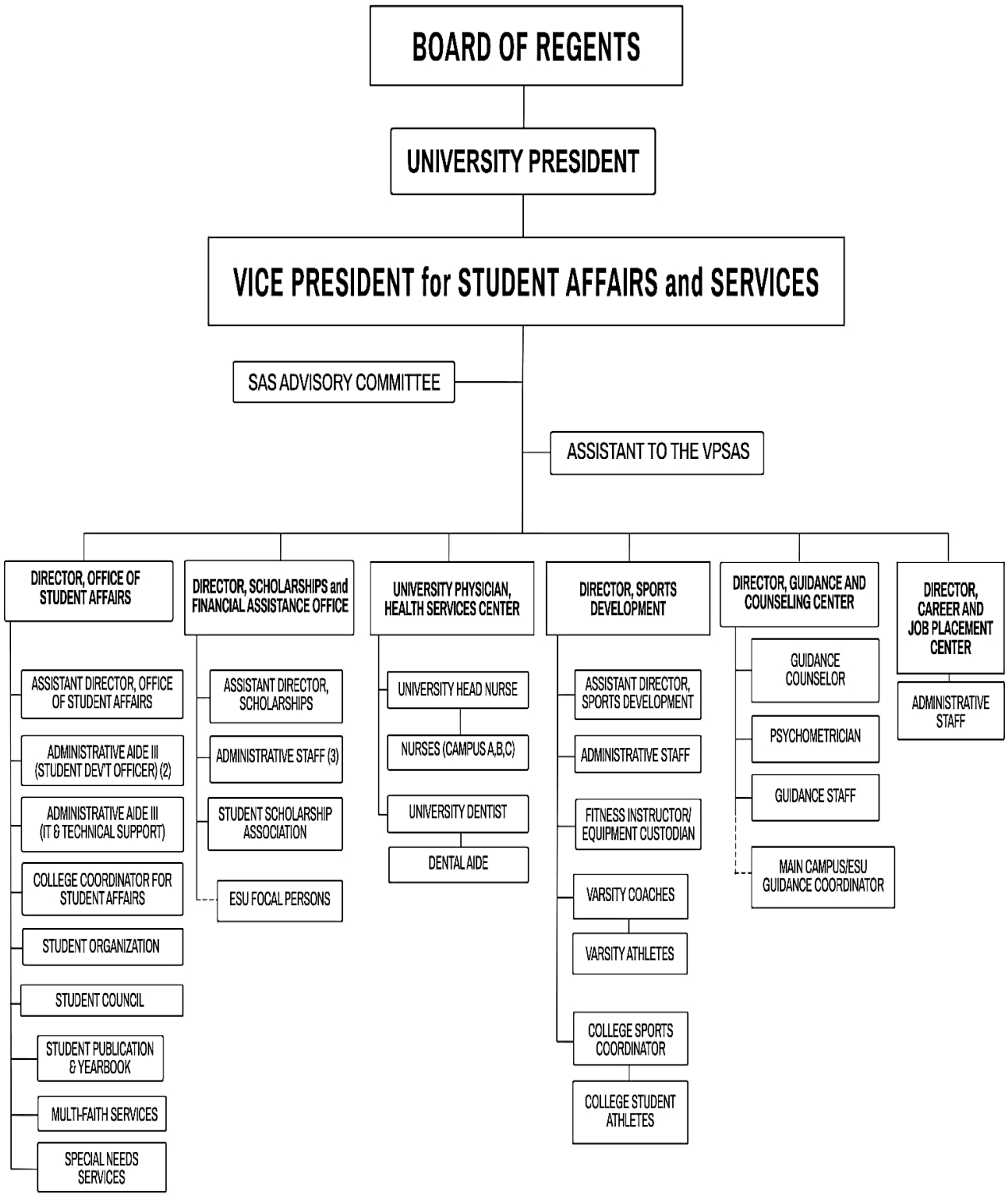
SECTION 2.7. Multi-Faith Services Office. The Multi-Faith Services Office shall be headed by a Coordinator. The Center shall provide the following services:

a. Provide students the opportunity to express their faith in proper venues;
b. Strengthen and enrich students' faith and spirituality for self enhancement;
c. Promote camaraderie among students through spiritual and other socio-cultural activities; and
d. Provide opportunities to learn from own and others' experiences through bible sharing/bible study, and retreats

SECTION 2.8. Students with Special Needs and Persons with Disabilities Office. The Special Needs and Persons with Disabilities shall be headed by a Coordinator. The office shall provide the following services to its clients:

a. Provide programs and activities designed to offer equal opportunities to PWDs
b. Ensure academic accommodation is available to PWDs
c. Offers services on life skills development, Information Services, Counseling, Referral, Consultation, and Social Support.

Figure 7. ORGANIZATIONAL CHART FOR STUDENT AFFAIRS AND SERVICES



TITLE III
INSTRUCTION, RESEARCH AND EXTENSION SERVICES, EXTERNAL LINKAGES AND PRODUCTION

Chapter I
The Colleges and Institute

ARTICLE 51. ***Creation, Abolition, and Reorganization of New Colleges, Offices and Units.*** Upon the recommendation of the University President, the Board of Regents shall have the power to reorganize the University subject to the provisions of its Charter and other applicable laws. It 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.

ARTICLE 52. ***The College.*** A college is an academic unit with three main functions, namely: instruction, research, and extension. However, applicable production venture is an added function to provide financial flexibility. A college with at least two departments shall be headed by a Dean to be designated upon consultation with the respective College Academic Council.

ARTICLE 53. ***The Academic Institute.*** The academic institute is a unit that provides post-baccalaureate and graduate programs. Although its main function is instruction, it can pursue activities in any of the following: research, extension, and production. Each shall be headed by a Director who should preferably be a holder of an appropriate doctorate degree and a holder of at least an associate professor rank with five years of administrative experience.

The Academic Institute director shall have the duties and responsibilities similar to those of the college dean.

ARTICLE 54. ***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 Part-time Instructors, Visiting Academic Staff of the University, and Professors Emeriti.

ARTICLE 55. ***Regular and Non-Regular Faculty***. The regular faculty shall consist of all faculty members appointed to plantilla-based appointment with corresponding faculty rank in an academic unit in the University of the college/institute giving instructions therein.

ARTICLE 56. Part-time instructors, 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.

ARTICLE 57. ***Faculty Meetings.*** 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.

ARTICLE 58. ***Faculty Powers.*** Subject to the approval of the Academic Council, the faculty shall be empowered to:

a. Determine the entrance requirements of the college and the course of study to be pursued for each degree offered.
b. Recommend to the Academic Council the qualified candidates for degrees, titles and certificates;
c. Administer the educational and internal affairs of the college within the limits prescribed by the rules of the University and by the President and
d. Submit recommendations to the Board of Regents, the Academic Council, or the Administrative Council through the President of the University.

ARTICLE 59*. Principles of Academic Freedom*. Pursuant to Article 5 (2), Article X1V of the 1987 Constitution of the Philippines, the faculty of the Western Mindanao State University shall enjoy academic freedom.

Academic freedom is the right of the teachers to teach the subject of their specialization according to their best lights; the right to express their opinions on public questions in a manner that shall not interfere with their duties as members of the faculty or adversely affect their loyalty to the University.

Within this specific framework, the following principles are hereby declared:

a. The University shall not impose any limitation upon the teachers' freedom in the exposition of their own subject in the classroom or in addresses and publications;
b. No faculty member may claim as their right the privilege of discussing in the classroom controversial topics that are not pertinent to the study that is being pursued;
c. The University shall not restrain the teachers' freedom in the choice of subjects for research and investigation undertaken on their own initiative;
d. The University shall recognize that the teachers, in speaking or writing outside the institution on subjects beyond the scope of their own fields of study, are entitled to the same freedom and are subject to the same responsibilities as other citizens;
e. The University shall not assume responsibility for the views expressed by members of the faculty; the faculty members themselves must, when necessary, make clear that they are expressing their own opinions;
f. Should the conduct of faculty members in their classroom or elsewhere give rise to doubts concerning fitness for the position they hold, the question should be submitted first to a committee of their peers; and
g. In no case shall members of the teaching staff be dismissed before the normal termination of their appointment without full and open hearing before the Board of Regents, should they desire it, and only upon sufficient notice.

ARTICLE 60. *Faculty Representation in the University Bodies.* The University Faculty Union shall be represented in the following bodies/committees (*Cf.* Sec. 5, Art. VI, University Faculty Union Collective Negotiation Agreement, Annex "C" hereof):

a. Selection and Promotion Board;
b. Grievance Committee
c. Employees' Suggestion and Incentive Awards Committee (PRAISE);
d. Scholarship Committee;
e. Canvass, Bids and Awards Committee as Observer;
f. Committee on Property Inventory and Disposal;
g. Academic Council;
h. Management Committee;
i. NBC 461 Committee

j. Performance Evaluation Review Committee;
k. Administrative Council;

ARTICLE 61. ***The College Dean.*** The college shall be headed by a Dean who shall be selected from among the regular faculty members with permanent appointment. Graduate programs will be organized by a Coordinating Dean who shall function separately but in coordination with other college deans. The Dean shall be recommended to the Board by the President after due consultation with the faculty concerned in accordance with the succeeding provisions.

SECTION 1. ***Qualifications of the Dean*****.** 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. In the interest of the college, the President may expand the selection of a Dean to other colleges or institutes, and may include any faculty member with the appropriate qualifications to apply for the position and be included candidate for consideration.

For the Coordinating Dean of graduate programs, he/she must be a holder of an earned doctorate degree, has at least three (3) years relevant administrative experience, and meets the criteria/issuances set by the CHED. The Coordinating Dean works with the Deans of the different colleges with graduate courses, on policies, procedures, and curriculum, for the continuing improvement and innovation of the courses offered in the graduate department.

The Deans of Colleges with courses requiring Licensure Examinations must meet the criteria/issuances set forth by the CHED and the Professional Regulation Commission (PRC) and all the corresponding laws and regulations covering the respective professions.

Requirement for deanship of the College of Education shall be in accordance with the ***Magna Carta for Teachers.***

SECTION 2. ***Selection of the College Dean.*** The regular faculty members of a college, as a body, have 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 President's consideration of candidates shall be without prejudice to the application of those based in other colleges/ institutes, provided they meet the qualifications for deanship.

SECTION 3. ***The Term of Office****.* The term of office of all Deans or Officials of equivalent rank, 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 as decided by the Board of Regents upon the recommendation of the President.

SECTION 4. ***Revocation of Designation.*** The Board of Regents may also earlier revoke the designation of Deans or officials of equivalent rank upon the recommendation of the University President for cases of 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.

SECTION 5. ***Committee Membership.*** 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. S/He may be allowed to sit as a member, but not as Chair, of a Graduate School Thesis or Dissertation Panel in his/her college. S/He may also serve as adviser or critic.

SECTION 6. ***Duties of the Dean.*** The duties and responsibilities of the Dean shall include the following:

a. Initiate, coordinate, supervise, and evaluate instruction, research, extension, and production programs in the College;
b. Plan, implement, supervise, and evaluate the college academic offerings, programs, and activities;
c. Review the workload of faculty members;
d. Coordinate with the Registrar's Office and other appropriate offices curricular concerns;
e. Recommend the recruitment, designation, termination, or transfer of concerned faculty members and support staff;
f. Recommend candidates for graduation to the University Academic Council;
g. Manage and maintain database and other pertinent documents of the college;
h. Recommend qualified faculty members and support staff for scholarships, trainings courses, sabbatical leaves, awards, and other similar academic opportunities;
i. Monitor and implement student admissions and retention policies appropriate to programs in coordination with the University Registrar;
j. Be responsible for the behavior and discipline of students, faculty members and employees within the college, and recommend disciplinary action on those erring within the limits prescribed by the rules and regulations on discipline and approved by the Board of Regents;
k. Submit to the President annual reports, staffing patterns, and such other reports which the President may require; and
l. Perform other duties and responsibilities that may be assigned by the Vice President for Academic Affairs and the University President.

ARTICLE 62. ***The 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. 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.

SECTION 1. ***Functions of the Associate Dean****.* The Associate Dean, who shall not head any of the departments of the college/institute, shall perform the following functions:

a. Sit as member in all committees of his/her college/institute/department in the absence of the Dean;
b. Assist the Dean in the preparation of all semester and summer programs;
c. Assist the Dean in the general supervision and administration of the affairs of the college; assist the dean in the preparation of all reports;
d. Monitor the compliance of academic and non-academic assignments of faculty as against approved individual daily program (IDP);
e. 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;

f. 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
g. Perform such other functions as may be required by the Dean.

ARTICLE 63. ***The Academic Advisory Body***. There shall be in each college or institute an Academic Advisory Body consisting of not less than five (5) members with the Dean as Chair. It shall be the duty of this committee to consider academic problems and suggest improvement measures to the faculty. The membership and size of the committee shall be drawn and determined from the members of the faculty whose names shall be submitted to the President for confirmation.

ARTICLE 64*. The 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 College Secretary shall be recommended by the College Dean, approved by the President, and confirmed by the Board of Regents. The term of office should be two years, or co-terminus with the College Dean.

SECTION 1. ***Functions of the College Secretary.*** The College Secretary shall perform the following faculty- and student-related functions:

SECTION 1.1. Faculty-related functions:

a. Receive academic-related suggestions from faculty members;
b. Help undertake and correlate all activities of the faculty committees of the college/institute;
c. Keep permanent records of the faculty and students of the college/institute;
d. Help prepare the annual budget and requisitions of the college or institute;
e. Render to the Dean such administrative assistance as may be required; and
f. Perform such other functions as may be assigned by the dean.

SECTION 1.2. Student-related functions:

a. Inform registering students of their schedules, curricular and other related matters;
b. Assist the Dean of Student Affairs in the supervision of student activities;
c. Help execute the decisions of the committees of the college/institute and the University authorities, particularly those that affect the students;
d. Ensure the fulfillment of all graduation requirements; and
e. Perform such other duties as may be assigned to him/her by the Dean.

ARTICLE 65. ***The College Department.*** The President may recommend to the Board of Regents the organization of departments in the various colleges or institutes and schools on the basis of the fields of study or discipline.

SECTION 1. ***Composition*****.** The department staff shall consist of members of the teaching or research staff, including lecturers who teach or do research work in the department.

SECTION 2*. Functions.* The following functions 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.

ARTICLE 66. ***Department Meetings***. Meetings 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**.**

ARTICLE 67. ***The Department Head.*** 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.

SECTION 1. ***Term of Office.*** The term of office of the various department heads/chairpersons of academic disciplines in all units of the University shall be three (3) 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.

SECTION 2. ***Functions and Responsibilities.*** The Department Head shall determine the administrative organization and nature of work of the department. S/He 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.

ARTICLE 68. ***The External and Special Studies Unit****.* The External and Special Studies Unit (ESSU) shall be headed by a Dean, recommended by the President and appointed by the Board of Regents, and who shall perform the following functions:

a. Establish external studies units with Local Government Units (LGU) and academic institutions in strategic places in the region;
b. Provide quality monitoring and evaluation to all existing and future ESUs;
c. Upgrade the teaching competencies of ESSU faculty and enhance the learning of students through the conduct of seminar-workshops; and produce competitive ESSU graduates; and
d. Supervise the following units: the Autonomous Campuses; the External Studies Units; the Office of the Distance Education and Open University System; and other special studies units that may be created.

SECTION 1. ***The External Studies Unit (ESU).*** The External Studies Units shall be headed by Administrators who shall be directly supervised by the Dean of the External and Special Studies Unit. ESUs may offer graduate and undergraduate courses similar to those offered in the regular units of the University in places where such programs may be needed, subject to such conditions as may be prescribed by the President and approved by the Board of Regents.

Chapter II

The Academic Support, Student Welfare and Development Services

ARTICLE 69. ***The Academic Support Services.*** Offices that serve auxiliary academic functions shall be organized and directly supervised by the Office of the Vice President for Academic Affairs. Unless expressly provided, these offices shall be headed by coordinators / heads of office who shall be recommended by the President and appointed by the Board of Regents.

SECTION 1. ***The Office of Admission***. The Office of Admission shall be headed by a Director recommended by the President and appointed by the Board of Regents, and who shall perform the following functions: execute all regulations governing student admission; register, transfer, and accredit students' records, availability and publicize the same; and perform such other functions as may be required by higher authority.

SECTION 2. ***The Office of the University Registrar***. The Office of the University Registrar shall be headed by the University Registrar, recommended by the President and appointed by the Board of Regents. S/He shall keep permanent, systematic and convenient records containing scholastic ratings and all other recorded information concerning the students; supervise the preparation of rating cards and the distribution of the same to the students; supervise the evaluation of ratings of students for academic placement and graduation including those graduating with honors; supervise the ordering, lettering, and delivery of diplomas; sign certificates of graduation, transcript of records, certificates of enrolment, and other certificates; issue honorable dismissal to students; and execute the interpretation and enforcement of the academic regulations of the college and other regulations which pertain to the Registrar's Office.

SECTION 3. ***The University Library.*** The University Library shall serve as the repository of all learning resources such as books, periodicals, journals, magazines, ebooks, etc. for the University to support functions along instruction, research, extension, and production. The sections under the University Library shall be the following: General Reference and Information sources, Periodicals/Serials, Filipiniana with archives and special collections, General Circulation, Reserve, Graduate School, Electronic Resources, Educational Media, and unit libraries.

The University Library shall be headed by the University Librarian to be designated in consultation with the Academic Council and the University Library Committee. The University Librarian shall be at least a master's degree holder in library science and is a licensed librarian with at least five years of professional library management experience. S/He shall have the following duties and responsibilities:

a. Plan, organize, implement, and evaluate the activities and programs on the library services of the University in accordance with the mandates and directions of the University Library Council and the Commission on Higher Education relative to library services;
b. Coordinate the acquisition and maintenance of all learning resources (books, periodicals, journals, magazines, e-books, etc.) for the University;

c. Supervise library personnel in the proper methods of maintaining library records and other phases of library administration Spearhead the build-up of library holdings to enhance the competence of University students, faculty, staff, and researchers;
d. Organize the library collections, archives, and records with an efficient and effective system to optimize service to clientele;
e. Spearhead the preparation and development of digital version of a comprehensive literature and bibliographic database;
f. Establish linkages with foreign and local agencies, colleges, universities for institutional capability development;
g. Consolidate and submit procurement plan of the University Library; and
h. Perform other tasks that may be assigned by the Vice-President for Academic Affairs and the University President.
i. Perform such other duties as may be prescribed by the President of the University.

SECTION 5*. The Curriculum Development Office.* The Curriculum Development Office shall be headed by a Coordinator recommended by the President and appointed by the Board of Regents. The office shall review and evaluate proposed and existing curricular programs of both graduate and undergraduate levels, and make recommendations for the revision of the same whenever necessary; and perform other tasks that may be assigned by higher authorities.

SECTION 6. *The Instructional Support and Materials Production Office*. The Instructional Support and Materials Production Office shall be headed by a Coordinator recommended by the President and appointed by the Board of Regents. The office shall be responsible for the formulation of modules and other instructional materials to enhance the teaching capabilities of the University faculty.

SECTION 7. *The Testing and Evaluation Center.* The Testing and Evaluation Center shall be headed by a Coordinator, recommended by the President and appointed by the Board of Regents. It is mandated to develop and validate tests in support of the University's admission policies and other evaluation needs. Its mission is to provide useful, potent, reliable information relative to:

a. Evaluating student's competencies in certain areas;
b. Tracking prospective University clients from all sectors to streams where the individual's identified capabilities can assist him/her to perform profitably with minimum constraints.
c. Assisting WMSU External Studies Units in measuring skills and competencies of students enrolled in their respective sector;
d. Assisting other institutions of learning and service-oriented agencies in the region and those nearby in areas related to the screening of clients and management capability endeavors focused on the assessment process of employees' / students' skills and competencies; and
e. Performing related functions that may be assigned by higher offices in the University.

ARTICLE 70. *The Student Welfare and Development Support Services.* The Student Welfare and Development Services shall support the formation and well-being of students through units whose functions will include the development of students in various co-curricular areas and at all levels. The following units shall provide the cited services: Office of Student Affairs; Scholarships Office; Inter-faith Campus Ministry Center; the Guidance, Career, and Placement Center; the Sports

and Development Program Office; the University Health Services, and support service orientation and leadership development through the National Service Training Program.

Through the Office of Student Affairs, support shall also be given various offices directly operated by students such as the University Student Council and other student organizations, the Student Publication, and the Student Yearbook. (*Cf.* Book IV, Student Affairs) The offices and units under these services shall be the following:

1. The Office of Student Affairs
2. The Scholarships Office
3. The Guidance, Career and Placement Center
4. The Interfaith Campus Ministry Center
5. The Sports Development and Wellness Office
6. The University Health Services Center
7. The National Service Training Program (NSTP)

SECTION 1. ***The Office of Student Affairs***. The Office of the Director of Student Affairs shall be headed by a Director, recommended by the President, and appointed by the Board of Regents. The Director shall formulate programs and activities, as well as provide services geared towards student welfare and the holistic development of students. These will be coordinated with the Student Personnel Services, Health Services Center, student organizations, publications, student residences, athletics and other extra-curricular activities. These programs and activities shall be subject to the general supervision of the University President. Under the regulations promulgated by the President, the Director of Student Affairs shall perform other functions as maybe deemed necessary by the higher authorities of the University.

SECTION 2. ***The Scholarships Office.*** The Scholarships Office shall be headed by a Director, recommended by the President, and appointed by the Board of Regents. The Scholarships Office is tasked to: receive, process and record all student scholarship applications; maintain an efficient record-keeping system of all student scholarships and scholars enjoying the scholarships; monitor compliance of the scholarship requirements by all students availing of scholarships; review all applications for renewal or extension of scholarships; serve as member-office of the University Student Scholarship Committee; and perform other functions that may be assigned by higher authorities.

SECTION 3. ***The Guidance, Career and Placement Center***. The Guidance, Career and Placement Center shall be headed by a University Guidance Counselor who is a Registered and Licensed Guidance Counselor. The Center shall provide the following services:

a. Counseling
b. Inventory;
c. Psychological testing (personality, mental ability, career interest and aptitude);
d. Research;
e. Career and placement;
f. Group process;
g. Handling of interns in Masters in Guidance and Counseling and other human development services;
h. Prepare the Guidance and Counseling and Psychological Testing programs;
i. Provide a continuing education program for guidance service providers;
j. Receive referrals and provide diagnosis and intervention for psychological, emotional and adjustment problems for students, faculty and employees;

k. Establish linkages with other government organizations and private agencies on matters related to guidance, counseling and placement;
l. Conduct community outreach; and
m. Coordinate placement of students, job fairs and career forums to prepare students for the world of work.

SECTION 4*. The Interfaith Campus Ministry Center.* The Interfaith Campus Ministry Center shall be headed by a Coordinator, recommended by the President and appointed by the Board of Regents, and has the following functions:

a. Promote theological study and reflection for intellectual, social, moral and spiritual growth;
b. Sustain an interfaith community in campus;
c. Integrate its apostolic ministry with other ministries in campus;
d. Promote dialogue among believers of various faith traditions to deepen and enrich each other's' faith; and
e. Undertake other related pursuits which are meant to enhance the values of volunteers, in particular, and the whole WMSU community, in general.

SECTION 5*. The Sports Development and Wellness Office.* The Sports Development and Wellness Office shall be headed by a Coordinator who shall be responsible for the following tasks:

a. Annually plan and recommend for approval and implementation, sports programs and events of colleges or of the whole University;
b. Recommend the designation of and supervise varsity coaches and trainers;
c. Oversee the implementation of training programs conducted by various coaches; recommend trainers and/or coaches to attend seminars to further their skills;
d. Prepare and recommend budgets of University's fitness and sports development programs;
e. Submit an annual accomplishment report; and
f. Perform other tasks that may be assigned by higher authorities;

SECTION 6. *The University Health Services Center*. The University Health Services shall be headed by a Medical Officer recommended by the President and appointed by the Board of Regents. S/he shall:

a. Conduct physical/medical and dental examination of students prior to their admission to the University;
b. Examine and treat patients in the infirmary;
c. Refer and conduct, if necessary, serious cases to hospitals with more adequate facilities;
d. Determine the physical fitness of students who have to participate in strenuous activities such as athletics, pre-military training, and field work;
e. Provide the University with necessary information on health matters
f. Prevent and control the spread of communicable and infectious diseases within the University and its vicinity;
g. Assist in the general supervision and improvement of environmental sanitation;
h. Keep up-to-date medical and dental records of students and the staff;
i. Formulate health policies to be observed by all University constituents;
j. Submit an annual report and other reports that may be required to the President of the University; and
k. Perform other tasks that may be assigned by higher authorities.

SECTION 7. ***The National Service Training Program Office (NSTP)***. The **NSTP Act of 2001.** (RA 9163) aims to promote civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of the following components: Reserve Officer Training Corps, Literacy Training Service, and Civil Welfare Training Service.

The NSTP shall be headed by a Coordinator who should be a Master's Degree holder, at least an Assistant Professor and has taken the qualifying course for NSTP Coordinators and Lecturers. He/She shall have the following duties and responsibilities:

a. Plan, implement, supervise, monitor, and evaluate NSTP of the University;
b. Coordinate with the College Deans, University Registrar, and other appropriate offices regarding curricular concerns and faculty/lecturers' load;
c. Conduct NSTP qualifying training courses for prospective lecturers;
d. Recommend faculty/lecturers for academic opportunities, awards, and incentives;
e. Review workload of faculty/lecturers and monitor attendance during scheduled classes and NSTP related activities;
f. Prepare and recommend the NSTP budget;
g. Recommend linkages with LGU's, NGO's, and other agencies in the promotion of community development and extension programs and services; and
h. Organize NSTP volunteer groups through the NSTP alumni association.

Chapter III
Research, Extension Services and External Linkages

ARTICLE 71. ***Research and Extension Mandate of the University.*** Research and extension programs shall be formulated considering the mandates of the University, and the local, regional, and national development thrusts. Research areas of concern shall include agriculture, forestry, the natural and physical sciences, environment and natural resources, social sciences, education, health, food and nutrition, industrial technology, language and culture, information and communication technology. Extension services shall be focused on information dissemination, technology promotion and commercialization, and community outreach. Training thrusts shall be on technologies and skills enhancement.

ARTICLE 72. ***Policies and Rules*****.** The Office of the Vice President for Research, Extension Services, and External Linkages shall assume overall governance of research and extension concerns, with the participation of the service offices in the organization. Research and extension programs shall be in accordance with established criteria and priorities. The implementing guidelines shall be contained in a manual for research and extension operations.

ARTICLE 73. ***The Research and Extension Approach.*** Research and extension activities in the university be carried out on an inter-unit, inter-disciplinary, multi-functional, and inter-agency approach through the following services:

a. Research Development and Evaluation Services
b. Extension Services and Community Development, and
c. Special Research, Training, and Extension-Related Services

ARTICLE 74. The ***Research and Extension Services Personnel*****.** The Research and Extension (R&E) personnel shall consist of the following:

a. Faculty members conducting research, development, and extension activities. Professors of a college closely affiliated with the R&E program of a center/ institute may be called adjunct research professors;
b. University officials and faculty members designated as R&E coordinators;
c. Research and Extension technical staff;
d. Research and Extension support staff including research aides, laborers, farm workers, utility workers, and administrative assistants; and
e. Non-regular personnel which shall include: Visiting Scientists, Research Fellows, and other professionals and non-professionals engaged in the research and extension programs/ projects and whose employment is governed by established guidelines.

ARTICLE 75. ***Research Development and Evaluation Center***. The Research Development and Evaluation Center (RDEC) handles the research development and evaluation services of the University. It shall perform the following functions:

a. Promote and coordinate researches conducted by faculty and staff in various disciplines and fields of specialization on and off campus;
b. Promote science and technology (S&T) researches in the quest for knowledge, for enriching the lives of University staff and students, and for the social and economic benefit of society, to include transfer, promotion, and commercialization of innovations/products;
c. Develop policies, guidelines/criteria to facilitate the process of applying for intellectual property rights so as to facilitate technology transfer, protection and commercialization as the final result of all its S&T efforts;
d. Convene the **Research Ethics Oversight Committee** that shall be tasked to ensure compliance of research projects with ethical research principles (CMO 37, s. 2007);
e. Conduct primary and continuing education on all aspects of research compliance and ethics for faculty, staff and students of the University;
f. Evaluate and recommend faculty and staff research proposals and for funding thereof by WMSU or other agencies;
g. Establish strong linkages with other public and private, domestic and foreign research agencies and organizations;
h. Recommend researches for publication in the WMSU Research Journal and other national or international publications;
i. Help in procuring appropriate incentives for outstanding researches and publications done by WMSU faculty, staff and students;
j. Recommend outstanding WMSU researches for recognition by other organizations or agencies; conduct periodic evaluation at least semi-annually, of the research programs of the University;
k. Identify national thrusts and priorities including areas of concerns and development for considerations of the University;
l. Establish guidelines/policy relevant to incentives for the promotion of research activities in the University; and
m. Perform other related functions as may be prescribed by the President of the University.

ARTICLE 76. ***The Director.*** The RDEC shall be headed by a Director who shall be under the Office of the VP-RESEL. The appointment of the Director shall be recommended by the latter and the University President for confirmation by the University Board of Regents.

ARTICLE 77. ***The Associate Director.*** The Associate Director shall assist the Director in handling administrative transactions as well as carry special projects and committees, as maybe assigned.

ARTICLE 78. ***Units under RDEC.*** As head of RDEC, the Director shall supervise the following units each of which shall be handled by a Program Coordinator whose appointment shall likewise be confirmed by the Board of Regents:

a. Research Project Development Unit,
b. Statistics and Data Bank Unit,
c. Research Utilization, Publication, and Information Dissemination (RUPID)
d. Technical Licensing Unit / Intellectual Property Rights Unit, and
e. College Research Coordinators

SECTION 1. ***The Research Project Development Office***. The Research Project Development Unit shall take charge of formulating research development projects for the management and implementation of the various research groups in the University.

SECTION 2. ***The Statistics and Data Bank Unit (SDBU).*** The Statistics and Data Bank Unit (SDBU) shall perform the following functions:

a. Collect all statistical data and facts about the University and its colleges, departments and divisions including those pertaining to history, functions, curriculum, personnel contingency, programs and policies, thrusts and priorities, enrolment, and such other information as may be necessary and relevant to the University in particular and the community in general;
b. Tabulate, analyze and interpret all collected data with respect to trend, process flow of inputs versus outputs, analysis of plans and objectives, identification of problems and recommendations to solve these problems; and
c. Manage and handle all hard-copy data as well as control the inflow and outflow of all data and statistical information.

SECTION 3. ***The Research for Utilization, Publication and Information Dissemination Office (RUPID).*** The activities at the RUPID shall be supervised by a Coordinator, who shall be recommended for designation by the Vice President for Research, Extension Services, and External Linkages. The Office shall:

a. Plan, organize and conduct research utilization/dissemination activities such as discussion forums, seminars/conferences to help put to meaningful use the researches generated in the University;
b. Publish the Research Journal, a bi-annual publication of the theses and dissertation abstracts presented to the Graduate School and other undergraduate units as well as other research studies/projects conducted by the faculty and graduate students;
c. Publish other research information and/or format materials relevant to research, extension and training programs of the University such as newsletter, brochures, and pamphlets;
d. Serve as the repository of research publications, materials and information related to researches, extension and training programs of the University; and
e. The chair may serve as an alternate member of the Research Ethics and Oversight Committee upon recommendation of the REOC Chair.

SECTION 4. ***The Technology Licensing Office.*** The Technology Licensing Office shall be headed by a Program Coordinator who shall work closely with the Research Development and Evaluation Center. The office shall:

a. Supervise the preparation, implementation, and monitoring of the University's policy on intellectual property;
b. Evaluate the potential of works/inventions submitted for commercialization; and
c. Assist university personnel in the determination of the commercial potential of independent-owned technologies for purposes of licensing or joint venture agreements.

The Unit shall be guided by the Intellectual Property Code (RA 8293) and RA 10372 (An Act Amending Certain Provisions of the Intellectual Property Code of the Philippines) which prescribe "*the (adoption of) Intellectual Property policies that would govern the use and creation of intellectual property with the purpose of safeguarding the intellectual creations of the learning institution and its employees, and (the adoption of) locally established industry practice fair use guidelines."* These policies may be developed in relation to licensing agreements entered into by the learning institution with a collective licensing organization." (Sec. 27, R.A. 10372)

SECTION 5. ***The College Research Coordinators.*** The College Research Coordinators are faculty who shall assist the College Deans in serving as the main focal point for research activities in their respective colleges. They shall animate and coordinate research undertakings and see how a culture of research is developed among faculty and students.

ARTICLE 79. ***The Research Ethics Oversight Committee.*** There shall be a Research Ethics Oversight Committee (REOC), *which shall be tasked to* consider, oversee, and approve issues on research ethics and all research compliance activities of WMSU under the Office of the Vice President for Research, Extension Services and External Linkages. It shall establish a mechanism by which the academic research community may obtain guidance regarding ethical issues that may arise in the planning and implementation of researches.

SECTION 1. ***Composition.*** The REOC shall be an independent body consisting of five members namely:

a. Chair- Vice-President for Research and Extension;
b. Vice Chair - Director of the Research, Development and Evaluation Center and
c. Members- Three senior researchers from any college with relevant research expertise

A quorum of three or more shall be necessary to conduct a review and render a written opinion on the subject research project proposal(s) scheduled for consideration.

SECTION 2. ***Functions and Responsibilities.*** To aid and support researchers in maintaining exemplary ethical standards in research, the REOC shall perform the following specific functions:

a. Revise, approve and adjudicate conflict of interest issues and management research plans of individual faculty, staff or student of the University;
b. Advise University staff and officials on potential courses of action on all documents violating research complaint regulations of the University;
c. When necessary, review, revise or draft new REOC policies involving research compliance and ethics, e.g. human subjects protection, animal welfare, research misconduct and the like; and
d. Oversee and conduct primary and continuing education on all aspects of research compliance and ethics for the academic community.

ARTICLE 80. ***The Department of Extension Services and Community Development (DESCD)***. The Department shall assume leading responsibility for Extension Services and Community

Development in the University. It shall be headed by a Director who shall be recommended by the President and appointed by the Board of Regents. S/He shall be responsible to the Vice President for Research, Extension Services, and External Linkages and shall supervise the following units each of which shall be handled by a Program Coordinator whose designation shall also be confirmed by the Board of Regents:

a. Extension Non-Formal Education Course and Programs Office,
b. Agricultural Education Outreach Program
c. Community Outreach and Development Advocacy Program
d. Hands of Goodwill (HANDOG) Volunteer Center
e. College Extension Coordinators

SECTION 1. ***The Extension Non-Formal Education Course and Programs Office.*** The Office which shall be headed by a Coordinator shall be responsible in carrying out the following functions:

a. Evolve extension plans, programs and new approaches that will improve the efficiency, productivity, income and well-being of the out-of-school youth and other rural clientele;
b. Maintain effective linkage with government and private organizations undertaking extension-type activities;
c. Organize and manage non-profit training activities designed for homemakers, out-of-school youth, farmers and urban and rural change agents in cooperation with other offices, colleges or departments of the University;
d. Relate the University extension programs with those of research and instruction; recommend the budget for long and short range plans necessary for the efficient implementation of the University's extension functions; and
e. Perform such other functions as the Vice President for Research, Extension Services, and External Linkages may assign.

SECTION 2. ***The Agricultural Education Outreach Program Office***. The AEOP office which shall be headed by a Coordinator shall:

a. Establish agricultural extension projects for on-the-job training of student interns;
b. Effect the transfer of matured agricultural production technologies to end-users for maximum utilization;
c. Perform other related tasks that may be assigned by the Vice President for Research, Extension Services, and External Linkages.

SECTION 3. ***The Community Outreach and Development Advocacy Program Office*****.** The functions of the office which shall be headed by a Coordinator are:

a. Assist barangays in the formulation of their development plans;
b. Effect the full utilization and promotion of technologies, developed and proven viable by the University, at the barangay level, grassroots level aimed at poverty alleviation;
c. Perform other tasks as may be assigned by the Vice President for RE.

SECTION 4. ***The Hands of Goodwill Office.*** The Hands of Goodwill (HANDOG) Volunteer Center which shall be headed by a Coordinator shall:

a. Plan the volunteer program of the University;
b. Recruit teachers, non-teaching staff and students to join the WMSU volunteer program;
c. Develop a database of available volunteer service sources and match with community needs;
d. Organize and train volunteers to enhance their capabilities for sustained service delivery;

e. Build partnerships with other government agencies, as well as the private sector;
f. Conduct regular assessment/valuation of the University's volunteer program; and perform other tasks as may be assigned by the Vice President for Research, Extension Services, and External Linkages.

SECTION 5. ***The College Extension Coordinators.*** The College Extension Coordinators shall take the lead in the extension activities of their respective colleges. In support of the respective College Deans, they shall help coordinate college extension activities with the overall thrusts of the University's Department of Extension Services and Community Development.

CHAPTER IV
LINKAGES

ARTICLE 82. ***Linkages*****.** The pursuit of joint activities or cooperative undertakings is highly encouraged by the University. This involves collaboration with government organizations, nongovernment entities, and colleges/universities on areas of mutual concern to enhance partner capabilities. Tie-up programs, twinning project undertakings, and other linkage arrangements between the University and other agencies shall be established through a Memorandum of Understanding and/or Agreement.

ARTICLE 83. ***Approval of Contracts and Agreements.*** All contracts and memoranda of understanding and agreement entered into by the University shall be reviewed by the Legal Officer and deliberated at the Administrative Council for approval of the President and endorsement of the same to the Board of Regents for confirmation.

ARTICLE 84. ***Booking up of Grants/Donations.*** All monetary or non-monetary grants/donations realized from local, national, or international linkages shall be recognized as assets of WMSU, as accepted by the BOR and shall be reflected in the financial accounts of the University. The Accounting Office and Supply Management Office shall record these grants/donations equal to the amount of cash received or fair market value at the time and date of grant/donation in the case of non-monetary item(s).

CHAPTER V
PRODUCTION

ARTICLE 85. ***The General Principle of Production.*** The University shall engage in business type or commercialized production activities that demonstrate innovations in support of the functions along instruction, research, and extension.

ARTICLE 86. ***The Income-Generating Projects.*** Income-generating projects shall include agriculture-based projects and non-agriculture/auxiliary Services.

Business activities shall include the establishment and implementation of food and auxiliary services production programs from use of land, buildings, and other facilities; entrepreneurships; partnerships; business concessions; and other sources (LOI 1461).

It shall be guided by policies and guidelines stipulated in this Code and specified in the WMSU Corporate Manual.

ARTICLE 87. ***Income.***

SECTION 1. ***Definition.*** Income shall include but not be limited to collections related to University operations like the regular and service fees, and from incidental sources such as proceeds from training activities, publications, laboratory analysis, professional reviews, and others.

SECTION 1. ***Disposition and Use of IGP Income.*** All proceeds from the IGPs shall be deposited in an authorized government depository bank and shall form part of revolving funds 161 and 163 and the Special Trust Fund 164. All expenses directly related to the operations and maintenance of food production and auxiliary activities shall be charged directly against the respective revolving funds. Any income derived from the operation of the revolving funds shall be retained and utilized by the University pursuant to RA 8292 and other relevant rules and regulations.

TITLE FOUR
INDEPENDENT/AFFILIATE OFFICES

CHAPTER I
INDEPENDENT OFFICES

ARTICLE 88. ***Independent Offices.*** The University may provide offices spaces to host the following independent offices:

1. Commission on Audit
2. Department of Military Science and Tactics
3. *Pangrehiyong Sentro ng Wikang Filipino (*PSWF)
4. The WMSU Alumni Association, Inc., as well as other affiliate institutions / organizations.

ARTICLE 89. ***Commission on Audit.*** The Commission on Audit (COA) or its duly authorized representative shall audit all accounts and expenses of the University. It may render observations and corresponding notices in accordance with established rules, laws, and regulations with the aim of providing appropriate support to management in its financial transactions.

ARTICLE 90. ***Department of Military Science and Tactics.*** The Department of Military Science and Tactics is an extension of the army reserve command of the Armed Forces of the Philippines. Its goal is to provide leadership, citizenship, and management training skills while introducing basic military skills. The military officer detailed for military training purposes by the Armed Forces of the Philippines at the University shall be known as the ROTC Commandant and shall accordingly be the head of the Department.

The Commandant shall be directly responsible to the University President in carrying out the ROTC training course and render assistance compatible with the nature of work of his/her department. S/He shall coordinate with the University Officials and make available the services of the ROTC cadets as the need arises.

ARTICLE 91. ***Pangrehiyong Sentro ng Wikang Filipino (PSWF).*** The PSWF shall be headed by a Director, recommended by the President and appointed by the Board of Regents; he/she shall spearhead the promotion of the Filipino language in the University in coordination with the various colleges/institutes. It shall likewise be the center for the promotion of the national language region-wide.

ARTICLE 92*. The WMSU Alumni Association, Inc.* There shall be created a WMSU Alumni Association, Incorporated (WMSUAAI) which shall be composed of elementary, high school and college graduates of the University. The association shall elect its officers every two years in accordance with its own Constitution and By-Laws. The venue of said election shall be the main campus only and shall be held during the annual WMSU Alumni Grand Homecoming.

The WMSUAAI, as a development partner, shall find ways and means to help the University's administration introduce improvements in the school. In pursuit of its goals, WMSUAAI shall work closely with the Office of the Vice President for Research, Extension Services, and External Linkages through the Office of Alumni Affairs and Placement Services.

WESTERN MINDANAO STATE UNIVERSITY

BOOK 2

General Administrative and Financial Operations

TITLE

V Administrative Communications
VI Conditions of Employment
VII Procurement, Property Management and Financial Administration

TITLE V
ADMINISTRATIVE COMMUNICATIONS

Chapter 1
Flow of Communication

ARTICLE 93. ***Communication Protocols.*** In order to ensure the proper flow of correspondence within offices, in due consideration of hierarchical location of positions, communications protocol should be followed.

SECTION 1. ***Communication for the University President***

a. ***Basic Communication.*** All basic communication to the President, except in emergencies, is to be sent through official channels, i.e., through the office next higher or lower from the one originating or transmitting it. Only in cases of emergencies may an urgent letter be sent directly to the Office of the President. In such a case, a copy is to be sent through channels.

b. ***Communication from the faculty.*** Communication from the faculty of a College should be sent through the Dean of the College for appropriate action. The same is to be channeled to the Office of the Vice President for Academic Affairs for recommendation to the President.

c. ***Communication from the Administrative Staff.*** Communication from the administrative staff or auxiliary service personnel should be channeled through the Dean, Director, or Head of Section for appropriate action. The same is to be channeled to the Office of the Vice President for Administration and Finance, Vice President for Resource Generation or the Vice President for Research, Extension, and External Linkages for recommendation to the President.

d. ***The Endorsement Method.*** The endorsement method is to be used in the channeling of all office correspondence. The following protocol in the flow of correspondence using the endorsement method is to be observed:

1. A communication being sent by endorsement to a superior office is always “respectfully forwarded” or “respectfully submitted” and never “referred” or “transmitted”;
2. Whereas, if sent to an office of equal rank, it is “respectfully transmitted”;
3. If sent to a subordinate, it is “respectfully referred”.

e. ***Disposing of Papers for endorsement***

1. In disposing of papers by endorsement, the original copies of the whole correspondence, including all endorsements should be sent to their next destination, the last endorsement being sent in duplicate.
2. The under-endorsement system is prescribed. By this method, each endorsement is commenced in the space which may remain on a sheet following the conclusion of the letter or preceding endorsement or it may be commenced on a new sheet of paper. The briefs of the original letter formerly

used to precede a first endorsement on a new sheet of paper are no longer required.

3. The use of the third person in endorsement is prescribed. “I”, “we”, “you” should not be used therein, unless direct quotations are made. The person writing the endorsement may refer to himself as “the writer”, “the undersigned”, or the office”, or by his official title, such as “the Vice President for Academic Affairs”. No complimentary clause is used in endorsement, the signature and title being given directly after the close of the endorsement.
4. An endorsement should furnish information, comment or recommendation on the matter at hand. Noncommittal endorsements or those which fail to reply fully to the inquiry or request are rightly interpreted as attempts to evade responsibility for recommendation and cannot be justified. No endorsement at all should be placed on correspondence unless useful and necessary information is given therein. Mere “forwarding” or “returning” endorsement should be avoided, and a “contents noted” stamp should be placed thereof where only approval is necessary. An “approved” stamp should be used.
5. Any communication requesting the presence of the President as a Guest of Honor, and/or Guest Speaker, to any school-related activity must be sent through official channels to the Office of the President for appropriate action, at least three (3) days prior to the said activity.
6. Any communication from the faculty and/or student organization to the President for appropriate action on any school-related activity to be held outside the University must be sent through official channels to the Office of the President at least three (3) days prior to the said activity.
7. All correspondence shall have to be received by the receiving clerk at the Office of the President to be acted upon officially.

SECTION 2. ***Communication within an Office and Between Offices.*** Communication within an office shall be by means of an Office Memorandum while the communication between offices shall be by means of an Inter-Office Memorandum.

a. ***Communications from the Deans and Principals of the Laboratory.*** Communications within an office and between offices shall be by means of Office Memorandum / Inter-Office Memorandum.
b. ***Communication from the Heads of Administrative Offices.*** Office Memorandum and Inter-Office Memorandum from the Heads of Administrative Offices for the conduct of an activity involving the administrative staff and other non-teaching personnel, in all instances, be channeled thru the concerned Office of Section. A copy of the said memorandum be furnished to the Office of the Vice President for Administration and Finance for information.
c. ***Office Memorandum/Inter-Office Memorandum*** from the Heads of the Administrative or Auxiliary Services, for the conduct for any activity involving the administrative staff or the ancillary service personnel shall, in all instances, be channeled to the said Office / Section. The Memorandum is to be furnished to the Office of the Vice President for Administration and Finance for information.
d. ***Communications from the Administrative Staff and other Non-Teaching Personnel.*** An Inter-Office Memorandum from one administrative or auxiliary service section involving the administrative or auxiliary service personnel of the other section shall be channeled through the Deans/ Directors and calling the attention of the involved personnel thereon.

SECTION 3. ***Protocol on the Use of Office Memorandum and Inter-Office Memorandum.***

a. An Office Memorandum / Inter-Office Memorandum addressed to superiors or offices of equal rank is always a "Memorandum For";
b. Whereas, if addressed to a subordinate or an office of lower rank, it shall be a "Memorandum To";
c. If sent from a subordinate or an office of lower rank to a superior or an office of higher rank, it shall be, in all instances a "Memorandum For".

SECTION 4. ***Internal 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.

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

SECTION 5. ***Acknowledgement of Official Communications.*** Official communications should be acknowledged, processed, and completed within the shortest time possible;

SECTION 6. ***Absence of Regular Signatory.*** A next-in-rank employee shall automatically be the signatory in the official absence of the regular signatory without a designated OIC;

SECTION 7. ***Report of Performance and Accomplishment.*** All heads of offices shall render a full and complete report of performance and accomplishments.

TITLE VI
CONDITIONS of EMPLOYMENT

Chapter 1
Recruitment and Appointment

ARTICLE 94. ***Recruitment Policy*****.** Subject to Civil Service rules and regulations, particularly Executive Order No. 292, Book V, Chapter 5 on ***Personnel Policies and Standards,*** and other related issuances, the University shall recruit and hire a person for every vacant position, who possesses the ability, personality, and potential to grow and develop into efficient, dedicated, and accountable employees.

ARTICLE 95. ***Recruitment Procedures*****.** To achieve the objective of attracting the best qualified applicant for the position to be filled, the following procedures shall be observed:

a. The college/institute/division submits the request to fill the vacant position; identifies the job description, specifications, and other special qualifications necessary for an applicant to have or possess to efficiently and effectively perform the duties and responsibilities of the position;
b. Upon clearance from the Board of Regents for the President to fill the vacant position, the HRMO shall post and publish the notice of vacancy for ten working days in the case of non-teaching positions. Faculty positions are exempted from publication.
c. The college/ institute/ division undertakes preliminary selection of applicants to include actual class demonstration/skills demonstration and employment tests; then submit the selection list to the Chair of the University Selection Board;

d. For vacancies in the first and second levels, all qualified next-in-rank non-teaching employees shall be automatically considered candidates for promotion to the next higher position;
e. Pre-selected applicants shall be required to undergo physical and medical examinations from a government physician and take the neuropsychiatric test;
f. The Selection Board conducts background information check on applicant from former employers and character references;
g. The Selection Board screens and assesses applicants and recommends at least five qualified applicants for each vacant position to the University President;
h. The University President selects and recommends the best qualified from the applicants to the Board of Regents.

ARTICLE 96. ***Qualification Standards*****.** The minimum educational qualification required for teaching in the tertiary level shall be a master's degree. For non-teaching positions, qualification standards set by the Civil Service Commission (CSC) shall be the basis for the suitability of applicants to perform duties and responsibilities of administrative functions. The standard shall pertain to the minimum requirements for education, experience, civil service eligibility, and licenses to exercise a profession or vocation. Other requirements in addition to the minimum qualification standard shall be established, such as those characteristics and personality traits relevant to the job to be performed, as well as educational levels as deemed appropriate by the local human resource recruitment, selection, and promotion systems.

ARTICLE 97. ***Selection Boards*****.** There shall be two Selection Boards in the University, one for teaching and the other, for non-teaching employees. These boards 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.

Each Selection Board shall:

1. Follow strictly the process of selection of applicants for appointment;
2. Adopt formal screening procedures and formulate criteria for the evaluation of applicants in filling vacant positions;
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;
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 filled;
5. Comply with the system of ranking and the 3-salary grade limitation on promotion for non-teaching employees except in very meritorious cases.
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.

ARTICLE 98. ***Composition of the Faculty Selection Board*****.** The Human Resource Merit Promotion and Selection Board (HRMPSB) for faculty shall be the Faculty Selection Board composed of the Vice-President for Academic Affairs as Chair and Vice President for Research, Extension as the Vice-Chair and the following as members: the College Dean where the vacancy is, the Department Chair concerned, the Administrative Services Chief, representative of the Office of the President, and the Faculty Union President. The Chief of the HRMO.

ARTICLE 99. ***Composition of the Non-teaching Selection Board.*** The Human Resource Merit Promotion and Selection Board (HRMPSB) for administrative personnel shall be the Non-teaching Selection Board composed of the Vice-President for Administration and Finance as Chair and the following as members: the head of the unit where the vacancy is, the Director for Administrative Services, the Director for Finance, the Board/University Secretary, the President of the Non-Teaching Association, and the Representative from the First Level or Second Level. The Chief of the Human Resource Management Office shall serve as a member and secretary.

ARTICLE 100. ***Appointing Authority*****.** The appointment of employees occupying Salary Grade 19 and above will be subject to confirmation by the Board of Regents. For those at Salary Grade 18 and below, appointments shall be submitted to the Board of Regents for notation. (Board Resolution No. 98, S. 2009; RA 8292, Sec. 4 (g).

Chapter 2
The University Academic and Non-Teaching Staff

ARTICLE 101. ***General Provisions.*** The Board of Regents, upon the recommendation of the President, shall adjust the academic ranks and compensation or salaries of the members of the faculty, officials, and employees of the University under pertinent rules and regulations. It is the policy of the University to hire faculty and administrative personnel based on merit, qualifications, and work suitability.

ARTICLE 102. ***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.

ARTICLE 103. ***The Teaching Staff.*** The teaching staff shall be composed of:

a. **Regular faculty members**. The regular members of the teaching staff shall include the University or College Professors, Associate Professors, Assistant Professors, and Instructors with permanent employment status. They shall teach on a full-time basis except when given special assignments or designations 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 their specialization in any college or unit of the University.
b. **Non-regular faculty members.** 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 the Visiting Faculty, Exchange Faculty, and others shall be determined at the time of the effectivity of their respective engagements.

ARTICLE 104. ***Classification of Faculty as to Status*****.**

SECTION 1. ***Regular Faculty Members.*** The regular members of the teaching staff shall include the University or College Professors, Associate Professors, Assistant Professors and Instructors with regular 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.

SECTION 2. ***Non-Regular Members***. 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: Part-time/Visiting Lecturers, Professional Lecturers, Visiting Professors, and Exchange Professors. Designations of non-regular faculty members shall be determined at the time of the effectivity of their respective engagements.

a. ***Part-time/Visiting Lecturers.*** In the exigency of the service, a part-time teacher, also known as Visiting Lecturer, may be appointed to teach subjects of their specialization. The appointment and teaching load of Visiting Lecturers shall be made upon the recommendation of the Dean and subject to the approval of the President.
b. ***Visiting Faculty.*** 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 for mutual benefit.
c. ***Professional Lecturers.*** Professional lecturers are experts in their respective specialized fields or disciplines who may be engaged by the University upon the recommendation of the Dean of the College subject to the approval of the President.
d. ***Exchange Professors.*** The University may from time to time enter into an agreement with a partner higher education institution whether in the country or abroad to have faculty exchange programs. Such arrangement will be upon the recommendation of the President subject to the approval of the Board of Regents.

ARTICLE 105. ***Other Academic Staff.*** 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.

ARTICLE 106. ***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.

ARTICLE 107. ***Non-Teaching Positions.*** Position titles of non-teaching employees shall follow the Revised Organization Structure Staffing Standards (ROSSS) for State Universities and Colleges (SUCs) or their equivalent of the Department of Budget and Management (DBM), and other definitions on Casual, Contractual, Contract of Service (COSs), Job Orders (JOs).

Administrative/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.

ARTICLE 108. ***Appointment Status*****.** The status of appointment may be **Permanent, Temporary, Contractual, Substitute, Contract of Service or Job Order.** (Sections 4 and 6, Rule III and Rule VI of the **Omnibus Rules on Appointments and Other Personnel Action**; Executive Order No. 292, Book V, Chapter 5- Personnel Policies and Standards).

SECTION 1. Permanent. Appointment issued to a person who meets all the qualification requirements for the position to which he/she is being appointed to, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.

SECTION 2. Temporary. Appointment maybe issued in the absence of an applicant who meets all the qualifications of the positions as certified by the appointing office/authority. The appointment shall not exceed twelve (12) 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.

SECTION 3. Contractual – Appointment issued to a person who meets the education, training and experience requirements of the position provided under the CSC Qualification Standards Manual. Eligibility is not required for appointment, except those whose duties involved the practices of a profession regulated by the Philippine Bar/Board or Special Laws and/or require licenses. Contractual appointments are limited to one year, but may be renewed bases on the performance.

SECTION 4. Substitute – Appointment issued when a regular incumbent of a position is temporarily unavailable to perform the duties of the position, as when the incumbent is on approved leave of absence, under suspension, on a scholarship grant or is on secondment. It shall be effective until the return of the incumbent.

SECTION 6. Contract of Service and Job Order – Employees who services rendered are not considered government services and do not enjoy the benefits enjoyed by the government employees.

ARTICLE 109. *Probationary Period*. The probationary period shall be required for permanent appointment of new employees which 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.

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

SECTION 2. *Responsibilities of the Immediate Supervisor.* During the probationary period, the immediate supervisor shall:

a. Provide the appointee with appropriate technical assistance through human resource interventions such as training, coaching, mentoring, and other applicable measures;
b. Supervise, monitor, and assess the performance and conduct of the appointee;
c. Act appropriately on any incidence of unsatisfactory behavior; and
d. 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.

SECTION 3. *Grounds for Termination of Service.* 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.

ARTICLE. 110. ***Physical Examination.*** Members of the faculty and administrative officials, officers, and employees shall undergo annual physical and psychological examination or as often as may be necessary, free of charge, by the University or any government physician. If found unfit for work, physically, mentally, or both, the University President, upon the recommendation of the University Physician, shall suspend, impose an alternative work mode indefinitely until the subject is fit for regular work, or recommend for optional exit from the service as deemed appropriate.

Chapter III
Promotion

ARTICLE 111. ***Scope.*** Promotion shall be for all deserving employees of the University who shall advance from one position to another with additional duties and responsibilities, and with corresponding incentives.

ARTICLE 112. ***Promotion of Teaching Personnel.*** The promotion of teaching personnel shall be governed by the existing position classification and compensation scheme of the Commission on Higher Education (CHED) and the Department of Budget and Management (DBM), and supplemented by pertinent issuances of the Board of Regents (BOR) and applicable laws and rules of the Civil Service Commission (CSC).

ARTICLE 113. ***Promotion of Non-Teaching Employees.*** The University Merit Selection Plan and System of Ranking Positions shall govern the promotion as well as selection of new employees to fill vacant non-teaching positions and other related personnel matters in concurrence with the Department of Budget and Management (DBM) issuances and applicable laws and rules of the Civil Service Commission (CSC). The system may include the administration of written examinations requiring proficiency for technical positions.

Chapter 4
Other Personnel Assignments

ARTICLE 114. ***Reassignment.*** Employees may be reassigned from one college, institute, division, article, 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.

ARTICLE 115. ***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.

ARTICLE 116. ***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 subject to the following conditions:

a. Secondment shall be limited to employees occupying professional, technical, and scientific positions;

b. Movement to another international body/organization is recognized by the Philippine government;
c. 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
d. 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.

ARTICLE 117. *Job Rotation.* A job rotation program shall be established whenever possible as a means of developing or enhancing the potentials of employees and improving the delivery of public service.

Employees who have demonstrated professional qualities of leadership or managerial potentials may be covered in the job rotation program in order to broaden or enhance their knowledge, skills, and experience as well as expose them to other work functions of the University.

Subject to the recommendation of supervising officers and approved by the President, administrative/ non-teaching employees may be reassigned from one office/unit to another for one year or as deemed necessary.

Chapter V
Consultancy Services, Personnel Exchange and Practice of Profession

ARTICLE 118. *Purpose.* 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.

ARTICLE 119. *Rules and Procedures*. The request of an employee to engage in consultancy services, practice of a 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.

A. Employees on full-time consultancy services or under a personnel exchange program shall be on leave without pay from the University.
B. 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 and confirmed by the BOR.

ARTICLE 120. *Personnel Exchange.* An employee may be involved in a Faculty Exchange Program to share his/her expertise with other academic institutions. Special arrangement between the University and the host institution may be described in a Memorandum of Understanding or Agreement.

ARTICLE 121. *Request to Engage in Consultancy Services, Personnel Exchange, and Practice of Profession.* The University may allow a faculty member or an employee to engage in

a consultancy work, provided that the terms of reference will be stipulated in a memorandum of agreement between the employee and the University. Such request shall first be discussed at the department, section or unit level to resolve possible implications on work assignments. The employee shall provide a share to the University per the University Resource Generation policy on consultancy services.

ARTICLE 122. ***Practice of Profession.*** An employee can practice his/her 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 subject to conformity with the University policy on Agreements and Understanding.

Chapter VI
Career and Human Resource Development

ARTICLE 123. ***The University Human Resource Development Program.*** Scholarships, fellowships, training grants, other forms of assistantships, and attendance to seminar workshops/conventions/conferences for a duration of a month or more, shall be granted in accordance with the policies and procedures of the University HRD Program.

ARTICLE 124. ***The Human Resource Development Committee***. There shall be a Human Resource Development (HRD) committee to administer and implement the policies and procedures of the University HRD Program; evaluate and recommend the University HRD plan; and periodically review the policies and procedures.

The University HRD Committee shall be headed by the Vice-President concerned as Chair with the following as members: Immediate supervisor, concerned Dean or Director, Director for Administrative Services, Director for Finance, Board/University Secretary, and the President of the Faculty Club and/or the Non-Teaching Personnel Association. The Chief of the Human Resource Management Office shall serve as member and secretary.

ARTICLE 125. ***Sabbatical Leave Program.*** Sabbatical leave of not 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 of regents, 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. Said leave may be 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.

ARTICLE 126. ***Number of Grantees.*** The University may grant Sabbatical Leave to at most, three (3) teaching and one (1) non-teaching employees per academic year.

ARTICLE 127. ***Qualifications for Sabbatical Assignment.*** Sabbatical leave may be granted provided that 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;

ARTICLE 128. ***Procedure for the Grant of Sabbatical Leaves.*** 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:

1. 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;
2. 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.

ARTICLE 129. *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.

ARTICLE 130. *Second Degree Course*. Any employee can enroll for a second degree course although this may not be considered for promotion purposes if the degree is not related to his/her field of specialization. The terms of reference between the employee and the University will be stipulated in a memorandum of understanding.

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.

ARTICLE 131*. Educational Benefits to Employees.* The University shall provide the employees and their direct dependents educational benefits 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.

Regular employees of the University shall be allowed to enroll in courses offered by the University and be entitled to free tuition and miscellaneous fees, except laboratory /RLE fees.

ARTICLE 132. *Educational Benefits to Employee Dependents.*

SECTION 1. *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 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.

SECTION 2. *Legal Dependents.* Regardless of number, dependent children of teaching and non-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 six (26).

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

ARTICLE 133. ***Retiree Privileges.*** Retired members of the University shall enjoy University library 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.

Chapter VII
Performance Evaluation

ARTICLE 134. ***General Rule.*** There shall be a University performance evaluation system for the teaching and non-teaching personnel. The performance evaluation results shall be the basis of the grant of the productivity incentive bonus, promotion, scholarships, sabbatical leave, and other personnel actions. (Rule IX of the Omnibus Rules Implementing Book V of EO No. 292 (the Administrative Code of 1987) and CSC MC No. 12, s. 1993)

ARTICLE 135. ***Coverage*****.** 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.

ARTICLE 136. ***Procedures.*** The Strategic Performance Management System (SPMS) shall be employed to assess the performance of individual employees, colleges, units, and the institution, based on the Organizational Outcomes (OOs) indicators, institutional accreditation, and agency compliance as standard criteria.

ARTICLE 137*. Use of Performance Ratings.* Ratings of performance shall be the basis for the grant of incentives like the productivity incentive bonus (PIB), Performance-Based Bonus (PBB), and other achievement-based incentives and awards such as promotion, training, scholarship, sabbatical leave, and other personnel initiatives.

Chapter VIII
Program for Rewards, Awards, and Incentives for Service Excellence [Praise]

ARTICLE 138. ***Purpose.*** The Program on Awards and Incentives for Service Excellence (PRAISE) 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.

ARTICLE 139. ***PRAISE Committee.*** There shall be a PRAISE Committee that is 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, and the Presidents of the Faculty Club and Non-Teaching Personnel Association. The Chief of Human Resource Management shall serve as both a member and the secretary of the PRAISE Committee.

ARTICLE 140. ***University Awards.*** Employees may be awarded as outstanding teacher, researcher, extension worker, employee, or administrator under established criteria.

A. 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;

B. Awards shall also be given to employees commended by clients for their courtesy, promptness, efficiency, and dedication to duty.

C. Employees who have demonstrated exemplary service may be nominated for regional or national awards per the prescribed requirements of awarding bodies.

D. Other awards or incentives, monetary or otherwise, may be given as stipulated in the PRAISE guidelines.

ARTICLE 141. ***University Incentives.*** Incentives may be extended to employees as loyalty incentives, length of service incentives, and productivity incentives, including thesis and dissertation assistance. Other incentives that may be granted by the University may include the following:

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

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

C. Another grant in the form of relief from work may also be enjoyed by employees due for compulsory retirement from the service one month before the effectivity of retirement.

ARTICLE 142. ***Nominations for Regional/National Awards.*** The PRAISE Committee shall nominate employees to regional and national award-giving bodies, like the annual search for honor awards of the Civil Service Commission.

Chapter IX
Management - Employee Relations

ARTICLE 143. ***Working Conditions.*** The University administration shall pursue to establish favorable work environments and continue to negotiate on reasonable terms on working condition to develop, sustain, and satisfy the physical, economic, psychosocial, 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.

ARTICLE 144. ***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. The right to organize of the employees of the University shall be subject to EO No. 180 Providing Guidelines for the Exercise of the Right to Organize of Government Employees, creating a Public Sector Management Council, and for Other Purposes.

ARTICLE 145. ***Collective Negotiation Agreement (CNA).*** 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.

Chapter X
Work-Related Complaints and Grievances

ARTICLE 146. ***Right to Present Complaints.*** All employees 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 the lowest possible level.

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

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;
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;
c. Inadequate physical working conditions such as lack of proper ventilation 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;
d. Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another;
e. Carelessness on the part of one worker's duty resulting in the inefficiency of the function of another;
f. Personal and professional discrimination resulting in unfair or unequal treatment based on personal attributes or professional factors;
g. Protest on appointment; and
h. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

ARTICLE 147. ***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.

ARTICLE 148. ***Resolving Work-Related Complaints.*** All administrative complaints against University employees shall be resolved in accordance with the Uniform Rules of Administrative Cases in the Civil Service (URACCS).

ARTICLE 149. ***Non-Anonymity of Complaint.*** 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. However, upon validation, complaints lodged at government hotlines specifically on frontline services shall be addressed within the prescribed period, following standard response protocols.

ARTICLE 150. ***Complaint Format.*** A complaint against any official, faculty member or administrative/non-teaching personnel 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:

1. Full name and address of the complainant;
2. Full name and address of the person complained of as well as his position and office of employment;
3. A narration of the relevant and material facts which shows the acts or omissions allegedly committed by the civil servant;
4. Certified true copies of documentary evidence and affidavits of his witnesses, if any;
5. Certification or statement of non-forum shopping.

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

ARTICLE 151*.* ***University Grievance Machinery.*** Complaints not falling under the URACCS may be elevated and resolved under the auspices of the University Grievance Machinery.

ARTICLE 152. ***Limits of the Grievance Proceedings*.** The following cases shall not be acted upon through the grievance machinery:

1. Disciplinary cases which shall be resolved pursuant to the URACCS
2. Sexual Harassment cases as provided for in R.A. 7877; and 3. Union-related issues and concerns.

ARTICLE 153*.* ***Grievance Committee.***

SECTION 1. ***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. For administration, the Grievance Committee shall be composed of the following:

a. VPAF – Chair
b. Association of Administrative Personnel (APA) President
c. Members:
    1. Representative from the Office of the University President
    2. Legal Officer
    3. Representative from the Second Level of the rank and file employee
    4. Representative from the First Level of the rank and file employee
    5. Human Resource Management Officer
    6. BilisAksyon Partner (e.g. Barangay Official) as necessary

SECTION 2. For faculty, the Grievance Committee shall include the following:

a. VPAA – Chair
b. Faculty Union President
c. Members
    1. Representative from the Office of the University President
    2. Legal Officer
    3. Local faculty club President of the college
    4. Dean of college
    5. One senior faculty member of the college

6. Human Resource Management Officer
7. BilisAksyon Partner (e.g. Barangay Official) as necessary

Its decisions shall be appealable to the University Grievance Committee through a written intent addressed to any of the following:

a. Vice-President for Admin and Finance
b. Vice-President for Academic Affairs
c. APA President
d. Faculty Union President
e. HRMO Chief
f. Dean of Concerned College

SECTION 3. ***Responsibilities:***

a. 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;
b. Conduct continuing information drive on Grievance Machinery among officials and employees in collaboration with the personnel unit;
c. Conduct dialogue between and among the parties involved.
d. 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;
e. Direct documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
f. 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;
g. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

SECTION 4*. 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.

ARTICLE 154. ***Redress of Grievance Procedure.*** The procedures for seeking redress of grievances shall be as follow:

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.
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.

ARTICLE 155. ***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.

ARTICLE 156. ***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.

ARTICLE 157. ***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.

ARTICLE 158. ***Appeal to the Civil Service Commission Regional Office (CSCRO).*** 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 CSCRO 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 CSCRO shall rule on the appeal in accordance with existing civil service law, rules, and regulations.

Chapter XI
Code of Conduct and Ethical Standards

ARTICLE 159. ***Coverage.*** The honor and privilege of working in the University is accompanied by corresponding responsibilities. All University personnel 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, they 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)

ARTICLE 160. ***Reforms on Internal Working Systems.*** The University Human Resource Development Program shall include professional, scientific, technical and other relevant programs for employees that shall enhance professionalism, excellence, intelligence and skills in the performance of their duties and responsibilities.

A. Employees shall attend value development programs to strengthen their commitment to public service and also participate in parallel value development efforts.
B. Colleges, institutes, centers, and divisions shall continuously analyze and simplify their systems and procedures; develop service guides and/or workflow charts showing the procedures for the information and guidance of all concerned; and gather feedback and suggestions on the efficiency, effectiveness, and economy measures in the delivery of services.

ARTICLE 161. ***Transparency of Transactions and Access to Information.*** Subject to reasonable conditions, there shall be full public disclosure of transactions in the University to ensure transparency and openness such as in conducting biddings; making purchases; entering in financial transactions and contracts; reporting status of projects; and other matters involving public interest. A functional information management system shall be used to access policies, rules, procedures; work programs and projects; performance reports; and other relevant information that complement the Anti-Red Tape Act (ARTA) requirements, such billboards containing transaction details including fees and expected turnaround times. The same may be posted at the University website as part of the institution's Transparency Seal and adherence to the Freedom of Information (FOI) policy, subject to Data Privacy provisions.

ARTICLE 162. ***Observance of the Norms of Conduct.*** Employees 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. Incentives and awards 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.

ARTICLE 163. ***Standard Ethical Behavior for University Employees.*** Each university personnel have the duty and responsibility to uphold the standards of integrity and morality set by the Civil Service Code, adhering but not limited to the following:

a. Render efficient and effective service;
b. Be prompt and courteous at all times; set the example of simple and honest living as a model for students and the community;
c. Perform his/her duties and functions with a high degree of civic consciousness; render full service in accordance with prescribed official hours;
d. Practice self-discipline and show respect for duly constituted authority;
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;
f. Broaden his/her cultural outlook and competency and deepen his/her professional interest;
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;
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;
i. Be firm and resolute in maintaining discipline but be tempered with compassion and understanding; and,
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 laws.

ARTICLE 164. ***Other Conditions of University Employment.***

a. No member of the faculty or administrative official or employees 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.

b. No member of the faculty, official or employee 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.
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.
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;
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.
f. No faculty member or any administrative personnel of the University shall borrow, solicit or collect money or any material things for his/her personal use or gain.
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.
h. Members of the faculty may use official time in attending meetings, seminars and conferences with the approval of the President.
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.
j. No member of the faculty or administrative personnel shall enroll as a student in the University or another institution without the permission of the President, which permission may be granted only when, considering the teaching load of the faculty member, the workload of the administrative personnel, the nature and scope of the course they intend to take and the schedule will not impair their efficiency as a member of the faculty or as administrative personnel.
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.

ARTICLE 165. ***Duties of University Employees 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.

a. Official communications should be acknowledged, processed, and completed within the shortest time possible;
b. All heads of offices shall render a complete report of performance and accomplishments; and
c. Internal communications that are in the nature of requests or petitions shall be addressed to the President and endorsed or recommended by the heads concerned.

ARTICLE 166. ***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.

Chapter XII
Decorum

ARTICLE 167. *Anti-Sexual Harassment Policy*. All University employees 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.

SECTION 1. *Committee on Decorum and Investigation (CODI).* Under 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, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment, and (b) conduct the investigation of alleged cases constituting sexual harassment.

SECTION 2. *Composition of CODI.* The CODI shall be composed of one (1) representative each from the following:

a. University management
b. Supervisory rank
c. Faculty (President, Faculty Union)
d. Rank-and-file non-teaching staff (President, Administrative Personnel Association
e. student (President, University Student Council)

SECTION 3. The Complaint and Reporting System. In cases involving sexual harassment, the Complaint and Reporting System, following the Rules and Regulations Implementing the Anti-Sexual Harassment Act of 1995 of the University, shall be followed.

ARTICLE 168. *Dress Code.* The monetary provisions for uniform and clothing allowance shall be utilized and appropriately designed for a dress code for office work, as well as the appropriate attire for classroom and fieldwork. A weekday shall be designated as a washday, where University personnel may wear non-uniform attire but maintain modesty, decency, and appropriateness.

ARTICLE 169. *Other Prohibitions.* All employees are expected to be models to the students. Hence, the following shall be strictly prohibited inside the campus:

1. Smoking, drinking, and gambling;
2. 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
3. Carrying of firearms and other deadly weapons, except when authorized.
4. Other acts that are illegal, immoral, and unbecoming of a public servant or official.

Chapter XIII
Leave Privileges

ARTICLE 170. ***Leave Privileges.*** All employees shall enjoy leave privileges such as teachers' leave, vacation and sick leave, maternity leave, paternity leave, military service leave, rehabilitation leave, terminal leave, and other special leave privileges per Civil Service, Magna Carta of Women, and other pertinent laws.

ARTICLE 171. ***Teacher's Leave.*** Teachers' leave shall be granted to full-time members of the faculty who do not normally perform administrative functions or who are not required to render service throughout the year. They are entitled to such leave during the calendar year, to the short vacation (two weeks at Yuletide) and long vacation (ten weeks during summer) with full proportionate reduction of vacation pay due to absences during the school year. This leave benefit for faculty members shall not be cumulative and therefore cannot be carried over to the succeeding year. (CSC Rule XVI, Sec. 16 (b))

SECTION 1. ***Service During Vacations.*** Faculty members on teachers' 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. (BOR Res. No. 58, s. 1963). Such service credits shall be cumulative, like the vacation and sick leave credits, and may be used to offset the following:

a Any proportional deductions in vacation salary on account of late appointment;
b Absences on account of maternity or illness (either on the part of the employee or any member of his immediate family); and,
c Proportional deductions in vacation salary on account of absences for personal reasons.

The vacation service credit shall be available only during the period of employment of the teacher and shall be deemed forfeited after his/her separation from the service.

ARTICLE 172. ***Vacation and Sick Leave Status.*** Employees shall be granted leave of absence or the right not to report for work with or without pay as may be provided by pertinent laws and rules.

In general, employees whether permanent, temporary, or casual, including academic rank holders, who are placed on the vacation and sick leave basis by way of special order shall be entitled to 15 days' vacation and 15 days' sick leave annually with full pay exclusive of Saturdays, Sundays, and public holidays until converted.

ARTICLE 173. ***Vacation Leave.*** An application for vacation leaves of absence for one full day or more shall be submitted on the prescribed form for action by the University President five days in advance, whenever possible, with the effective date of such leave.

ARTICLE 174. ***Special Leave.*** Employees shall be entitled Special Leave of three (3) days annually. Special Leaves are multipurpose, non-deductible from credit leaves, and are non-cumulative, subject to the provisions of the Omnibus Rules on Leave.

ARTICLE 175. ***Force Leave/Mandatory Leave.*** Employees shall have the prerogative to avail of the Force Leave of five (5) days. Force Leaves are multipurpose but are deductible from credit leaves, subject to the provisions of the Omnibus Rules on Leave.

ARTICLE 176. ***Sick Leave.*** Sick leave shall be granted only on account of sickness or disability on the part of the employee or any member of the immediate family. In cases where an employee had already exhausted the sick leave credits, the vacation leave credits can be used, but not vice versa.

SECTION 1. ***Application for Sick Leave***. An application for sick leave of absence for one full day or more shall be filed immediately upon the employee's return from such leave.

SECTION 2. ***Advanced Application for Sick Leave.*** Sick leave may be applied for in advance in cases where the employee will undergo a medical examination or medical procedure, or advised to rest in view of ill health, duly supported by a medical certificate.

SECTION 3. ***Ordinary Application.*** In an ordinary application for sick leave already taken not exceeding five days, the University President may duly determine whether or not the granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required. Application for sick leave above five successive days shall be accompanied by a proper medical certificate.

ARTICLE 177. ***Maternity Leave.*** A female employee who has rendered an aggregate of two or more years of service may be granted One Hundred Five (105) Days with full pay. She, who has rendered less than two years of service, will be entitled to proportionate maternity leave pay.

ARTICLE 178. ***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.

ARTICLE 179. ***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).

ARTICLE 180. ***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.

ARTICLE 181. ***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.

ARTICLE 182. ***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.

ARTICLE 183. ***Study Leave.*** 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 if they are granted scholarships by other institutions, domestic or abroad. Otherwise, their leave shall be considered personal and not entitle them to receive their salaries during their study leave period.

ARTICLE 184. ***Special Leave Privileges***. Employees, except teachers and those covered by special laws shall be granted a maximum of three days special leave privileges within a calendar year.

ARTICLE 185. ***Terminal Leave Benefit.*** 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.

ARTICLE 186. ***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.

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

Chapter XIV
General Guidelines for Working Hours

ARTICLE 187. ***Rationale.*** Employees shall be allowed to start or stop working at a time convenient to them, provided that the same shall not prejudice the prompt and efficient delivery of services nor disrupt in anyway the daily operations of the college, institute, center, or unit where the employees are assigned; and provided further that the standard 40 hours each week shall not be reduced.

ARTICLE 188. ***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.

ARTICLE 189. ***Normal 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. They shall be allowed a grace period of 15 minutes each upon arrival in the morning and in the afternoon, which shall not be deducted from leave credits when the employees extend their hours of work for the same day that tardiness is incurred, provided the total shall not exceed 30 minutes a day.

ARTICLE 190. ***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.

ARTICLE 191. ***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 are rendered as required under the Republic Act 1880 have been observed.

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-hour requirement is not compromised. This shall be applied to:

a Academic rank holders with full-time classroom teaching
b Academic rank holders designated to perform administrative assignments, research, extension, or production functions
c Academic rank holders tasked with other non-academic functions

ARTICLE 192. ***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.

ARTICLE 193. ***Overload Hours***. Overload hours shall refer to the hours rendered beyond the 18-unit workload. Overload hours may apply to the following:

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;
b Academic rank holders who are on vacation and sick leave status shall be entitled to overload pay for services rendered more than 18 units. Special Order to teach within the regular period, but they can extend work hours beyond this period, where they should be compensated for services rendered.
c Academic rank holders who are not on flexible working hours are entitled 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 contingent to the availability of funds.

SECTION 1. ***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 computing overload teaching, the following conditions shall be observed:

a The required units for full-time equivalent are met;
b The research programs/projects/studies or extension activities are duly registered;
c Nine units shall be the maximum ETL for a research/extension program/project/study leader;
d Academic rank holders may be allowed to manage an R&E program, project, or study.

SECTION 2. ***Criteria for Overload Assignment***. The University President shall authorize academic rank holders and non-teaching staff to teach in excess of their regular teaching/working load, provided that this shall not exceed six units in consideration of the following criteria:

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;
b. All academic rank holders teaching the same field of specialization are assigned the full-time equivalent;
c. The subjects offered are for graduating students, composed of a minimum of 10 for undergraduate and 3 for graduate programs;
d. Funds are certified available; and,
e. The schedule of overload teaching units shown below is strictly implemented.

SECTION 3. ***Honoraria for Overload Teaching***. Computation of the honoraria for overload teaching shall be per 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.

SECTION 4. ***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.

ARTICLE 194. ***Punctuality and Attendance.*** All employees are required to strictly observe punctuality in their prescribed working hours. The heads of offices, however, shall be responsible for requiring their respective teaching and non-teaching staff to strictly observe the working hours and to be present at work to complete assigned tasks.

SECTION 1. ***Use of Biometrics****.* University personnel shall use the Biometric System for automated log-in and log-out of official working hours as prescribed by the CSC. For campuses with no biometric system installed, manual mode shall be adopted.

ARTICLE 195. ***Tardiness****.* Employees incur tardiness when they fail to report for work on time; and therefore, it is committed at the start of work.

a. Tardiness occurs in any of the following instances: those who report beyond the authorized grace period, 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.
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.

ARTICLE 196. ***Undertime.*** Employees incur undertime 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.

ARTICLE 197. ***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.

ARTICLE 198. ***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.

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.
b. The COCs are non-cumulative and should be used as time-off within two years of being earned.
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.

ARTICLE 199. ***Daily Time Record.*** A daily time record of attendance shall be required of all University employees 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.

Chapter XV
Faculty Workload

ARTICLE 200. ***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.

ARTICLE 201. ***Regular Teaching Load****.* A regular teaching load is subject to applicable rules and regulations, it shall consist of:

SECTION 1. ***Graduate Faculty.*** For graduate faculty, at least nine (9) hours a week;

SECTION 2. ***Undergraduate Faculty.*** For undergraduate faculty:

a. twelve (12) hours of actual teaching for four (4) course preparations (12/4);
b. fifteen (15) hours of actual teaching for three (3) course preparations (15/3);
c. eighteen (18) hours of actual teaching for two (2) course preparations (18/2);
d. twenty-one (21) hours of actual teaching for one (1) preparation (21/1).

Faculty members handling undergraduate laboratory or shop courses 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 an overload and shall be duly compensated.

ARTICLE 202. ***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).

ARTICLE 203. ***Equivalent Workload Units****.* The Equivalent Workload Units (EWU) refers 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).

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, studies, and the number of faculty members, research specialists, and technical or professional staff supervised.

SECTION 1. The EWU shall be credited as part of the faculty Full Time Equivalent (FTE), to wit:

a. The maximum credit load for research work, creative writing, or any other forms of productive scholarship shall not exceed six (6) hours per week;
b. 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.

SECTION 2. ***Full-time Equivalent****.* The Full-time Equivalent (FTE) is the sum of the equivalent workload units (EWU) and the required teaching load (TL). For the different administrative and faculty-related functions, the prescribed number of hours of release from teaching (EWU) according to Board Resolution No. 159, S. 2012.

ARTICLE 204*. Graduate Research Load.* 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.

ARTICLE 205. ***Integrated Laboratory Schools Faculty Workload.*** 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 given 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.

ARTICLE 206. *Summer Teaching Load*. The maximum summer 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.

ARTICLE 207. *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.

PROPOSED RELEASED TIME FOR FACULTY WITH DESIGNATIONS
FOR AY 2020-2021
(per BOR Resolution No. 59, series of 2020)

Academic and Research Position	Current	Proposed
	Release Time (hrs)	Release Time (hrs)
Vice-Presidents	15	15
Chief of Staff/Executive Assistant Office of the President	15	15
Coordinating Dean Graduate School	15	9
Deans of Colleges/ Principals (ILS Elementary/ High School)	12/15	12
Associate Dean of Colleges with Four (4) or more programs/ Assistant Principal (ILS Elementary/ High School)	9	6
Director, Institute of Computer Studies	12	12
Auxiliary Services/ University PRESS and Book	12	12
Internal Audit Office	12	12
WESMAARRDEC	12	12
International Relations Office	12	9
DESCD	12	6
Physical Plant	15	9
Language Development Resource Center	12	9
Research Development and Evaluation Center	12	9
Center for Continuing Education	12	9
Curriculum Development	12	9
Management Information System Technology Office (MISTO)	12	9
Student Affairs	12	9
Data Protection & Security Office	9	9
Instructional Support & Materials Production	9	9

System Development Head	9	9
Project Management Office	9	9
Technical Associate to the VPAA	9	9
University Electrical Engineer	9	9
College Secretaries/ILS Secretary/ Academic Coordinator (Elementary & High School)	6 / 9	6
Admission Office	9	6
Testing and Evaluation Center	9	6
Scholarship Office	9	6
Peace and Human Security	9	6
Gender Research & Resource Center /RED	9	6
Public Affairs Office	12	9
WMSU – NSTP (CTS – CWTS)	9	6
MITHI	9	6
RUPID	9	6
Graduate Program Chair/ Department Heads/ Campus Coordinators (include coordinating function of training), technical Associates (ESU)	6	6
Special Assistant to the VPAA	6	6
Head, CUEM	12	6
Assistant Director for Student Affairs (to include Volunteerism)		6
ITSO	9	3
Center for Science Teaching & Training (CSTI)	9	3
Panrehiyong Sentro sa Wikang Filipino	6	3
Alumni Relations Office	6	3
Technical Working Group (inspection team/ infrastructure/ BAC)	9	3
Research Coordinators	6	3
Guidance and Gender Coordinator	3	3
College of Nursing Level Coordinators	3	3
Student Teacher (CTE/CSSPE)	3	3
ISMP Coordinator	3	3
CHE Practicum Coordinator	3	3
CSWCD Field Coordinator	3	3
Program Coordinator (ESU)	3	3

Notes:

A. OUTPUT – BASED DESIGNATIONS:
   1. ISMP Coordinator – semestral / academic year submission of faculty made modules
   2. Research Coordinator – submission of the number of research classes for the semester, list of approved research titles, schedules of proposals and final defense, list of accomplished researches for the Academic Year.

B. Recommendation for Career and Placement and Public Employment Service Office to be placed under the charge of the University Guidance Office.

C. Release time for Special Programs and Projects can be requested if needed:
   c.1. Details of the project or program are to be included in the request
   c.2. Type of project and the start and end of project
   c.3. Release time is valid only for the duration of the assignment – becomes void and nullified after the project had been completed as certified
   c.4. Required a special order if the assignment needs extension

D. Technical Working Group (inspection team and infrastructure) can utilize quasi time for the purpose.

E. If a task is judged as necessary for the designations otherwise mentioned, quasi time can be utilized to resolve the undertaking.

F. The creation of the position for Assistant Director for Student Affairs which include volunteerism is recommended in lieu of the University Volunteer Center.

G. Presidential Discretion: The President may grant release time of not more than 6 hours for specific assignments, in the exigency of service.

H. REPEALING CLAUSE. All designations not found under this revised guideline are deemed revoked upon approval of the Board of Regents.

Chapter XVI
Salary and Other Compensations

ARTICLE 208. ***Basic Salary.*** Employees shall be paid the authorized basic salary of their position in accordance with the existing salary schedule.

ARTICLE 209. ***Other Compensations*****.** Employees shall be paid other compensations 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 laws and memorandum circulars granting the same.

Chapter XVII
Separation from the Service

ARTICLE 210. ***Resignation.*** 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.

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

SECTION 1. No resignation shall take effect until the services of a successor or a temporary substitute shall have been secured.

SECTION 2. 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.

SECTION 3. Failure to report for duty for one (1) month after issuance/date of effectivity of the appointment shall cause the cancellation of the same.

ARTICLE 211. ***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*):

1. absence without approved leave for at least 30 calendar days;
2. unsatisfactory performance for two consecutive ratings or poor performance for one evaluation period; and
3. 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.

ARTICLE 212. ***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)

ARTICLE 213. ***Retirement.*** As provided for by law, compulsory retirement age for government employees is 65 years. Other modes of retirement are early retirement and disability retirement. Benefits that are due the retirees are provided for under RA No. 8291, dated May 30, 1997 *An Act Amending PD No. 1146, as amended Expanding and Increasing the Coverage and benefits of the GSIS, Instituting Reforms therein and for other Purposes*; RA No. 6683 dated Dec. 2, 1988 *An Act Providing for Benefits for Early Retirement and Voluntary Separation from the Government Service as well as Involuntary Separation of Civil Service Officers and Employees pursuant to various Executive Orders authorizing Government Reorganization after the Ratification of the 1987 Constitution Appropriating Funds Therefore and for other purposes.*

> **SECTION 1.** ***Extension of Service.*** In the exigency of the service, extension of service for no more than six (6) months beyond the employee's retirement date may be granted for meritorious reasons upon the endorsement of the University authorities and the approval of the Civil Service Commission. (CSC MC No. 40, s. 1998 - Revised Omnibus Rules on Appointments and Other Personnel Action, Rule XIII, Section 12 of MC No. 40. "*No person who has reached compulsory retirement age of sixty-five can be appointed to any position in the government, except to primarily confidential positions, provided that the appointment shall be under temporary status. The CSC however may, in meritorious cases, extend the services of one who has reached compulsory retirement age of sixty-five for a period of six months, renewable for another six months."*

ARTICLE 214. ***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 and for all modes of separation from the service for at least thirty (30) days. (Memorandum Circular No. 155 *Requiring the Settlement of and Clearance from Accountabilities of Government Officials and Employees Prior to their Transfer or Acceptance of their Resignation* dated June 15, 1992; COA Circular No. 92-391 dated Nov. 25, 1992 *Requiring the Settlement of and Clearance from Accountabilities of Government Officials and Employees prior to their Transfer or Acceptance of their Resignation).*

TITLE VII
PROCUREMENT, PROPERTY MANAGEMENT AND FINANCIAL ADMINISTRATION

Chapter 1
Procurement

ARTICLE 215. ***The General Rule.*** Procurement of goods, civil, electrical, mechanical works, professional and consulting services in the University shall be competitive and transparent, and shall be done through public bidding.

ARTICLE 216. ***Procurement Principles.*** The following principles shall govern all procurement in the University:

1. Transparency in the procurement process and in the implementation of procurement contracts through wide dissemination of bid opportunities and participation of pertinent non-government organizations;
2. Competitiveness by extending equal opportunity to enable private contracting parties eligible and qualified to participate in public bidding;
3. Streamlined procurement process that will uniformly apply to all University procurement;
4. Simplicity but adaptable to advances in modern technology to ensure an effective and efficient method;
5. Accountability where both the University officials directly or indirectly involved in the procurement process as well as in the implementation of the procurement contracts and the private parties that deal with the University are, when warranted by circumstances, investigated and held liable for their actions relative thereto; and
6. Public monitoring of the procurement process and the implementation of awarded contracts to guarantee that these contracts are awarded pursuant to the provisions of the procurement act and its implementing rules and regulations, and that all these contracts are performed strictly according to specifications.

ARTICLE 217. ***Project Procurement Management Plan (PPMP).*** All procurement shall be within the approved budget of the University and should be meticulously and judiciously planned by each sector. Colleges, institutes, centers, and divisions shall prepare their respective needs for the year using the purchase request form, prioritized per quarter, classified according to type (office, laboratory, ICT, equipment, repair, books, printing services, and others), and submitted to the Supply Office on or before the 31st of October of each year or as provided for by current and relevant issuances of the DBM.

SECTION 1. ***Submission of Project Procurement Management Plan (PPMP).*** All PPMP shall be submitted to the Procurement Office on or before October 31st of each year.

SECTION 2. ***Consolidation of Project Procurement Management Plan (PPMP).*** These shall be consolidated accordingly by the concerned units:

A. MISTU - information, communication, and technology supplies and equipment;
B. Office of the Director for Physical Plant and Engineering Services (ODPPES) - major repairs such as construction, rehabilitation, renovation, and maintenance of buildings, facilities, and other infrastructure requiring full technical specifications;
C. Office of the Director for Administration (ODA) Administrative Services - minor fixes such as repair and maintenance of buildings, facilities, and other infrastructure, including vehicles, that do not require full technical specifications;
D. Office of the Director for Administration (ODA) Administrative Services - firearms and ammunition in consultation with the College of Criminal Justice (CCJE) faculty or experts;
E. Supply Office - office, laboratory, janitorial, farm supplies, biological assets - in coordination with the university farm manager or its equivalent, and, materials, and equipment;
F. Library Services - books, journals, references, and other printed matter;
G. CPERS - athletic supplies and equipment; and
H. University Auxiliary Service Office - PPMP for raw materials and items for sale based on approved production plans in the production sector.

ARTICLE 218. ***The Annual Procurement Plan.*** The Annual Procurement Plan (APP) of the University shall be consolidated by the BAC, reviewed and prioritized by the Budget Committee and recommended to the University President for approval. No procurement shall be undertaken unless it is in accordance with the approved University APP. The sectors shall be allowed to update their PPMP's every six months.

ARTICLE 219. *Bids and Awards Committee* (*BAC).* BAC refers to the Bids and Awards Committee established in accordance with Article V of RA Act 12009 otherwise known as the Government Procurement Reform Act (GPRA), the composition and functions of which are described in the following sections.

SECTION 1. *Composition.* The University President shall designate the Chair as well as the regular and provisional members of the BAC, which shall include the 3rd ranking permanent official in the University as chair. There shall be two regular members: one to represent the legal or administrative services and the other, the finance services. The provisional members shall include an officer with technical expertise relevant to the procurement and the end-user or its representative.

SECTION 2. *Functions.* There shall be a single Bids and Awards Committee (BAC) in the University to undertake procurement functions such as:

a. Advertising and/or posting the invitation to bid,
b. Conducting the pre-procurement and pre-bid conferences,
c. Determining the eligibility of prospective bidders,
d. Receiving bids,
e. Conducting the evaluation of bids,
f. Undertaking post-qualification proceedings,
g. Receiving motions for reconsideration, and
h. Recommending award of contracts to the university president.

ARTICLE 220. *Bidding Regulations.* The following regulations shall be observed regarding bids for University projects.

1. No bidding and/or award of contract for a construction project shall be made unless the detailed engineering investigations, surveys, and designs for the project have been sufficiently carried out in accordance with the standards and specifications prescribed by the Head of the agency;
2. All interested persons must bid in their own name;
3. They must reveal in their bids the names of all parties directly responsible for said bids;
4. Abstract of bids submitted to the Board of Regents must be accompanied by a report containing the comments and recommendations of the President, and
5. Public bidding and awards of contracts on infrastructure projects shall be governed by RA 9184 or the Procurement Act.

Chapter II
Property Management

ARTICLE 221. *Coverage.* University property shall consist of all buildings, classrooms, laboratories, offices, cottages, quarters, and other structures; grounds, vehicles, equipment, furniture, materials, and supplies; and bridges, roads, water rights, farms, pathways, parks, and trees within its land reservation.

ARTICLE 222. *Names of Buildings and Structures.* University buildings, structures, and such other edifices shall have such names as may be given them by the President or a committee s/he organizes for the purpose.

ARTICLE 223. *Custodianship of Buildings.* The custodianship of buildings shall belong to the Director for Administrative Services under the supervision of the Vice President for Administration and Finance.

ARTICLE 224. *Use of the Buildings and Premises*. All buildings and facilities shall be used for University functions. The deans shall have the power to allot classrooms in the buildings occupied by their respective colleges.

Occupancy of limited spaces within buildings shall be permitted only for recognized university, college, or school organizations whose members are drawn from the student body, alumni, employees, or faculty in accordance with university-approved guidelines.

Use of buildings by outside parties or agencies to conduct their functions or for income generating activities may be allowed, provided written requests shall be submitted to the President. The charges for the use of the university facilities are determined by the duration and amenities utilized per Resource Generation guidelines.

ARTICLE 225. *Property Insurance*. University properties such as permanent buildings, motor vehicles, and equipment shall be insured annually with the Government Service Insurance System (GSIS).

It shall be the duty of the heads directly in charge of University properties to immediately report property losses or damages in their respective sector to the University President for the purpose of undertaking investigation, and determining insurance claims and/or relief from property accountability.

ARTICLE 226. *Supervision of Buildings, Facilities, Other Structures, and Grounds*. Infrastructure, facilities, and buildings located at the main campus in Baliwasan, the San Ramon Campus in Talisayan, and at the External Studies Units (ESUs) in the city and the provinces shall be under the immediate supervision of the Director for Physical Plant and Engineering Services (PPES). Major repairs and rehabilitation of the same shall be the responsibility of the PPES in coordination with the Director for Administrative Services and the General Services Office. Daily, weekly, monthly, periodic, or regular cleanliness, maintenance, upkeep, and minor repairs of campus infrastructure, buildings, facilities, grounds, utilities, vehicles, and equipment shall be the responsibility of the Director for Administrative Services and the General Services Office.

ARTICLE 227. *Property Responsibility/Accountability*. The President of the University shall primarily be responsible and accountable for all University properties.

1. The employees entrusted with the possession or custody of such properties shall be responsible and accountable to the President without prejudice to the liability of either party to the government.
2. All employees with accountability shall be bonded in accordance with law.
3. University properties such as equipment, supplies, and other instructional materials shall be under the custody and responsibility of the project heads, department chairs, directors, deans, or chiefs who may designate a property custodian to take charge of properties issued to their respective sectors.
4. No employee or any other person shall take away from the University ground or buildings any property for private or public use without prior knowledge of the property officer and in-charge of buildings and grounds and the written authority and approval of the University President.
5. Donated properties from local or foreign governments, private entities, or individuals shall be duly accepted by the University and properly recorded in the books and taken up in the inventory. Their utilization shall be subject to pertinent provisions of applicable laws and/or memorandum of agreement.

ARTICLE 228. *Housing*. Quarters and cottages constructed by WMSU may be assigned to employees who shall be responsible for their proper use and maintenance and abide by the policies and requirements on housing. Housing units shall only be occupied upon award by the University President and upon signing of a memorandum of agreement specifying the monthly rates for occupancy. Payment of utilities shall be borne by occupants.

All applications for occupancy and renovations shall be addressed to the University President, through the Office of the Vice President for Resource Generation.

ARTICLE 229. *University Vehicles*. All University vehicles shall be marked "*For Official Use Only*" and used strictly and exclusively for official business. The following rules shall apply to the use of university vehicles:

A. All University vehicles shall be garaged at the Motor Pool under the direct supervision and control of the Head of the Motor Pool.
B. University vehicles that shall be used for official travel, accompanied by approved travel orders and duly authorized trip tickets.
C. A certification from the Motor Pool Head as to the roadworthiness of the vehicles shall be issued regularly.
D. University vehicles that are specifically assigned to a particular office, officer, or employee shall be the responsibility of the same in terms of proper use, care, and maintenance.
E. University vehicles shall also be used by students for curricular and/or co-curricular activities such as field trips, sports competitions, student congress, and other related activities that will be held outside the campus upon the recommendation of the heads concerned and approval of the University President.
F. The Head of the Motor Pool shall supervise the regular check-up of the vehicles and recommend the regular schedule of repairs, maintenance, and preventive maintenance servicing. The Head of the Motorpool shall make a written report regarding any loss or damage made on the vehicle immediately after its return to the Motor Pool garage. Failure to do so shall make him/her jointly liable with the driver.
G. Any loss/damage incurred by a vehicle shall be the liability of the driver; if, after investigation, it is shown that the same is caused by his/her negligence or fault.
H. University vehicles may be used for humanitarian purposes, through formal written requests addressed and approved by the President.
I. University vehicles may be rented by external proponents at rates and conditions determined and set by the University Resource Generation guidelines.

ARTICLE 230. *Property Turnover*. Turnover of property shall be required from all officials and employees separated from the service through retirement, resignation, transferring to other agencies, and other modes of separation from the service including leave of absence for at least six months, as well as changes in designations. The Head of the Property Management Office shall facilitate the transfer of property responsibility.

ARTICLE 231. *Procedures for Construction, Repair, and Maintenance of Buildings and Facilities.* Requests for construction, repair, and maintenance of buildings and facilities shall be made in accordance with the following procedures:

1. The end-users, namely, the colleges, institutes, centers, or offices shall submit their request for construction, repair, or maintenance of buildings, facilities, furniture, and other structures;
2. If the repair is major, Physical Plant and Engineering Services (PPES) Office through the University Engineer shall assess the extent of the construction, repair, or maintenance and prepare the program of work, estimates, and bill of materials; and schedule the work to be done according to established priorities. Minor repairs are handled by the Office of Administrative Services;

3. The Bids and Awards Committee shall determine the method of procurement of materials needed in coordination with the Procurement Office;
4. The President shall act on the request based on the recommendations of the enduser, General Services, and the BAC; and
5. The approved request shall be returned to the office of the General Services for implementation.

ARTICLE 232. ***Annual Inventory of University Properties*****.** There shall be an annual inventory of University properties to be supervised by the Head of the Property Management Office, in coordination with the Accounting Office. The inventory of University properties shall include important information such as date of purchase, acquisition cost, depreciated value, and other identifying marks like location, type or model, or whether the properties are serviceable or not. Annual physical inventory of all properties shall be done every last quarter of the year.

ARTICLE 233. ***Property Clearance*****.** Requests for clearance from property responsibility shall be obtained from the Property Management Office of the University. No clearance from property responsibility shall be signed pending the full settlement of property accountability, including occupancy in housing units.

ARTICLE 234. ***Sale and Disposal of University Properties*****.** When government property has become unserviceable for any cause, or is no longer needed, it shall, upon application of the officer accountable therefore, be inspected by the head of the agency or his/ her authorized representative in the presence of the auditor concerned. If found to be valueless or unsaleable, t may be sold, after due notice, at public auction to the highest bidder under the supervision of the auditor concerned or other duly authorized representative of the Commission on Audit.

SECTION 1. ***Notice of Public Auction.*** Notice of public auction may be printed in the Official Gazette, or in any newspaper of general circulation, for not less than three consecutive days. Where the value of the property does not warrant the expense of publication, notices may be posted for a similar period in at least three public places in the locality where the property is to be sold.

SECTION 2. ***Failure of Public Auction.*** In the event that the public auction fails, the property may be sold at a private sale at such price as may be fixed by the same committee or body concerned and approved by the Commission on Audit. (Government Auditing Code of the Philippines, P.D. 1445, Sec. 79)

Chapter III
Administration of University Finances

ARTICLE 235. ***Financial Management*****.** The management of University finances shall be in accordance with the policies and standards of the Commission on Audit (COA), Department of Budget and Management (DBM), other oversight government agencies, and internal policies issued by the Board of Regents. Personnel who shall be delegated this function for any of the various phases of financial management shall be accountable for the specific transaction under their control. They shall implement strictly the systems and procedures to ensure that resources are utilized with utmost efficiency and effectiveness.

ARTICLE 236***. Preparation and Execution of Budget Charged Against the General Appropriations Act (GAA).*** The annual budget of the University shall be prepared in accordance with the National Budget Call issued by the Department of Budget and Management (DBM) which

prescribes the budget parameters as well as policy guidelines and procedures used in the preparation and submission of budget proposals. The utilization of funds under GAA shall be executed in accordance applicable guidelines issued by the DBM.

ARTICLE 237. ***Operating Budget under Internally Generated Income (IGI)***. The annual budget from Internally Generated Income shall comply with relevant COA and Commission on Higher Education (CHED) guidelines on the use of income. Upon receipt of the National Expenditure Program (NEP), the President shall create the Program of Receipts and Expenditure (PRE) Committee who shall determine the estimated receipts, and proposed expenditures with the participation of heads of offices/departments. The proposed PRE shall be presented to the University President for submission to the Board of Regents for approval.

ARTICLE 238. ***Program of Receipts and Expenditures (PRE)***. The BOR-approved PRE shall be the basis for budget execution, control and monitoring. The Budget Office shall ensure proper dissemination of allocations to respective offices/departments.

ARTICLE 239. ***Fees and Other Receipts.*** Income derived from the collection of tuition fees and other school fees shall be deposited in authorized government depository banks. Such fees and other income generated by the University shall constitute the Special Trust Fund (STF). Whenever possible, the cost of services shall be fully recovered through user fees and those programs or projects that generate income for the University shall be vigorously undertaken.

SECTION 1. ***Revolving Funds.*** Income derived from all Income-Generating Projects (IGPs) shall be reconstituted as a revolving fund and deposited in an authorized government depository bank. It shall be utilized in accordance with the approved Resource Generation Manual of Operations.

SECTION 2. ***Collection for Private Recipients***. Collections of the University for fees, charges, and receipts intended for private recipient units, including private foundations affiliated with this institution shall be duly acknowledged with official receipt and deposited as a Trust Receipt.

SECTION 3. ***Receipts of Inter-Agency Fund Transfers***. Receipts and disbursements from Inter-Agency Fund Transfers shall comply with applicable COA rules and regulations.

ARTICLE 240. ***Disbursement of Funds*****.** Income and expenditure accounts shall be accomplished in accordance with the current government accounting system. All disbursement vouchers, warrants, and checks shall be submitted to the University President for approval or to the duly designated/authorized representative for approval within the limits or as delegated by the University President. All disbursements – Personal Services, Maintenance and Other Operating Expenses, and Capital Outlays – shall be subject to existing accounting and auditing rules and regulations as prescribed by the COA, DBM, BIR, and other regulatory government agencies.

SECTION 1. ***Limitations.*** Disbursements from the Special Accounts shall not exceed the amount actually earned and deposited.

SECTION 2. ***Signatories of Checks***. All checks must be signed by the Cashier and the University President or authorized official as approved by the BOR.

ARTICLE 241. ***Closing of Accounts*****.** The President, upon approval of the BOR, shall authorize the closing of accounts of completed projects and direct the payment of any and all obligations so as to put the records in order in accordance with government accounting and auditing rules. S/He

shall likewise authorize the same for unfinished and dormant projects and direct the reversion of any balances to the original funds.

CHAPTER V
DONATIONS AND OTHER ENDOWMENTS

ARTICLE 242. ***Donations and Other Endowments*****.** All donations, funds, equipment, books, or other materials shall be accepted by the President or his/ her representative in the name of the Board of Regents, unless such acceptance involves some additional expenditures or onerous conditions on the part of the University, in which case the donations shall be submitted to the Board.

WESTERN MINDANAO STATE UNIVERSITY

BOOK 3 Academic Affairs

TITLE

VII	Academic Calendar and Classes
VIII	Admission and Registration
IX	Curricular Changes and Pre-requisites
X	Academic Load and Attendance
XI	Testing and Grading System
XII	Scholarships and Scholastic Standing
XIII	Graduation
XIV	Student Records-Keeping and
XV	Releasing of Records

TITLE VIII
ACADEMIC CALENDAR AND CLASSES

Chapter I
The Academic Calendar

ARTICLE 243. ***Academic Calendar.*** The Dean of Student Affairs, in coordination with the University Registrar, the college deans, and the principals of the Integrated Laboratory Schools, shall prepare the details of the annual academic calendar in accordance with the rules and regulations as may be prescribed by CHED and the Board of Regents. This shall be submitted to the University President for approval.

SECTION 1. ***School Year Terms.*** The school calendar in the tertiary level shall consist of two semesters, a summer term, a semestral vacation, and a Christmas break. It is inclusive of the examination period, but excludes legal holidays and the enrollment period.

SECTION 1.1. ***Semesters.*** A semester shall be made-up of eighteen (18) weeks, with at least fifty-four (54) hours for a three (3)-unit subject.

SECTION 1.2. ***Summer Term.*** A summer term shall have a minimum of six (6) weeks.

SECTION 2. ***Calendar Year for the Elementary and Secondary Levels.*** In the elementary and secondary levels, the calendar shall consist of forty-one (41) weeks.

ARTICLE 244. ***Class Schedule.*** As a general rule, classes shall be scheduled during the regular school hours and in consideration of available facilities, nature of subjects and faculty and/or staff members. Classes outside school hours may be scheduled only upon the approval of the University President.

One month before the start of the semester of every school year, the College Deans and Department Heads shall prepare the schedule of classes and submit these to the Vice President for Academic Affairs for approval. A copy must be furnished to the Office of the President.

SECTION 1. Changes in Class Schedule. No class shall be divided, fused, dissolved or transferred to any time, day, room, place or faculty after it has been duly opened and organized except with the approval of the concerned Department Head, Dean and VPAA and notification of the University Registrar. Changes in class schedule shall be allowed only up to the first two weeks of classes.

SECTION 2. ***Curricular and Co-Curricular Activities.*** All curricular and co-curricular activities shall be reported by the Deans to the Dean of Student Affairs within the first month of the first semester of each school year. The Dean of Student Affairs shall in turn devise and issue a University calendar of student activities for the semester, subject to the approval of the President.

ARTICLE 245. ***Start of Classes*****.** Classes shall start as scheduled in the academic calendar. For purposes of clarification and as basis for guidance of students, the faculty concerned must verify during the first day of classes if the student is officially enrolled and has completed the prescribed prerequisite. Only those officially enrolled and who completed the prerequisites shall be admitted in class.

ARTICLE 246. *Petitioning of Courses*. Courses not scheduled during the regular semester may be offered upon written request of the concerned students not later than the first week of classes. The students' petition must be made in consultation with the Department Chairman and Dean concerned, for approval by the Vice President for Academic Affairs. The minimum class size to warrant the new section shall be 15 in the undergraduate and five in the graduate, except when there are students who are graduating or enrolled in thesis writing.

Chapter II
Class Size

ARTICLE 247. *Enforcement and Control of Class Size*. At the end of every academic year, each Dean shall submit to the President through the Vice President for Academic Affairs, recommendations on class size for the college/ institute using available data to serve as bases for the determination of the class size of the college for the ensuing school year.

The Vice President for Academic Affairs, Dean of Admissions, College and Institute Deans, Directors and Division or Department Heads shall enforce the rules on class size.

ARTICLE 248. *Determination of Class Size*. Class size shall be subject to approval by the President upon the recommendation of the Dean and endorsed by the Vice President for Academic Affairs. Unless otherwise authorized and except for major courses where special classes may be formed, the range of class size shall be determined by academic level or college, as indicated in the following table:

Table 1. Prescribed Class Size by Academic Level

ACADEMIC LEVEL	MINIMUM	MAXIMUM
Undergraduate	35	50
Graduate		
Masters	7	15
Doctorate	5	10
College of Law	30	35

SECTION 1. *Tutorial Classes.* In special cases, for meritorious and justifiable reasons, and upon the recommendation of the Dean to the Vice President for Academic Affairs, the President may authorize a tutorial class of even one (1) student. However, a tutorial class may be opened only if any of the following conditions are met:

1. It is a major or a specialization subject where the number of students is usually less than a normal class size.
2. It is the last subject prior to graduation.
3. The student(s) enrolled is/are a scholar(s); and/or
4. The student(s) enrolled is/are affected by a change of curriculum.

SECTION 2. *Petitioned Classes.* The minimum class size to warrant the new section shall be fifteen (15) for the undergraduate level and five (5) for the graduate level, except when there are students who are graduating or enrolled in thesis writing.

ARTICLE 249. ***Laboratory Classes.*** A regular undergraduate laboratory class shall not have more than thirty (30) students. When there are two or more instructors handling the laboratory classes, the number of students should be equally divided between or among them.

ARTICLE 250 ***Limitation and Exception.*** The following conditions shall not apply to colleges, institutes and departments where students of the same course need not be classified into sections:

1. Classes with small attendance on account of majoring or specialization authorized by the curriculum being implemented at the time the class is opened;
2. Instances where limited space and equipment make the holding of large class impossible;
3. Graduate courses where classes of even one (1) student may be allowed if approved by the President upon the recommendation of the dean and endorsed by the Vice President for Academic Affairs; graduating classes with small attendance;
4. Related Learning Experience (RLE) classes in Nursing that require hospital exposure limited to only twenty-five (25) students per class;
5. Certain courses to be determined by the dean subject to the approval of the president; certain types of field work in the various colleges and departments;
6. Military science and physical education classes, and
7. Other courses which in the judgment of the President require small classes.

ARTICLE 251. ***Prohibition on Division of Classes.*** No class shall be divided into sections for any of the following purposes: (a) to suit personal schedule preferences and (b) to limit enrolment to fulfill faculty loading requirements.

ARTICLE 252. ***Fixing Class Size.*** Whenever necessary and subject to the approval of the President, the deans of colleges/institutes shall have general authority and exercise discretion in controlling enrolment and fixing class size.

Chapter III
Dismissal and Postponement of Classes

ARTICLE 253. ***Prohibition on Dismissal and Postponement of Classes***. Classes in colleges, institutes or schools shall not be dismissed by the Dean without the authority of the President except in unusual cases, for which a report giving the reasons for such action shall be submitted to the President.

ARTICLE 254. ***Request for Make-up Classes.*** No faculty member shall meet classes at hours other than those in the official schedule, nor meet students for make-up class or consultation purposes in any unscheduled room or place except when permitted to do so by the Dean, upon request of the faculty concerned.

TITLE IX
ADMISSION and REGISTRATION

Chapter 1
Types of Students

ARTICLE 255. ***Guiding Principle.*** In order to efficiently manage student records, all students should be classified and properly registered on the basis of their year level, program, and terms of enrolment.

ARTICLE 256. ***Student Types by Year Level.*** The types of year students categorized according to year level, includes the following: Freshman, Sophomore, Junior, and Senior.

SECTION 1. Freshman. A student who is taking up the first year or the first 25% of the total number of units in his/her prescribed curriculum.

SECTION 2. Sophomore. A student who has satisfactorily completed the prescribed subjects of the first year curriculum or has finished not less than 25% nor more than 50% of the total number of units required in his/her entire course.

SECTION 3. Junior. A student who has completed the prescribed subjects of the first and second years of his/her curriculum, or has finished not less than 50% nor more than 75% of the total number of units required in his/her entire course.

SECTION 4. Senior. A student who has completed the prescribed subjects of the first three academic years of the curriculum, or has finished not less than 75% of the total number of units required in his/her entire course. In a five-or six-year degree program, the last is considered the senior year. Those enrolled in the last term of their course work are considered graduating students or candidates for graduation.

This classification does not apply to colleges governed by specific approved policies.

ARTICLE 257. ***Student Types by Program.*** The types of year students categorized according to program, includes the following: Basic Education Pupils/Students, Undergraduate/College Students, Graduate Students, and Non-degree/ Non-resident Students.

SECTION 1. ***Basic Education Pupils/Students*** refers to pupils in the kindergarten and elementary in the elementary laboratory school, and the high school students in the secondary laboratory school.

SECTION 2. ***Undergraduate or College students*** *are* students who are enrolled in any baccalaureate degree program.

SECTION 3. ***Graduate students*** are students who are enrolled in post-baccalaureate programs. Graduate students are enrollees classified as degree or non-degree.

SECTION 3.1. ***Degree Students.*** These are prospective candidates for masters or doctorate degree.

SECTION 3.2. ***Non-degree.*** These are students who may be registered for credit or audit. Students registered for audit are required to participate in class activities as well as fulfill certain

academic requirements as may be determined by the professor of the subject where the students are enrolled.

SECTION 4. ***Non-degree students/Non-resident students*** are **s**tudents who are enrolled in a Certificate Program or enrolled to earn additional units for credit.

SECTION 4.1. Cross enrollee refers to a student who is currently enrolled in another school who is permitted to enroll in the University to earn credit units or a student in the University given permission to enroll in other school also to earn credit units.

SECTION 4.2. Special Students refers to those who are enrolled but are not earning credit units or are earning credit units but not leading to a degree.

ARTICLE. 258. ***Student Types Based on Other Terms of Enrolment.***

1. **New Student**. A student who enrolls in the University for the first time.
2. **Old Student/Pupil**. A student who has been enrolled in the University for more than one semester.
3. **Returning Student.** A student who went on leave of absence and is returning to enroll.
4. **Regular Student**. A student who carries the prescribed academic load.
5. **Irregular Student**. A student who does not carry the prescribed academic load.
6. **Readmitted Student.** A student who stops schooling and seeks re-admission.
7. **Shifter.** A student who changes his/her degree or major field.
8. **Transferee.** A student who finished some academic credit units in other schools and intends to pursue a degree in the University.
9. **Cross-enrollee.** A student, who is registered in another institution but who, upon the written permission of appropriate school authorities, seeks to enroll in the University in order to fulfill the academic requirements of his/her curricular program, subject to the applicable admission policies of the University. Only graduating students shall be allowed to cross enroll.
10. **Second-Degree Student.** A student who is enrolled for another degree at the same level as the degree previously earned.
11. **Working Student/ Part-time Student.** A student who is enrolled and at the same time employed.
12. **Special Student.** One who is enrolled for refresher courses or who is permitted to enroll in non-degree/certificate programs even if s/he does not fully satisfy the entrance requirements.
13. **Foreign Student.** Any student who is not a Filipino citizen.

ARTICLE 259. Graduate Students. Graduate students are classified as degree (prospective candidates for masters or doctorate degree) or non-degree (those who are non-degree candidates) enrollees. Non-degree students may be registered for credit or for audit. Students registered for audit are required to participate in class activities as well as fulfill certain academic requirements as may be determined by the professor of the subject where the students are enrolled.

Chapter II
Foreign Students

ARTICLE 260. *Foreign Students*. Foreign students are those belonging or owing allegiance to a country other than the Philippines and studying in any educational institution recognized or owned by the government of the Philippines.

SECTION 1. *Legal Basis*. The entry and stay of foreign students in the country is covered by Executive Order (EO) 285 dated September 4, 2000, which amended the provisions of EO 423 of 1997 Re: *Guidelines Governing the Entry and Stay of Foreign Students in the Philippines and the Establishment of an Inter-Agency Committee on Foreign Students for the Purpose*. The implementing guidelines of this EO are specified in IACFS Memorandum No.1, s. 2000.

SECTION 2. *General Principle.* All foreigners seeking admission for enrolment at the WMSU must comply with all the policies, rules and regulations mandated by pertinent laws of the Philippines and guidelines set by the CHED for enrollment eligibility.

SECTION 3. *Rejection and Dismissal.* The University reserves the right to reject or dismiss foreign students, to whom the provisions of this Code shall apply, without distinction.

SECTION 4. *Welfare of Foreign Students.* The Director of Student Affairs shall look after the welfare of the foreign students enrolled in the University.

Chapter III
Admission

ARTICLE 261. *Guiding Principle*. No student shall be denied admission to the University by reason of age, gender, nationality, religious belief or political affiliation. However, admission to the University is not an absolute and unqualified right but one to be enjoyed by all under reasonable conditions. A student seeking admission into the University must meet all applicable admission requirements. The University reserves the right to admit or reject a student on the basis of merit.

The applicants must come from schools duly recognized by the government and must pledge to abide by and comply with all the rules and regulations of the University upon admission. Any violation thereof shall be sufficient cause for summary denial for admission or dismissal from the University.

ARTICLE 262. *Guidelines for Entering Students*. All new students or pupils must apply for admission to the University. Applications for undergraduate programs shall be received at the Admissions Office. The graduate studies programs shall assist entering graduate students. For the Integrated Laboratory Schools, secondary and elementary students shall be served by the respective Principal's Offices.

Any freshman seeking admission to any college, institute or unit of the University must have graduated from a duly accredited four-year secondary school or its equivalent as duly recognized by the Department of Education. Prior to enrolment, s/he must have passed the College Entrance Test (CET) and submit the CET results released by the University's Testing and Evaluation Center.

SECTION 1. ***Admission Credentials.*** All qualified students shall submit the original copy of the prescribed credentials upon enrollment or, due to valid reasons, within the first semester of residence. Otherwise, the student shall be on probation status. The following entrance documents are required for all entering students:

a. Notice of Admission
b. Health Certificate
c. Two copies of latest 2" x 2" recent photo
d. Certificate of Good Moral Character from school last attended
e. NSO certified Birth Certificate

SECTION 2. ***Specific Admission Documents.*** Specific documents are required for all entering students, as indicated in the following table.

Table 2: Required Admission Documents

Type of Entering Student	Required Documents	Type of Entering Student	Required Documents
Elementary and Secondary	Original Form 138-A	Foreign students	- Transcript of records in English - Original passport - Alien certificate of registration - Certificate of English proficiency or TOFEL result wherein English is n9 (got the medium of instruction - Affidavit of financial support - Other appropriate visa from DFA / Special Study Permit / 9(f) or student visa / 9(e), 9(e-1) or 9(e-2) for foreign Government officials or their Dependents / 47(a)(2) for exchange fellows or scholars sponsored by an international organization / 9(g) for pre-arranged employment (working visa) / PD 218 for foreign investors
College Freshman	Original Form 137 and Form 138		
Transferees, second-degree applicants and special students seeking credit units	- Original transcript of records - Transfer credentials or honorable dismissal		
Graduate students	- Transfer credentials or honorable dismissal - Original transcript of records (with special order number or registry order in the case of students from private schools)		

SECTION 2.1. ***Elementary and Secondary Students.*** Students are required to submit original Form 138-A.

SECTION 2.2. ***College Freshman.*** Students are required to submit originals of Form 137 and Form 138.

SECTION 2.3. ***Transferees, Second Degree Students, Special Students (seeking for credit).*** The students are required to submit the following documents: Original Transcript of Records, transfer credentials or honorable dismissal.

SECTION 2.4. ***Graduate Students.*** *S*tudents are required to submit the following documents: original Transcript of Records (with special order number or registry order in the case of students from private schools), transfer credentials or honorable dismissal.

SECTION 2.5. ***Foreign Students.*** *S*tudents are required to submit the following documents:

a. Transcript of Records in English
b. Original passport
c. Alien Certificate of Registration
d. Certificate of English Proficiency or Test of English as a Foreign Language (TOEFL) result where the country of origin do not use English as a medium for instruction.
e. Affidavit of Financial Support
f. Other appropriate Visa from DFA
    - f.1 Special Study Permit
    - f.2 9 (f) for Student Visa
    - f.3 9 (e), 9 (e-1), 9 (e-2) for Foreign Government Officials or their dependents
    - f.4 47 (a) (2) for Exchange Fellows or Scholars sponsored by an international organization.
    - f.5 9 (g) for Pre-arranged Employment (Working Visa)
    - f.6 PD 218 for Foreign Investors

ARTICLE 263. ***Other Admission Guidelines.*** Admission policies covering students who are returning, shifting from one college to another, transferring or cross-registering from other institutions, taking a second degree, or enter on a special status are covered by this article.

SECTION 1. ***Readmission of Returning Students.*** Students who desire to take a leave from studies in the University for a period of at least one semester must file a leave of absence with the Dean of Admissions who shall specify the time for the student to return. Failure to return on the specified time disqualifies them from leave. Leaves should not be more than two (2) years except under meritorious cases as may be determined by the Dean of Admissions in consultation with the Dean of the college concerned. The student must present clearance and grades of the subjects taken during the last semester of his attendance as certified by the Registrar.

Students who are returning after five years of absence and whose curriculum has been revised shall be admitted under the revised curriculum.

SECTION 2. ***Shifting.*** A student may be allowed to shift from one college or institute in the University to another upon the recommendation of the Guidance Coordinator of the college or institute in which the student is currently enrolled. A permit to transfer shall be issued by the Dean of the college/institute attended, at least one (1) week before the enrolment period together with a complete report of the student's grades. The application for shifting must then be approved by the receiving Dean concerned and the Director, Admissions Office.

SECTION 3. ***Transferring.*** To apply for registration and admission, a transferring student must present his/her transcript of records or an official copy of grades to the Director, Admissions Office for evaluation purposes, at least one week before enrolment time.

The transfer courses shall be credited if these have the same description or content as that offered in the University; provided that the grade of 85% or better shall be credited except National Students Training Program (NSTP) or its equivalent. Subjects that have been previously credited for graduation from a course shall no longer be retaken and given credit.

Admission of transferees in the secondary and elementary shall be subject to the policies set forth by the Department of Education.

A transferring student may be registered and admitted to the University on the following conditions:

a. The applicant passes the College Entrance Test;
b. The applicant passes the screening of the college committee;
c. A minimum of 50% of the units required to finish the course shall be taken in the University;
d. The quota set by the Dean of the college concerned has not yet been filled up.
e. A minimum of 24 units have been earned from other higher education institutions.
f. A weighted grade point average of at least 85% shall be required of transferees from private higher education institutions. Applicants from state universities and colleges shall be given consideration.

SECTION 4. ***Cross-Registration.*** Graduating students who need to take certain courses that are not scheduled during the term may, upon official permission from the President and upon recommendation by the Dean of the college or institute, through the Vice President for Academic Affairs, cross-register for the same at schools duly recognized by the University.

The University shall not credit any course taken by any of its students in any other university, college or school unless the same was authorized by the college/institute Dean on the recommendation of the department head concerned and approved by the President. The authorization shall be in writing to be recorded by the College Secretary or by an authorized college representative and shall specifically describe the subjects authorized.

The total number of units for which a student may register in two or more curricula in the college where s/he is cross-registering, shall not exceed the maximum load in accordance with the provisions on academic load.

SECTION 5. ***Second-Degree.*** Second-degree students may be admitted provided there are available slots, and they abide by the policy that only 50% of the total units earned shall be credited and the courses to be credited shall be determined by the University.

SECTION 6. ***Special Students*****.** Special students may be admitted even if they do not fully satisfy the entrance requirements provided that in the assessment of the Dean of Admission, in consultation with the Dean of the concerned college, there are available slots and the student has the necessary skills and ability to pursue his/her studies profitably. A Certificate of Completion or official transcript of records shall be given to the student for satisfactory performance at the end of the semester.

SECTION 7. ***Foreign Students.*** Foreign applicants may be admitted provided that they meet the requirements of the Department of Foreign Affairs in addition to the admission requirements of the University.

ARTICLE 264. ***Admission Status.*** The admission status of pupils/students who fail to submit the prescribed entrance requirements upon enrollment shall be on probation until such time that the requirements are complied with but not later than one month from the start of classes.

Chapter IV
Official Registration of Students

ARTICLE 265. ***Guiding Principle.*** A student seeking admission into the University must meet all applicable admission requirements. The University reserves the right to admit or reject a student on the basis of merit. Admission to the University is not an absolute and unqualified right but one to be enjoyed by all under reasonable conditions.

ARTICLE 266. ***Official Registration.*** In order to receive credit for course work, a student must be officially registered. The official registration, which is a record of subjects in which a student has enrolled, is submitted to the Registrar's Office and copies thereof shall be furnished the College Deans and other offices as may be required.

ARTICLE 267. ***Registration Guidelines.*** Provisions stipulated in Memorandum Order No. 000313 dated June 3, 2011, are adopted to regulate the registration procedure in all colleges and institutes. These are:

a. A student may enroll beyond the registration period specified in the approved school calendar, provided this shall not exceed two (2) weeks after the opening of classes. Thereafter, no further enrollment shall be allowed. This directive shall likewise apply to the period for adding and dropping of subjects.
b. A student is deemed officially enrolled after s/he shall have submitted his/her appropriate admission or transfer credentials (for freshmen and shiftee/transferee students, respectively) or clearance papers, made an initial payment of tuition and other fees, and issued a computerized certificate of registration.
   On tuition and other fees, if during the enrolment time a student cannot afford to pay in full the total amount due, s/he has an option to make an initial payment of 30%, 40% or 50% of the total amount. The unpaid balance shall be paid partially or in full on/or before the mid-term examinations and any remaining balance thereafter shall have to be paid in full on/or before the final examinations.
c. For the protection of both the students and the faculty, it shall be the duty of the faculty concerned to ensure that students attending classes are officially enrolled by verifying their names in the official class list which can be downloaded from the University website. Students whose names do not appear in the official class list are therefore not officially enrolled and should not be allowed to continue attending classes unless they show proof of registration.
d. In the event that the faculty concerned finds that a student was able to attend classes although not officially enrolled, s/he must properly advise the student to cease attending classes and recommend such student for disciplinary action for the accompanying act of dishonesty or any analogous offense committed. In any case, a student who manages to complete and pass a subject although not officially enrolled shall not be entitled to earn credit units.

ARTICLE 268. ***Enrollment for Audit.*** College and graduate students who wish to take a specific course for which no assessment is made or grade awarded may enroll for audit.

SECTION 1. ***Definition.*** While informally termed as a "sit-in", an audit refers to registration in a course for non-credit purposes that include: reviewing a long-unstudied subject, starting the study of a discipline where one has little experience or confidence, wanting to take a specific course without the risk of under-performance resulting in a poor or failing grade, or mere enjoyment with no need or desire of academic credit.

SECTION 2. *Requirements.* A student auditing a course may be required to participate fully in the class. Expectations should be clarified with the course instructor at the start of the semester.

The cost incurred in enrolment for audit is the same as if the course were taken for credit.

Chapter V
Residency

ARTICLE 269. *Residency Status.* Residency refers to the period for which a student should finish and earn a degree inclusive of the approved leave of absence. Residency status applies to students who are expected to finish certain course work, e.g. theses or dissertations, which will require him/her to avail of University facilities and services. A graduating student must officially register for residency and pay only the residence fee even if there are no more required subjects to be taken. See Table 4 below

Table 3: Maximum Residency Limits for Undergraduate and Graduate Courses

Term Limits	Undergraduate			Graduate	
				Masters	Doctoral
# of Years to Complete Degree	4 yrs	5 yrs	6 yrs	2 yrs	3 yrs
# of Years Allowable Limit	+ 2 yrs	+ 2.5 yrs	+ 3 yrs	+ 3 yrs	4 yrs
# of Years Maximum Residency	6 yrs	7.5 yrs	9 yrs	- 5 yrs (Regular) - 4 yrs (Transferee; another 1 yr of extension with 6 units refresher course)	- 7 yrs (Regular) - 6 yrs (Transferee; another 2 yrs of extension with 6 units refresher course every year.

ARTICLE 270. *Transferees.* For transferees, the following added requirements for residency shall be applied:

1. For those pursuing a second degree, three (3) consecutive semesters of residency immediately prior to graduation; and
2. For graduate students, two (2) consecutive semesters of residency immediately prior to graduation.

ARTICLE 271. *Extension of the Maximum Period of Residency.* No extension of the maximum period of residency shall be allowed except in meritorious cases.

Chapter VI
University Fees

ARTICLE 272. *Guiding Principle.* School fees are fixed by the University Board of Regents. Information as to the current schedule of fees covering tuition and other fees shall be disseminated at least one month before the start of the enrolment period. No changes in school fees shall be effected without approval of the Board of Regents.

ARTICLE 273. ***Types of Fees.***

SECTION 1. ***Regular and Special Fees*****.** Students are required to pay regular and special fees in colleges, institutes and schools that shall be fixed by the Board of Regents, subject to the exemptions or reductions it may prescribe. Matriculation or regular fees shall include tuition, laboratory, library, medical and dental fees. Special fees include student publication, student government, ID, athletic, testing fees, handbook and other authorized fees.

SECTION 2. ***Student Fees*****.** This refers to the fees for student publication, University Student Council, Student Handbook, research journal, diploma, graduation fee for graduating students and other authorized fees.

SECTION 3. ***Service Fees*****.** This refer to the fees for late enrollment, changing, adding or dropping of subjects and special service fees for application, validation, completion of grades, official transcript of record, lost ID cards, spoilage, guidance, testing, certifications and other authorized fees.

SECTION 4. ***Out-of-state Fees*****.** These fees are levied on foreign students.

ARTICLE 274 ***Terms of Payment*****.** All school fees shall be paid during enrollment. Other schedules may, however, be made only upon approval by the University President.

The University has the right to collect any unpaid school fees and withhold the release of student records until all accounts shall have been paid.

ARTICLE 275. ***School Fee Discounts*****.** All discounts in tuition fee given in the form of scholarships or grants shall be done before enrollment in coordination with the Scholarships Office, Human Resource Management Office, in the case of employee dependents, and the Accounting Office subject to existing University policies and guidelines.

ARTICLE 276. ***Adding and Dropping Fees*****.** Fees shall be charged for any of the following reasons:

1. The student enrolled a course s/he already finished,
2. The student enrolled in a subject of which he did not pass the prerequisite(s),
3. The student made a mistake in the code number or schedule, and
4. For other reasons acceptable to and approved by the Dean concerned.

No fees shall be levied if the change is prescribed by the Administration after the students has enrolled.

ARTICLE 277. ***Refund of Fees***. As a general rule, students who have paid their tuition fees and are granted Honorable Dismissal, leave of absence, or authorized withdrawal shall be entitled to a refund of their tuition fees, except entrance and registration fees.

SECTION 1. ***Refunds on Class Withdrawals.*** The rules and regulations pertaining to refunds shall be as follows:

Table 4. Schedule of Refunds on Class Withdrawal

Term	Withdrawal Period	% of Refund
Regular	Before the opening of classes.	80%
	Within the first week of classes	70%.
	Within the second week of classes	50%.
	Within the third week of classes	20%
	after the third week of classes	No refund
	In cases the student dies during the semester	100% refund (to be refunded to the parents/ guardians)

SECTION 2. ***Forced Dropping.*** Refund of tuition for a subject may be allowed only in case of forced dropping of such subject. Forced dropping may mean:

a. Unauthorized overload,
b. Illness, and
c. Conflict of schedule.

A student who is dropped from class due to excessive unwarranted absences is not entitled to a refund.

SECTION 3. ***Voluntary Change of Course.*** Laboratory fees shall not be refunded after two (2) weeks from the opening of classes in case of voluntary change from one course to another.

SECTION 4. ***Trainee Instruction.*** Any student who is drafted for trainee instruction in accordance with the National Defense Act may be refunded the proportional part of the total amount s/he paid for his/her matriculation fees for the term during which s/he is drafted.

TITLE X
CURRICULAR CHANGES AND PRE-REQUISITES

Chapter I
General Rules on Curricular Changes and Pre-Requisites

ARTICLE 278. ***No Waiver of Course Prerequisites.*** All University offerings are subject to applicable CHED Memorandum Orders and the approval of the Board of Regents. Courses that are prescribed as pre-requisites in the approved curriculum shall be strictly observed and no deviation therefrom is allowed, except in meritorious cases to be determined by the Dean.

ARTICLE 279. ***Changing of Subjects and Transfer to other Classes***. Transfer of students to other classes shall not be allowed except for meritorious reasons to be determined by the Dean concerned.

ARTICLCE 280. ***Procedure for Changing Matriculation***. A student desiring a change of matriculation shall fill out the pertinent form to be signed by the Adviser, the Department Head and the Dean of the college; and shall have the semester fees re-assessed. If payment is required, the student should pay immediately at the Cashier's Office. The student is advised to keep his/her copy of the official receipt for future reference.

In the undergraduate level, no change of matriculation involving a new subject shall be allowed after twelve percent (12%) of regular class meetings have already been held, and in the graduate level, seventeen percent (17%).

ARTICLE 281. ***Dropping of Courses***. A student may, within two (2) weeks from the start of classes, drop a subject by filling out the prescribed form in three (3) copies to be distributed as follows: one for the Registrar, one for the Dean and one for his/her Adviser.

ARTICLE 282. ***Substitution of Subjects***. Within two (2) weeks from the start of classes, and upon the recommendation of the Program Adviser and the Department Head concerned, the Dean may allow substitution of subjects if it is satisfactorily shown that a student is pursuing a curriculum that has been superseded by a new one, and the substitution tends to bring the old curriculum in line with the new; or there is a conflict in schedule between a required subject and another required subject; or when the required subject is not offered. Provided, that the subjects sought to be substituted are within the same department or, at least, are allied ones and for the same number of academic units.

ARTICLE 283. ***Guidelines on Petition for Substitution.*** Every petition for substitution must: involve subjects within the same department, if possible, and if not, the subjects concerned must be allied; be between subjects carrying the same number of units; and be recommended by the Program Adviser and the Department Head of the department concerned.

All applications for substitution must be submitted to the Office of the Dean of the concerned college and forwarded to the Office of the University Registrar, not later than two weeks from the start of regular classes during the term.

TITLE XI
ACADEMIC LOAD AND ATTENDANCE

Chapter I
Academic Load

ARTICLE 284. ***General Principle.*** The academic load for students shall be subject to the limitations imposed in this Title.

ARTCILE 285. ***Unit of Credit.*** One (1) University unit of credit shall be equivalent to at least eighteen (18) full hours of instruction or any combination of a number of accepted forms of instructions within a semester.

ARTICLE 286. ***Student Specialization*****.** 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.

ARTICLE 287. ***Overload.*** A student expecting to graduate within the school year may be allowed to carry an overload of two (2) subjects regardless of the number of units. A graduating student is one who is in his/her last two semesters of the course being pursued.

ARTICLE 288. ***Unloading.*** A student found to be academically deficient shall be unloaded by one or two subjects to allow him/her to cope with the work and avoid unnecessary failure.

ARTICLE 289. ***Cross-enrollment for Graduating Students*****.** A graduating student certified as such by the University Registrar, may, upon application, with the recommendation of the Dean, and

approval by the Vice President for Academic Affairs, be allowed to cross enroll in a reputable school or institution, provided that his/her total academic load does not exceed that which is prescribed for the semester, inclusive of the cross-registered subjects. Provided, further, that cross-registered subjects shall not exceed nine (9) units, except when the student's weighted average is 2.0 or better, in which case, he shall be allowed an addition of two (2) more subjects.

ARTICLE 290. *Maximum Load for Working Students*. Unless otherwise allowed by the Dean, the maximum load of working students in the University, or of University personnel studying outside of the University, shall be as follows: fifteen (15) units per semester or six (6) units for summer for undergraduate level; nine (9) units per semester or six (6) units on summer for graduate students; fifteen (15) units per semester or six (6) units on summer for those in the College of Law; an additional three (3) units above the maximum load for working students who are graduating.

Chapter II
Attendance

ARTICLE 291. *Guiding Principle.* Regular attendance is required of all students. Attendance is counted upon the first day of regular classes, regardless of the time of the student's enrolment. A student who has incurred unexcused absences of more than twenty (20%) percent of the required total number of class hours and laboratory periods in a given term shall be considered dropped and shall not be given credit.

ARTICLE 292. *Rules for Attendances.* Rules for attendance shall be strictly followed in all academic units of the University, including the Department of Military Science and Tactics; the National Service Training Program (NSTP); and Physical Education, except in the graduate studies and other courses where the Dean may make reasonable modifications with the approval of the Vice President for Academic Affairs.

ARTICLE 293. *Class Attendance Record.* The class instructor shall record the objective fact of presence or absence of the student. An absence from class, even if on school business or at the request of school official, is still recorded as absence.

ARTICLE 294. *Absences*

SECTION 1. *Excuses for Absence.* Excuses for absences shall be made in accordance with the rules and regulations of the university. Excuses shall be valid for time missed only. All work covered by the class during the absence should be made up to the satisfaction of the instructor within a reasonable period of time.

SECTION 2. *Excessive Absences.* When the number of hours lost due to absences reaches twenty (20%) percent of the prescribed hours of the scheduled work in one subject, the faculty concerned may set a longer attendance requirement to meet special needs. Otherwise, the student shall be dropped. If the majority of the absences are excused, the student shall not be given a grade of "5.0". Time lost by late enrolment shall be considered time lost by absence.

SECTION 3. *Leave of Absence.* Students may be granted leave for periods of absence from the University for the following reasons: (a) medical reasons, (b) academic reasons, or (c) personal reasons.

For undergraduates, such leave of absence is normally not counted against the maximum residency requirement of the program pursued by the student concerned. For graduate students, leave of absence is counted against their maximum residency requirement. For graduate students in degree

programs, up to one year of leave of absence may be excluded from the count against their maximum residency.

ARTICLE 295. ***Tardiness.*** Tardiness beyond fifteen (15) minutes is considered as absence. Tardiness of fifteen (15) and less for three (3) instances shall be counted as an absence for the purpose of record keeping.

TITLE XII
TESTING AND GRADING SYSTEM

Chapter I
Grading System and Policies

ARTICLE 296. ***Grading System in the Undergraduate Studies.*** The work of undergraduate students shall be reported at the end of each semester in accordance with the following system of grading:

Table 5: Undergraduate Grading System

Numerical Rating	% Equivalent	Letter Equivalent	Descriptive Equivalent
1.00	97-100	A+	Excellent
1.25	94-96	A	Very Outstanding
1.50	91-93	A-	Outstanding
1.75	88-90	B+	Very Good
2.00	85-87	B	Good
2.25	82-84	B-	Very Satisfactory
2.50	79-81	C+	Satisfactory
2.75	76-78	C	Fair
3.0	75	C-	Passing
5.0	Below 75	F	Failure
Inc.	Lacks requirements and/or final examination		Incomplete
AW	Authorized Withdrawal (Dropped from class with permit)		
UW	Unauthorized Withdrawal (Dropped from class for non-attendance/ non-appearance for 20% of prescribed attendance		

ARTICLE 297. ***Credit for Transferees.*** For transfer students, only subjects with grade of 2.0 or better shall be credited. Courses with grades lower than 2.0 shall be retaken. (BOR No. 115, series of 1987)

ARTICLE 298. ***Incomplete Grade.*** A grade of “Incomplete” or “INC” indicates that the work is not completed. It shall be given if a student, whose class standing throughout the semester is passing; fails to submit other requirements for the course; or fails to appear for the final examination due to illness or for other valid reasons. If, in the opinion of the Dean, the absence from the examination is justifiable, the student may be given a special examination. ‘INC” is also given for work that is of passing quality but some part of which is, for some valid reason, unfinished.

Section 1. ***Completion of INC Grade.*** The deficiency indicated by the grade of "INC" must be removed within a period of one (1) school year; otherwise, the grade shall become "5.0". If the grade of "INC" is to be removed by submitting a written report or term paper, the final grade may be "3.0" or better if the student passes; if s/he fails, the final grade shall be "5.0".

ARTICLE 299. ***Failing Grade (5.0).*** In case the student's class standing is not passing and the student fails to take the final examination, except if the failure to take the examination is for meritorious reasons, the student shall be given a grade of "5.0".

ARTICLE 300. ***Prohibition of Re-examination to Improve Grade.*** A student who has received a passing grade in a given course is not allowed a re-examination for the purpose of improving his/her grade.

ARTICLE 301. ***Grading System for Graduate Students***. The work of graduate students shall be reported at the end of each semester or summer term in accordance with the following grading system, except as may be otherwise provided by the Board:

Table 6: Graduate Grading System

Numerical Rating	% Equivalent	Letter Equivalent	Descriptive Equivalent
1.00	95-100	A+	Excellent
1.25	90-94	A-	Very Good
1.50	85-89	A-	Good
1.75	80-84	B	Fair
2.00	75-79	C	Passing
3.00	Below 75	F	Failure
Inc.	Lacks requirements and/or final examination		Incomplete
AW	Authorized Withdrawal (Dropped from class with permit)		
UW	Unauthorized Withdrawal (Dropped from class for non-attendance/nonappearance for 20% of prescribed attendance		

ARTICLE 302. ***Graduate Credits.*** In graduate courses, the requirement for graduation shall either be a general grade of "2.0" or better in all formal courses except thesis. A grade below "2.0" has no credit. If the student fails to obtain grades which carry graduate credits as required by the particular graduate school, the University, rules on scholastic delinquency shall be applied.

ARTICLE 303. ***Submission of Grades***. Faculty members shall submit their Report of Ratings as soon as possible after the final examination at the end of each term. A period of fifteen (15) days is allowed for grading of papers and preparing the report of grades for each class.

In case an Instructor handles several sections and the interval between examinations is less than five (5) days, he shall submit the Report of Ratings for the various sections at the rate of one (1) report for every five-day period after each examination. Provided, however, that all reports of grades must be submitted not later than fifteen (15) days after the final examination. Research subjects and other subjects similarly situated may require additional week.

ARTICLE 304. ***Failure to Submit Grades.*** Unless for meritorious reasons (such as graduate program schedules), willful failure or gross neglect to comply with the previous article (Art. 298), shall subject the faculty member concerned to disciplinary action in accordance with the rules on administrative discipline in the Civil Service.

ARTICLE 305. ***Prohibition on Changing of Grades.*** No faculty member shall change any grade in the Report of Ratings after it has been filed in the Dean's Office or with the Office of the Registrar. In exceptional cases, as where an error has been committed, the Instructor may request authority from the Dean of his/her college/institute or school to make the necessary change to be supported by the appropriate affidavit of explanation.

Notwithstanding the foregoing provisions and to avoid any injustice, the grade on a final examination paper may be reviewed by a committee constituted by the Dean of the school or college/institute if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by faculty member concerned.

Chapter II
Removal of Conditional Grades

ARTICLE 306. ***Examinations for Removal of INC Grade.*** Examinations for the removal of incomplete grades shall be taken upon the payment of duly authorized fee.

ARTICLE 307. ***Removal Examinations.*** Removal examinations may be taken any time in accordance with the provisions of the next succeeding paragraph.

Unless for meritorious reasons to be provided in an appropriate affidavit of explanation to be executed by the concerned faculty, the period for the removal of "Incomplete" grades shall not extend beyond one (1) academic year from the date of the submission of the grading reports to the Registrar, otherwise, the "Incomplete" grade shall automatically be a grade of "5.0". Provided, that for the purpose of this Article, an academic year shall include the summer term.

In case of death, permanent incapacity/disability or unavailability of the concerned faculty, the application for completion shall be filed and acted upon by the Dean concerned.

TITLE XIII
SCHOLARSHIPS AND SCHOLASTIC STANDING

Chapter 1
Scholarships

ARTICLE 308. ***The Scholarships Office.*** There shall be a Scholarships Office which shall act as a central scholarships office. The Office shall be headed by a Director, recommended by the President and appointed by the Board of Regents. The Director must be at least a holder of a Master's degree and has at least three years of administrative experience.

ARTICLE 309. ***General Principle.*** Scholarship from private donations and grants and other forms of financial aid for students shall be published and awarded in accordance with the rules and regulations governing them.

ARTICLE 310. ***Academic Scholarships.*** Academic scholarships are scholarships granted to deserving students with outstanding academic record.

ARTICLE 311. ***Entrance Scholarships for Valedictorians and Salutatorians.*** Students who graduated as Valedictorian or Salutatorian from recognized public and private academic institutions may be awarded Entrance Scholarships. The Valedictorians will be given free tuition while the Salutatorians will only pay half of the tuition fee, for the first semester that they are enrolled in the University.

ARTICLE 312. ***University Scholarships.*** The University scholarship is rewarded to undergraduate students who obtained a minimum weighted grade-point average of 1.25 during the preceding semester, provided that such students carried the required prescribed academic load for the semester. Non-maintenance of the requirements will cause disqualification from the mentioned scholarship.

The scholar shall be granted free tuition fee along with other fees as may be defined by the Scholarship Office.

ARTICLE 313. ***College Scholarships.*** College scholarship is rewarded to undergraduate students who maintained a minimum grade-point average of 1.50 during the preceding semester, provided such students carried the required prescribed academic load for the semester.

The scholar shall be granted 50% discount in the tuition fee.

ARTICLE 314. ***National Cultural Communities Grant-in-Aid***. This is a grant for the indigenous students with low annual family income of not more than P 70, 000.00, who pass the entrance requirements of the University. Applicants must be properly recommended by the Division Superintendents of the division where the school of origin belongs.

> **SECTION 1.** ***Quota.*** A quota of twenty (20) grantees is given for each indigenous tribe, but this quota is subject to change, at the discretion of the University President.
>
> **SECTION 2.** ***Filling-up of Vacant Slots.*** In cases where in the quota for a particular tribe is not filled-up, the vacant slots may be filled by applicants not belonging to that particular tribe, provided the applicant belong to the cultural communities in Western Mindanao.

ARTICLE 315. ***Varsity Scholarships.*** Free tuition and reasonable allowance may be granted to a varsity athlete who has no failing grades and carries regular load.

ARTICLE 316. ***Scholarship for Students in the Cultural Dance/Choral Groups.*** Free tuition may be granted to the regular members of the University's cultural dance, choral or similar groups, subject to such regulations as may be prescribed by the Board of Regents.

ARTICLE 317. ***Student Assistants***. Assistantship to various colleges/units is open to all deserving students including those enjoying scholarships which do not provide for monthly stipends/allowance, may, during the regular term, be allowed to render services not exceeding one hundred (100) hours a month nor more than four (4) hours a day, Monday through Friday, or six (6) hours on Saturdays, or not less than seven (7) hours a day during summer, and shall be compensated in accordance with the prescribed rate.

ARTICLE 318. ***Privilege Granted to Employee Dependents.*** Free tuition may be granted to qualified dependents of University employees, both academic and administrative as agreed upon and defined by both parties in collective negotiation agreement.

Chapter II
Scholastic Delinquency, Dismissal, Disqualification

ARTICLE 319. ***Scholastic Delinquency***. Each college shall formulate suitable provisions governing undergraduate scholastic delinquency and monitor the academic performance of the students in the college. In cases wherein delinquency is incurred, the college will issue either a WARNING or a PROBATIONARY statement.

SECTION 1. ***Warning.*** Any student who obtains two (2) failing grades in academic subjects in a particular semester shall be officially warned by the Dean of the College in which s/he is enrolled to improve his/her work

SECTION 2. ***Probation*****.** Any student who obtains a final grade lower than "3.0" in fifty percent (50%) of the total number of subjects should be placed on probation for the succeeding semester, and his/her load reduced at the Dean's discretion. Should s/he obtain again the same or more number of failures, s/he shall be dropped from the rolls of the College. Probationary status may be removed only after passing more than fifty percent (50%) of the units for which s/he is given final grades for the succeeding semester.

ARTICLE 320. ***Dismissal.*** Except for meritorious reasons, any student who, at the end of the semester, obtains failing marks in more than fifty (50%) percent of the total number of academic units for which s/he is registered, shall be dropped from the rolls of his/her college.

ARTICLE 321. ***Non-admittance to another College.*** Any student dropped from one college shall not be admitted to another unless, in the evaluation of the Dean of the College concerned, his/her natural aptitude and interests qualify him/her to take another course, in which case s/he shall be allowed to enroll in the appropriate college.

ARTICLE 322. ***Shifting.*** The student must obtain the recommendation of the Guidance Counselor before taking the shifting examination of the college requested for transfer.

ARTICLE 323. ***Permanent Disqualification.*** Except for meritorious reasons, any student who, at the end of the semester or term, obtains a failing mark in seventy-five percent (75%) of his/her total academic load, shall be permanently barred from re-admission to the University.

ARTICLE 324. ***Withdrawal.*** If a student withdraws after one-half of the total number of hours prescribed for the course has elapsed, the Instructor shall submit a grade of **Incomplete**, and if his/her class standing at the time of his/her withdrawal deserves a grade of "3.0" or better. Otherwise, he shall be given a grade of "5.0".

Chapter III
Certificate of Eligibility for Transfer

ARTICLE 325. ***Requirement for the Issuance of the Certificate of Eligibility.*** An undergraduate minor student who desires to severe his/her connection with the University shall accomplish all clearances required. Without such, no record of certificate shall be issued.

ARTICLE 326. ***Certificate of Eligibility.*** A Certificate of eligibility for transfer or its equivalent is issued for any voluntary withdrawal from the University with the consent of the Registrar or his/her duly authorized representative. All indebtedness to the University must be settled before a statement

of certificate of eligibility for transfer will be issued. The statement normally indicates that the student concerned is in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added.

ARTICLE 327. ***Transfer Credentials for Expelled Students.*** Transfer credentials shall be issued to a student who has been expelled from the University for cause with an accompanying certification stating the nature of the disciplinary action imposed on him/her and his/her settlement of University accountabilities shall be issued.

TITLE XIV
GRADUATION

Chapter 1
Requirements for Graduation

ARTICLE 328. ***Recommendation for Graduation.*** No student shall be recommended for graduation unless s/he has satisfied all prescribed academic as well as all other requirements for the course in which s/he is enrolled.

ARTICLE 329. ***Candidates Who Failed to Apply for Graduation.*** Candidates for graduation who had completed all the requirements of the curriculum but failed to apply for, nor were granted the corresponding degrees or titles, or those who began their studies under a curriculum that is more than ten (10) years old and who had completed all the requirements of the curriculum but failed to apply for, nor were granted the corresponding degrees or titles, shall have their applications for graduation approved as of the date they should have originally graduated.

ARTICLE 330. ***Completion of Deficiencies.*** All candidates for graduation shall make up for their deficiencies and be cleared not later than five (5) weeks before the end of their last semester, with the exception of those enrolled in the following academic subjects: Physical Education, Military Science - NSTP, Euthenics and other subjects as may be prescribed in the curriculum during that semester.

ARTICLE 331. ***Academic Requirements for Graduation.*** No student shall be graduated from the University unless s/he has completed at least fifty percent (50%) of the total academic requirements of his/her course in the University.

ARTICLE 332. ***Settlement of all Financial Obligations.*** No student shall be issued his/her graduation and other credentials unless he/her she has paid all his/her accounts and other required fees. Such student may, however, upon his/her request and payment of the necessary fees, be given by the Office of the Dean of the College he attended a Certification that s/he has completed all the requirements of the course.

ARTICLE 333. ***Revocation, Withdrawal, and Cancellation of any title or degree.*** The Board of Regents may revoke, recall or rescind any title or degree granted by the University in case this is proven to be obtained under fraudulent circumstances.

Chapter II
Graduation with Honors

ARTICLE 334. ***Classification of Honors.*** Academic awards shall be granted to deserving students who are graduating with the following weighted average:

Summa Cum Laude	1.00 - 1.20
Magna Cum Laude	1.21 - 1.40
Cum Laude	1.41 - 1.60

The grades of the students in all subjects shall be included in the computation of the weighted average, regardless of the grade of 3.0 obtained from any of the prescribed subject. (Res. No. 29, s. 2001) Provided that in the case of students graduating with honors in courses that require less than four (4) years to finish, the English equivalent shall be used, namely:

With Highest Honors	1.00 - 1.20
With High Honors	1.21 – 1.40
With Honors	1.41 – 1.60

ARTICLE 335. ***Requirements for Graduation with Honors.*** Candidates for graduation with honors shall complete at least seventy-five percent (75%) of the required total number of academic units or hours in the University and shall be in residence for at least two (2) years immediately prior to graduation.

> **SECTION 1.** ***Prescribed Normal Load/ Advance Subjects.*** Candidates for graduation with honors include only those students who have carried the prescribed normal load each semester, and those students who may have been allowed to take advance subjects for exceptional high academic standing.

Chapter III
Commencement and Baccalaureate Exercises

ARTICLE 336. ***Required Attendance.*** All graduating students are enjoined to attend the commencement exercises.

ARTICLE 337. ***Graduation Fees.*** Graduating students shall obtain their diplomas or certificates and transcript of records from the Office of the Registrar after paying all the required graduation fees, and presentation of clearance.

ARTICLE 338. ***Academic Costumes.*** Candidates for graduation whose degrees or titles require at least four (4) years of collegiate instruction, and those in the graduate level shall be required to wear during the baccalaureate service and commencement exercises the prescribed academic gowns, the caps of which shall have tassels whose colors will identify the respective courses.

Table 7: Color Codes by College/Course

COLLEGE/ COURSE	COLOR
Agriculture	Golden Yellow
Architecture	Green
Asian and Islamic Studies	White
Communications and Humanities	Blue and White
Home Economics BSHE BSND BSHRM	 Navy Blue Leaf Green Yellow Green
Forestry and Environmental Studies	Green
Criminal Justice Education	Lavender - Golden Yellow
Engineering and Technology	Maroon
Law	Purple
Nursing	Peach
Physical Education, Recreation, and Sports	Crimson and Grey
Public Administration and Development Studies	White
Science and Mathematics BS Physics BS Chemistry BS Biology BS Mathematics	 Maroon Aqua Blue Yellow Tangerine
Social Sciences	Gold and Red
Social Work and Community Development BS Social Work BS Community Development	 Mint Green Ecru White
Teacher Education	Blue

TITLE XV
STUDENT RECORDS-KEEPING AND RELEASING OF RECORDS

Chapter 1
Student Records

ARTICLE 339. ***Kinds of Student Records to be Maintained.*** The University shall keep the academic, disciplinary and personal records of all its students

ARTICLE 340. ***Academic Records.*** The academic records of a student, to be kept in the prescribed forms, shall consist of a list of the subjects or courses s/he had taken, final grades received, and the actions taken by the University.

ARTICLE 341. ***Disciplinary and Counseling Records.*** Disciplinary and Counseling Records are highly confidential and should not be made available to unauthorized persons on campus or to any off-campus agent, except for the most compelling reasons, or by judicial request.

Chapter II
Custody of Records and Correction of Entries

ARTICLE 342. ***Responsibility for the Academic Records.*** The students' academic records shall primarily be the responsibility of the University Registrar.

ARTICLE 343. ***Responsibility for the Disciplinary Records.*** Student disciplinary records are kept in the Office of the Dean of Student Affairs, with copies at the Office of the University Registrar and the Dean of the concerned college.

ARTICLE 344. ***Correction of Entries.*** Correction of entries in the student records shall be subject to the rules and regulations stipulated in the sections of this article.

SECTION 1. ***Name of the Student.*** Students should be enrolled only under their true names. No names shall be entered in the enrolment list or in the Form 18 or Form 10 other than those appearing in the birth certificates, baptismal certificates, or admission credentials, or in the Alien Registration Certificates issued by the Bureau of Immigration and Deportation in the case of foreign students. Aliases should not be allowed without judicial approval.

SECTION 2. ***Basis for the Change or Correction of Name.*** Request for a change or correction of name should be supported with a birth certificate and/or certified true copies of Alien Certificate of Residence (ACR) and the Immigration Certificate of Residence (ICR) or Certificate of Identity issued by the University containing thumb marks and pictures and affidavits of parents and another disinterested party;

SECTION 3. ***Change of Marital Status for Female Students.*** In the case of married female students, authentic copies of their marriage certificates should be submitted to the University for record purposes;

SECTION 4. ***Change from Paternal to Maternal Surname.*** After a student has finished the Sixth Grade, no changes in his academic record shall be made except under the foregoing conditions: A change from the paternal to the maternal surname and vice versa is regarded as change of name which shall be subject to applicable laws, rules and regulation;

SECTION 5. ***Changes in the Academic Records.*** All requests for correction of entries in the records of the student in the University, including change or correction of grades, shall be accompanied by a sworn statement of relevant facts and the payment of a fee the amount of which shall be determined by the Board of Regents.

Chapter 3

Release of Student Records, Transcript of Records and Certificate of Honorable Dismissal

ARTICLE 345. ***Confidentiality of Records.*** Student records, both academic and personal, are confidential and shall not be released even to the faculty, administrative officials or parents and guardians, except upon written signed request and only for valid reasons. Release of these records to other college employees, prospective employees, government and legal agencies shall be allowed only upon the consent of the student or the graduate or upon subpoena.

ARTICLE 346. ***Release of Information about a Student.*** Without prejudice to the provision of the immediately preceding article, information about a student may be given, without need of a judicial process, to a parent or guardian of such student, any person designated in writing as guardian of such student if he is a minor, an officer or employee of a public or private school where the student attends, has attended, or intends to attend, or an officer of a government or welfare agency of which the student is a client.

ARTICLE 347. ***Honorable Dismissal.*** Honorable dismissal is given to an eligible student who is free from financial and property liability to the University, and is not under term suspension.

SECTION 1. ***Transfer to another School***. In case of transfer to another school, the petition for the release of the Honorable Dismissal must be in written form and should be submitted in person to the University Registrar.

SECTION 2. ***Requirements for the Release of the Honorable Dismissal.*** The petition may be granted upon the accomplishment of the following:

a. Clearance Slip
b. Payment for the Transcript of Records

ARTICLE 348. ***Release of the Transcript of Records to the School.*** Upon presentation of the Honorable Dismissal, the transcript of records will be sent to the school where the student has transferred thru Official Registered Mail.

SECTION 1. ***Release of the Transcript of Record to the Student.*** A student is entitled to one copy of his/her transcript of records for purposes of transfer to other schools or upon graduation, and no other copy shall be released except upon his/her presentation of a notarized affidavit showing that his/her first copy was lost or destroyed.

ARTICLE 349. ***Condition for Release of Student Records.*** No request for the release of a student's scholastic record or certificate of any kind shall be honored unless the student concerned presents a properly accomplished clearance slip. Academic records shall be released at least one week from the date of request. If after that period of time, the student's requested record is not furnished him/her, s/he may file his/her complaint formally in writing to the University's Vice President for Academic Affairs.

ARTICLE 350. ***Timeframe for the Release of Student Records.*** Honorable dismissal and/or Transcript of Records applied for at the end of the academic year will be granted not later than two weeks after the close of that academic year. When applied for during the long vacation, it should be released not later than five days from receipt of the request. Academic records shall be released at least one week from the date of request.

ARTICLE 351. ***Transfer of Students with Incomplete Grade.*** A student who received an "Incomplete" grade should apply for removal of such grade within the prescribed period before seeking transfer to other schools.

ARTICLE 352. ***Other Records and Documents***. Documents submitted for enrollment becomes part of the school records. These may include: Form 18-A or its equivalent; Transfer Credentials; Transcript of Records; Certificate of Good Moral Character. Withdrawal of such documents after registration is not allowed. At any time, the University reserves the right to deny admission, or to dismiss any student with fraudulent credentials.

WESTERN MINDANAO STATE UNIVERSITY

BOOK 4

Student Affairs and Services

TITLE

XVI Student Services, Aids and Facilities
XVII Extra – Curricular Activities
XVIII Student Conduct and Discipline

TITLE SIXTEEN
STUDENT SERVICES, AIDS AND FACILITIES

Chapter 1
Curricular Consultation Service

ARTICLE 353. ***Consultation and Guidance System.*** There shall be a regular system of consultation and guidance in each college or institute to be offered by the program adviser to student advisees assigned to him/her in connection with their registration, their assignments, the progress of their academic work, and other curricular problems. The program adviser affixes his/her initials in the enrolment form before the Dean signs it.

ARTICLE 354. ***Enrollment of Subjects outside the Curriculum of the Student.*** No student shall be allowed to enroll in subjects outside of his/her curriculum, or drop, and/or change any subject or time schedule without the program adviser's approval. Overloading or under-loading of subjects must be favorably recommended by the program adviser based on the need of the students, and subject to existing policies, rules and regulations.

Chapter II
Residence Hall

ARTCILE 355. ***Residence Facilities.*** The University shall maintain residence facilities as auxiliary agencies for more adequate student services such as the dormitory, where accommodations shall be on a "first come, first served basis". First- and second-year students shall be given priority. The general operation of the dormitories shall be under the direct supervision of the Director for Auxiliary Services. However, for external campuses, direct supervision shall be under the Campus Administrator.

ARTICLE 356. ***The Residence Manager/ Matron.*** The dormitory shall have a Residence Manager/ Matron who shall be responsible for the maintenance of peace, order, and discipline of the resident students and the improvement of their personal behavior and academic work. S/He shall recommend to the President two or more assistants. The Residence Manager/ Matron and his/her staff shall serve under such rules and regulations as may be prescribed by the University. They shall coordinate with the Dean of Student Affairs to whom all breach of discipline and misconduct shall be reported. However, for external campuses, the Residence manager shall coordinate with the Student Coordinator of the College.

> **SECTION 1. S*upervision of the Residence Manager***. The Dormitory Manager/ Matron shall be under the Director of the Auxiliary Services in coordination with the Director of Student Affairs. However, for external campuses, supervision is tasked to the College Dean of the External Campus, in coordination with the External Campus Student Coordinator. In cases, concerning the health and welfare of the residents, the direct supervisor must coordinate with the Medical Officer of the University Health Service Center.

ARTICLE 357. ***Qualifications of the Residence Manager/ Matron.*** The dormitory manager/ matron must be a graduate of a four-year degree course preferably with guidance and counseling or psychology units or management training along the fields specified. In addition, s/he must be at least 35 to 45 years old, must not have administrative case/ police record and must have a pleasing personality.

ARTICLE 358. ***Responsibilities of the Residence Manager.*** The Dormitory Manager/ Matron shall be responsible for the implementation of all policies rules and regulations governing the management and operation of the dormitory. To be able to attend to all the needs of the residents, s/he must stay in the dormitory, shall be provided with rooms/ quarters with complete facilities, and shall hold office within the dormitory premises.

ARTICLE 359. ***The Assistant Residence Manager/ Matron.*** The Assistant Manager/ Matron shall assist the Residence Manager/Matron in the discharge of duties and responsibilities pertinent to the operation of the residence(s). Particularly, the Assistant Manager/ Matron shall take charge of the food services of the dormitory.

SECTION 1. ***Qualifications of the Assistant Manager Matron.*** The Assistant Manager/ Matron must be a graduate of BS Home Economics or BS Nutrition, and must be at least 25 years old.

SECTION 2. ***Responsibilities of the Assistant Manager Matron.*** The Assistant Manager/Matron must reside in the residence facility, and should have custody of the building, rooms, furniture, equipment and other facilities of the residence.

ARTICLE 360. ***The Dormitory Food Service.*** The Dormitory may provide food service for the convenience of the students. Students' payments of the board shall be the source of the food expense and the salary of kitchen helpers or student assistants. The food service operation shall be under the direct control of the Dormitory Manager/ Matron who shall be under the Directory of Auxiliary Services.

ARTICLE 361. ***Other Residence Personnel.*** The Residence shall have other personnel as may be needed for the physical upkeep of the residence, which includes: repair, cleanliness, and other requirements, as maybe necessary.

ARTICLE 362. ***Operation of the Residence.*** The Personnel administration and financial operation of the residence shall be governed and operated in accordance with the policies and regulations promulgated by University.

SECTION 1. ***Financial Operation.*** The financial operation of the residence shall be the responsibility of the Residence Manager/Matron. All budgetary requirements and Purchase Requests for housekeeping matters shall be submitted to the Director of Finance, and shall be subject to rules and regulations embodied in RA 9184.

Rental fees for occupancy in any of the residence facilities of the university should be directly paid to University through the Cashier.

SECTION 2. ***Administrative Direction.*** The administrative direction of the residence personnel shall be administered by the Residence Manager/ Matron.

ARTICLE 363. ***Housing/ Cottage Facilities.*** Housing/Cottage Facilities may be made available for rent for a minimal fee to regular employees of WMSU, exclusive of extended families. No occupants of the housing/ cottage facilities are allowed to accept boarders or lodgers, for personal business. Noncompliance or defiance of this policy shall be taken as grounds for the eviction of the occupants.

Chapter III
STUDENT SERVICES

ARTICLE 364. ***Medical Services.*** The medical services include the conduct of students' annual medical/physical exams, implementation of health programs for the university, and out-patient/walk-in medical consultations. These consultations commonly involve prescription of medication/s, dressing of wounds, and/or referral to a specialist physician as needed. The clinic also responds to medical emergencies during which it facilitates the patient's transfer to a tertiary hospital via a request for ambulance services.

ARTICLE 365. ***Dental Services.*** The dental clinic provides an annual dental check-up and caters to consultations concerning oral health. Dental extractions, if deemed necessary, may be availed at the clinic at no cost to the student or employee.

ARTICLE 366. GUIDANCE AND COUNSELING SERVICES. The GCC ensures that all students can achieve school success though academic, career, and personal/social development experiences where it provides opportunities for individuals to learn more about themselves and others, to explore their needs, abilities, interests and skills and make full use of such, enabling them to achieve their goals. The office of the Guidance and Counseling center shall provide the following services:

a. Counseling and Psychoeducational (Individual and group counseling)
b. Psychological testing and assessment (Cognitive and Intelligence Measures, Aptitude tests, Personality and attitude assessment)
c. Wellness and mental health program
d. Referral System
e. Stress Management Coaching
f. Crisis Intervention
g. Community Outreach
h. Career/Vocational Mapping
i. Psychological First Aids

ARTICLE 367. CAREER AND JOB PLACEMENT CENTER. The Career and Job Placement Center (CJPC) supports students and alumni in career development and employment opportunities. It facilitates student placements, job fairs, and career forums to prepare individuals for the professional world. The center's key services include Career advising and coaching, Career pathing and decision-making support, Career assessments and portfolio building, and training and workshops on livelihood and life skills.

Additionally, the CJPC provides service scholar opportunities at Western Mindanao State University, recommending qualified students for placement as student assistants in various offices, departments, and laboratories. These experiences offer valuable work exposure while supporting their academic and professional growth.

TITLE XVII
EXTRA- CURRICULAR ACTIVITIES

Chapter 1 Student Government

ARTICLE 368. ***Recognition of the University Student Council (USC).*** The USC is a student organization within the University community that gives students an opportunity to participate in various school activities and in governing its affairs under its own regulation and control in

accordance with the University Code, and applicable rules and regulations. The University recognizes the USC as an official unit operating with specific powers and responsibilities concerning student affairs. The USC includes the student body as a whole.

SECTION 1. ***Purpose of Student Council Activities.*** The activities conducted by the USC shall be designed to contribute to the development of: skills that facilitate human relations; leadership abilities. These activities should address the recreational and social needs of students.

ARTICLE 369. ***Composition of the University Student Council*****.** The composition of the Student Government and manner of electing its officers shall be in accordance with its own constitution and by-laws as approved by the President of the University.

Chapter 2
Campus Publication

ARTICLE 370. ***Definition and Coverage.*** The term campus publication as used in this Code refers to all newspapers, magazines and other printed media that are authorized, financed, or sponsored by either the University or the student body.

ARTICLE 371. ***General Policies and Guidelines***

SECTION 1*. Campus Journalism Act of 1991.* RA 7079 otherwise known as Campus Journalism Act of 1991 is an act providing for the development and promotion of campus journalism. Furthermore, it is an act which embodies the declared policy of the state to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino Youth.

SECTION 2. ***Purpose of School Newspaper.*** The newspaper for students of the University shall be devoted to the publication of news that are of general interest to the students, and it shall not be used as medium for promoting personal or sectoral interests.

SECTION 3. ***Supervision of Student Publication*****.** All student publications shall be under the general supervision of the Office of the Director of Student Affairs, except for those publications of the graduate studies of the different colleges, the general supervision of which shall be with their respective Deans who shall ensure that the editorial staff adheres to all rules and regulations pertinent thereto.

SECTION 4. ***Graduate Publication*****.** For the publication in the Graduate Studies, the Editor shall be selected from the faculty body of the College by the faculty members themselves and recommended by the Dean to the President for confirmation and designation. The Editor shall have a term of two (2) years. He shall constitute an Editorial Board, which includes both students and faculty; in the case of faculty, s/he shall be designated by the President. Service in the Editorial Staff shall carry no release time, but minimal incidental expenses may be allowed, subject to availability of funds from the Journal Fees, not to exceed five (5%) percent of the collection for each semester.

ARTICLE 372. ***Editor-in-Chief of the Student Publication*****.** All student publication shall have an Editor-in-Chief, who is a regular *bona fide* student of the University, who shall serve for one (1) academic School Year.

SECTION 1. ***The Competitive Editorial Examinations.*** The competitive editorial examinations shall be given on the second week of March. A committee of five (5) faculty members with appropriate mass media experience, to be appointed annually by the President on recommendation of the Dean of Student Affairs, majority of whom shall come from the list as submitted by the outgoing Editorial Board, shall be responsible for said examinations. One month thereafter, the results shall be posted on conspicuous places in the University.

The student who gets the highest general average in the examinations shall qualify as Editor-in-Chief of the student publication. In case of a tie, the journalistic training and experience of the candidates shall be taken into consideration.

SECTION 2. ***Qualification of Candidates.*** Only regular *bona fide* students, at least in their second year in the University, having a general weighted average of "2.0" or better, who do not have any grade of "5.0", "Incomplete", and who did not drop any subject during the previous semester are qualified to take the examinations. Candidates for Editor-in-Chief shall present a written certification signed by the Dean concerned stating that they are responsible persons of good character.

ARTICLE 373. ***Term of Office of the Editor-in-Chief.*** The term of office of the Editor-in-Chief shall be limited to one (1) academic school year. He/she cannot hold any other position in the University.

ARTICLE 374. ***Faculty and Office Publication.*** In the case of faculty or office publications, the members of the Editorial Staff with experience in mass communication shall be elected by their peers and approved by the President. The University Administrators shall determine the manner by which faculty or office publications may be managed.

ARTICLE 375. ***Selection of the Editorial Board of Examiners.*** The Editorial Board of Examiners may come from the faculty of the different colleges of the University who shall be recommended by their respective Deans on the basis of their journalistic talents, training, and experience. Each student publication shall have its own Editorial board of Examiners irrespective of academic levels. This Board of Examiners shall have the power to determine the number of members to constitute the Editorial Staff based on the requirements and nature of the publication. They shall prepare and administer the examination for the selection of the different members of the official Student Publication Editorial Board.

ARTICLE 376. ***Publication Adviser and Editorial Board.***

SECTION 1. ***Publication Adviser. The*** Publication Adviser who must have mass media experience shall be selected by the President from a list submitted by the publication staff for that purpose. The function of the Adviser shall be limited to technical guidance.

SECTION 2. ***The Editorial Board.*** A student publication is published by the Student Body through an Editorial Board and publication staff composed of students selected by fair and competitive examinations.

The Editorial Board shall freely determine its editorial policies.

ARTICLE 377. ***Source and Disbursement of Funds.*** Student publications shall be financed out of such sums as may be allocated out of the publication fees to be paid by all students and from whatever income the publication may generate through subscription, advertisement and other services. Such funds shall be collected by the University and held in trust for the purpose.

SECTION 1. ***Management of Student Publication Funds.*** The funds for the publication should be managed by the Editorial Board. A system of disbursing and safekeeping of funds shall be formulated by the Editorial Board. This system is subject to appropriate standard accounting and auditing procedures.

SECTION 2. ***Fund Appropriation for Faculty and/or Office Publications.*** For Faculty and/or Office Publications, funds shall be appropriated for the purpose by the authorities concerned and shall be reflected in the budget of the University. Standard operating procedure of disbursing, accounting, and auditing of funds shall be strictly adhered to.

ARTICLE 378. ***Liability for Publication.*** In the case of faculty or office publications, funds shall be appropriated for the purpose by the authorities concerned and shall be reflected in the budget of the University. The standard operating procedure of disbursing, accounting and auditing of public funds shall be strictly adhered to.

ARTICLE 379. ***Propriety of Printing*****.** The Editorial Board shall exercise discretion as to propriety of materials submitted for publication. When in doubt, consultations with the appropriate authorized publication agencies should be consulted. The freedom of the press shall be upheld, within the bounds of law. Censorship shall be exercised only on materials which violate the laws governing publications and the Code of Journalism.

ARTICLE 380. ***Press Articles by Students.*** Any student who publishes an article, or writes a letter to the press and wants to be identified as a student of the University, shall affix to his/her own name the name of the college or school in which he is registered together with the word “Student”, and shall keep an authenticated copy of the original script to ensure that the published article or letter had not been edited or had not been taken liberty by the editor to suit the policy of the publishing media organization.

Chapter 3
Student Organizations and Activities

ARTICLE 381. ***Definition of Student Organization.*** A Student Organization is any association, club, fraternity, sorority, order, or any other organized group whose active officers and members are regular students currently enrolled in the University.

A **University student organization** is one whose members are enrolled in two or more different colleges or schools; a **college or school student organization** is one whose members belong to a particular college or school; and a **class organization** is one whose members are enrolled in a class or course in any college or school.

ARTICLE 382. ***Active Membership*** Any student who is not enrolled during the semester or summer term loses his active membership, and may be reinstated into active status upon enrolment in the succeeding terms.

ARTICLE 383. ***Recognition of Student Organizations.***

SECTION 1. ***Application for Recognition.*** All student organizations organized, except for fraternities and sororities, may apply for recognition and accreditation to be submitted to the Office of the University President through the offices of Vice President for Student Affairs and Services, and Student Affairs, verified by the University Legal Office. Letter requesting for recognition of such organization address to the University President shall also include copy of name, nature, and purpose of the organization, constitution and by-laws, list of officers with complete contact details as required by the Director of Student Affairs, list of members with complete details, and letter of acceptance by the adviser from the regular faculty who were chosen by the organization concerned.

SECTION 2. ***Examination of Documents.*** The office of the Director of Student Affairs reviews and evaluates the submitted documents, facilitates endorsement and recommendation through the appropriate channels for President's approval.

ARTICLE 384. ***Constitution and By-Laws.*** Each student organization may adopt a constitution and by-laws which shall be submitted to the Dean of Student Affairs.

ARTICLE 385. ***Responsibility of Officers.*** The officers of student organizations shall be responsible and liable for any damage involving school property or facilities used by the organization.

ARTICLE 386. ***Election of Officers of Student Organizations.*** The officers of each student organization shall be elected by the members thereof in accordance with their respective Constitution and By-laws. Provided, however, that every election of officers of the organization shall be under the supervision of the assigned faculty adviser.

ARTICLE 387. ***Supervision of Student Organizational Activities.*** University organizations shall be directly under the supervision of the Director of Student Affairs. College or school student organizations and class organizations shall be under the control and supervision of the Dean of the college or school concerned.

SECTION 1. ***Supervision by the College Deans.*** It shall be the responsibility of the respective college deans to supervise and regulate the activities of all duly recognized student organizations to ensure direction as well as maximal utilization of their resources and efforts toward the attainment of their avowed and approved objectives.

SECTION 2. ***Supervision by the Faculty Adviser.*** Each student organization shall have one or more faculty advisers. The faculty shall be a full-time faculty member at the time of his appointment as adviser and shall be under the supervision of the Dean of Student Affairs.

ARTICLE 388. Handling of Funds in Student Councils, Organizations, and Societies. To ensure accountability and transparency, and for proper management of student funds collected through student council fees, and other authorized collection, all officers of student councils/organizations/societies—particularly those responsible for collections, disbursements, and financial management—must adhere to the following guidelines:

Section 1. Financial Clearance Requirement: Before the end of each academic year, all officers handling financial matters must secure a Financial Clearance Certification from their respective organization adviser, college student affairs coordinator, and signed by the College Deans.

Section 2. Submission of Financial Reports: A **financial report**, detailing all collections, disbursements, and balances, must be prepared, duly signed, and acknowledged by all officers of the student council/organization/society. This report must be submitted to the

adviser, college student coordinator, and college dean, and endorse to the office of the director for student affairs, at the end of each school year.

Only **officers** of student organization/society/student council (appointed or elected) shall be allowed to handle funds of student organizations.

ARTICLE 389. ***Conduct of Convocations.*** University convocations shall be held under the auspices of the different colleges, schools and units of the University, the Student Government or other University or college organizations, upon approval of the respective Deans of college and upon recommendation. In cases when the sponsoring organizations/groups are composed of undergraduate students, they shall seek the approval of the Dean of Student Affairs.

ARTICLE 390. ***Prohibition of Hazing Activities.*** Campus organizations, whether student government or not, shall be subject to the rules and regulations designed to protect individual and collective freedom and to preserve the right of privacy in support of the educational functions of the University. Hazing in any form is strictly prohibited and shall not be conducted by any campus organization, whether on-campus or off-campus. Violations will be dealt with in accordance with university policies and applicable laws.

ARTICLE 391. ***Responsibility for Prohibited Hazing Activities.*** The officers and members taking part in such prohibited activities shall be held criminally responsible for physical injuries, deaths or damages resulting there from in accordance with existing laws. (RA 8049 "*An Act Regulating Hazing and other Forms of Initiation Rites in Fraternities, Sororities and other Organizations and Providing Penalties therefore"*)

Chapter IV
Athletics

ARTICLE 392. ***Principles.*** In accordance with the provisions of Article XIV, Section 19 of the Philippine Constitution, the University promotes physical education and encourages sports programs, league competitions and amateur sports, including training for international competitions, to foster self-discipline, teamwork and excellence for the development of a healthy and alert citizenry.

ARTICLE 393. ***Athletic Participation.*** All athletic participation by the University or by any of its colleges or schools shall be subject to the approval of the President of the University.

The University may give benefits and incentives to athletes in accordance with pertinent rules and regulations approved by the President and confirmed by the Board of Regents.

ARTICLE 394 ***Payment of Athletic Fee.*** Every student duly registered in any of the colleges of the University shall pay a reasonable amount for athletic fee.

ARTICLE 395. ***Supervision of Athletes.*** The Dean of Student Affairs, Physical Education Director, and all Varsity Team Coaches are members of the Athletic Committee and shall supervise all varsity athletes.

ARTICLE 396. ***Financial Expenditures.*** All matters pertaining to finances and other athletic expenditures shall be appropriated by the University, such as: uniforms, travel allowance and monthly stipend to be determined by the sports director duly approved by the University President and confirmed by the Board of Regents.

TITLE XVIII
STUDENT CONDUCT and DISCIPLINE

Chapter 1
Concept Areas and Enjoinment of Discipline

ARTICLE 397 ***General Provision.*** No student of the University shall be expelled, suspended, reprimanded or otherwise disciplined except for causes provided under this Code or such rules and regulations as may be provided by the Board of Regents and applicable laws, rules and regulations only *after due process.*

ARTICLE 398. ***Promulgation of Internal Rules and Procedures.*** The University Board of Regents shall promulgate uniform internal rules and procedures governing student conduct and discipline.

ARTICLE 399 ***Code of Discipline.*** Every student in the University shall abide by the following Code of Discipline:

1. A student shall at all times observe the laws of the land and the rules and regulations of the University and the standards of society which include Filipino moral, social and ethical values;
2. A student shall always act with fairness, tolerance, moderation and respect for the opinions and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles; and
3. A student shall always be courteous and considerate in all occasions and to behave in a manner befitting men and women of refinement and good standing.

Chapter 2
Student Identification

ARTICLE 400. ***School Uniform.*** Every student must wear the prescribed college uniform unless, for certain valid reasons, s/he has written exemption from the Dean of Student Affairs which s/he must show on demand. The following pictures depict the prescribed main uniform for college male and female students. (See Figure 1a-1c). For purposes of appropriate identification and special student activities, uniforms shall also be worn for practicum, field, sports, and other activities.

ARTICLE 401. ***Wearing of Uniforms.*** Students who have no classes but who come to school for research or other non-academic purposes must wear the prescribed uniform.

ARTICLE 402. ***Prohibition of Entry.*** Students who are not in uniform shall not be allowed inside the University campus.



Figure 1a



Figure 1b



Figure 1c

Figure 1a and 1b are prescribed School Uniforms for Male and Female Students, Figure 1c - P.E Uniform

ARTICLE 403. ***Individual Identification Card.*** Every student must have a Western Mindanao State University Identification Card (ID), duly validated, that must be carried and displayed properly whenever s/he is within the University premises and classrooms. Any student who lends his/her ID to another person shall be subjected to disciplinary action. Refusal to wear a student ID within the campus premises gets a corresponding disciplinary action. (Refer to Student Handbook).

SECTION 1. ***Authority of the University.*** The ID card bears the number of the student in the University. This student number is never changed until s/he graduates.

SECTION 2. ***Student Number***. The ID card bears the authority of the University. It should be respected at all times and should not be tarnished by any means of misdemeanor.

SECTION 3. ***Design of the ID Card.*** The design of the ID card can be changed only by the concerned authority in the University after proper consultation with Deans of the colleges.

Chapter 3
Disciplinary Activities

ARTICLE 404. ***Student Discipline.*** This refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct. The University shall have gender and disability sensitive rules and regulations formulated in consultation with students and faculty and published in a student manual that is accessible and disseminated to students including students with disabilities, faculty and concurred in by parents. (CHED Memo Order No. 09 s. 2013 re *Enhanced Policies and Guidelines on Student Affairs and Services*)

Disciplinary sanctions are necessary to uphold the University's institutional norms and ensure an atmosphere conducive to learning and the promotion of the common good.

ARTICLE 405. SETTLEMENT IN ADMINISTRATIVE CASES. In case of minor offenses where the act is purely personal on the part of the private complainant and the person complained of and there is no apparent injury committed to the University; settlement of offenses may be considered. Provided that the settlement can no longer b applied for the second offense of the same act committed by the person complained of. The following are the guidelines in the settlement of purely personal matters in administrative cases;

a.) compromise settlement shall be allowed only for administrative minor offenses where the act is purely personal between the private complainant and the person complained of and there is no apparent injury to the University;
b.) Upon filling of the complaint, the disciplining authority shall determine whether the offense is purely personal or can be subject to compromised settlement:

The Following cases may be subject of settlement and/or compromise;

a) Borrowing money by a student to his/her classmate.
b) Willful failure to pay just debts;
c) Simple misconduct resulting from misunderstanding/fight between the parties provided that the act is not committed inside the campus or within the university premises.
d) Discourtesy in the course of any university or/college mandated activities.
e) Other analogous circumstances/cases.

SECTION 1. PROCEDURE IN SETTLEMENT AND /OR COMPROMISE

a) If the offense can be the subject of settlement/or compromise, the hearing officer / College Guidance Counselor assigned shall order the respondent to comment to indicate therein whether he/she is willing to submit the case for settlement;
b) If person complained of opted for settlement, the hearing officer assigned shall issue an order requiring the appearance of parties;
c) If settlement succeeds, a compromise agreement shall be executed between the parties and attested by the hearing officer;
d) The compromise agreement shall be binding on the parties and shall be considered a decision on the merits which cannot be impugned unless it is shown that there was duress on its execution on any of the parties;
e) A decision shall be issued by the College Board of Discipline based on the Compromise Agreement.
f) If during the settlement process, the parties failed to settle their differences, the hearing officer shall issue an order terminating the process and continue with the investigation of the case; and
g) In case of non-compliance with the compromise agreement, the case may likewise be reopened for investigation until the final determination of the case.

ARTICLE 406. ***Disciplinary Actions for Minor Offenses***. Punishable by three (3) -day suspension; when repeated can be increased to more than three days but not more than seven (7) days:

1. Non-wearing of ID at all times in the campus;
2. Non- compliance to wearing the prescribed uniform;
3. Leaving the classroom, laboratory rooms without permission from the instructor concerned;
4. Littering;
5. Loitering along corridors that will create disturbance during classes;
6. Unauthorized sit-in classrooms;
7. Possession and use of pornographic literature and magazines, to include those found in electronic devices (e.g. cell phones, laptops, ipod, iPhone, etc.);
8. Indecent manner of dressing;

9. Unauthorized or forcible entry to the campuses, offices, and classrooms;
10. Disrespect to persons in authority or agents of persons in authority;
11. Smoking in campus;
12. Entering the University premises under the influence of liquor and/or bringing alcoholic beverages inside the university; and
13. Other analogous cases.

Table 1. Minor Offenses with the corresponding disciplinary actions

	First Offense	Second Offense	Third Offense
Failing to use University ID inside the University premises	Stern Warning	Reprimand	3 days suspension
Allowing another student to wear his/her University ID	Stern Warning	Reprimand	5 days suspension
If the ID is use by a person who is not a Bonafide student of the University	15 days suspension	30 days suspension	Suspension of on (1) Semester
Loafing /loitering along corridors that will create disturbance during classes	Stern Warning	Reprimand	3 days suspension
Unauthorized sit-in on classes	Stern Warning	Reprimand	3 days suspension
Indecent Manner of Dressing	Stern Warning	Reprimand	3 days suspension
Non-compliance to wearing the prescribe uniform	Stern Warning	Reprimand	3 days suspension
Smoking in Campus	Reprimand	5 days suspension	15 days suspension
Entering the campus premises under the influence of liquor and bringing alcoholic beverages inside the university	Reprimand	5 days suspension	15 days suspension
Possession and used of pornographic literature and magazines, to include those found in electronic device e.g *(cellphones, laptop, ipad, and other similar devices)*	Reprimand	5 days suspension	15 days suspension
Verbal insults upon a student	Reprimand	5 days suspension	15 days suspension
Leaving the classroom, laboratory rooms without permission from the instructor concerned;	3 days suspension	4 to 7 days suspension	
Littering	3 days suspension	4 to 7 days suspension	
Unauthorized or forcible entry to the campuses, offices, and classrooms;	3 days suspension	4 to 7 days suspension	
Disrespect to persons in authority or agents of persons in authority;	3 days suspension	4 to 7 days suspension	
Unlawful Taking of University property			
Value of property is less than ₱1,000	3 days suspension	5 days suspension	15 days suspension
Value of property is less than ₱10,000	5 days suspension	15 days suspension	30 days suspension
Value of property is ₱10,000 and above *	Suspension of not less than thirty (30) days but not more than forty-five (45) days	Suspension of not less than forty-five (45) days but not more than one (1) semester	Dismissal

ARTICLE 407. ***Inappropriate or Indecent Manner of Dressing*****.** During wash days and non-uniform days, students must adhere to the institution's dress code. Indecent attire which are overly revealing,

extremely short skirts or short, crop tops or tank tops that expose excessive skin, see-through or sheer clothing without proper undergarments, plunging necklines or low-cut tops, shall not be allowed.

ARTICLE 408. *Mandatory Random Drug Testing*. All students are required to comply with the university's Mandatory Random Drug Testing Policy (Board Resolution no. 142 series of 2024), which is an integral part of institutional regulations. Students who refuse to undergo drug testing shall be subject to appropriate action as outlined in Section 20 of CMO 18, Series of 2018. Furthermore, any student who intentionally evades random drug testing or deliberately refuses to comply shall face disciplinary action as determined by the Student Disciplinary Tribunal.

ARTICLE 409 *Suspension*. Suspension is a temporary disallowance of the student from entry in the campus and attendance in classes within a specific period of time.

> **SECTION 1. *For College Students.*** Suspension for one semester or one school year should be approved by the Board of Regents.
>
> **SECTION 2. *For Elementary and High School Students.*** The maximum suspension imposed for elementary and high school students shall not exceed 20% of the total number of school days for the entire school year.

A suspension of three (3) days can be done immediately by the College Dean. A suspension of up to seven (7) days or one (1) week or from 8 days to 15 days can be imposed by the Dean of Student Affairs. Immediate one-month suspension Can be immediately imposed by the University president, while suspension of 16 days to max of one year can be imposed by the Student Disciplinary tribunal with the approval of the Board of Regents.

ARTICLE 410. *Disciplinary Actions for Serious Offenses or Violations.* Disciplinary actions may be meted to errant students who have committed serious offenses or violations as defined in the Student Manual in the form of: suspension, dismissal, and expulsion.

ARTICLE 411. *Dismissal.* After investigation, a student may be dropped from the university's roll during the school year or term for having violated rules and regulations of the University.

ARTICLE 412. *Expulsion*. This is an extreme form of administrative sanction which prohibits the student from seeking admission in private and public schools throughout the Philippines. To be valid and effective, the penalty of expulsion requires the approval of the Board of Regents.

SECTION 1. *Offenses punishable by expulsion*:

a. Hitting a member of a faculty or administrative official/employee;
b. Illegal possession of firearms;
c. Illegal possession of deadly weapons and / or explosives;
d. Active offensive involvement or participation in hazing (RA 8049, Anti-Hazing Law), melee (rumble); and
e. Engaging in drug trafficking.

ARTICLE 413. *Offenses and Corresponding Disciplinary Actions.* Any student found guilty of misconduct shall be subjected to disciplinary action.

> **Section 1. *Cheating or Any Act of Dishonesty*.** Any form of cheating in examination or any act of dishonesty in relation to his/her studies, such as but not limited to plagiarism; asking another student to take an examination for him/her; or doing it for another, shall carry with it the penalty of suspension of not less than one (1) semester, but not more than one (1) year

for the first offense and dismissal for the second and third offense; Provided, students found guilty of cheating/dishonesty shall not be eligible for Dean's List or be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.

Section 2. *Misbehavior Under the Influence of Liquor*. Misbehavior while under the influence of liquor within the university premises shall carry with it a penalty of Suspension of not less than fifteen (15) days but not more than forty-five (45) days; Suspension of not less than forty-five (45) days, but not more than one (1) semester for the second offense; and Dismissal for the third offense;

Section 3. *Sale or Use of Prohibited or Illicit Drugs*. Sale, trafficking, possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Law shall carry with it a penalty Dismissal;

Section 4. *Illegal Gambling*. Illegal gambling within the University premises shall carry with it a penalty of Suspension of not less than seven (7) days but not more than fifteen (15) days for the first offense; Suspension of not less than fifteen (15) days but not more than thirty (30) days for the second offense; Suspension of not less than one (1) semester for the third of offense;

***Section 5. Serious Disturbance of Peace or Disorder*.** Creating disorder, tumult, breach of peace or serious disturbances within the university premises shall carry with it a penalty of Suspension of not less than one (1) semester, but not more than one (1) year and Dismissal for the second and third offense;

Section 6. *Forgery or Alteration of Official Documents*. Committing forgery or alteration of official documents shall carry with it a penalty of suspension of not less than one (1) semester, but not more than one (1) year for the first offense and dismissal for the second and third offense; Provided, students found guilty of forgery or alteration of official documents shall not be eligible for Dean's List or be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors;

Section 7. *Physical Harm*. Maliciously or intentionally punching, boxing, slapping, kicking, bullying or otherwise hitting a fellow student or any conduct which physically harms or threatens or endangers the health and/or safety of any person within the university shall carry with it a penalty of Suspension of not less than fifteen (15) days but not more than thirty (30) days for the first offense; Suspension of not less than thirty (30) days but not more than 45 days for the second offense and Dismissal for the third offense. Provided, the penalty shall carry with it the payment for the repair and/or replacement of the damaged property, if any;

Section 8. *False Statement of Any Material Fact*. Making false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his/her admission or registration in, or graduation from the University shall carry with it a penalty of Suspension of not less than seven (7) days but not more than fifteen (15) days for the first offense; Suspension of not less than fifteen (15) day but not more than thirty (30) days for the second offense and Expulsion for the third offense;

Section 9. *Spreading of False Information*. Knowingly furnishing false information about the University, its officials, faculty and students shall carry with it a penalty of Suspension of not less than one (1) semester, but not more than one (1) year and Dismissal for the second offense;

Section 10*. Immoral Conduct*. Disregard or immoral conduct within the University premises such as, but not limited to, exhibitionism, sexual intercourse, petting and the like in classrooms or anywhere in the campus, or any acts committed that will bring dishonor to the university shall carry with it a penalty of dismissal;

Section 11. *Vandalism and Damage of University Property*. Vandalism and damage of individual and University property regardless of cost, which include, but not limited to: 1. Tearing off or defacing library books. 2. Writing or drawing on the walls or pieces of furniture. 3. Tearing, burning, tampering and 4. Other analogous cases shall carry with it a penalty of Suspension of not less than one (1) semester but not more than one (1) year and dismissal for the second offense;

Section 12. *Unlawful Taking of University Property*. Unlawfully taking of university property shall carry with it a penalty of Suspension of not less than thirty (30) days but not more than forty-five (45) days for the first offense; Suspension of not less than forty-five (45) days but not more than one (1) semester for the second offense and Dismissal for the third offense. Provided, the penalty shall carry with it a payment for or replacement of the stolen property; further, if the;

	First Offense	Second Offense	Third Offense
a. Value of property is less than ₱1,000	3 days suspension	5 days suspension	15 days suspension
b. Value of property is less than ₱10,000	5 days suspension	15 days suspension	30 days suspension
c. Value of property is ₱10,000 and above *	Suspension of not less than thirty (30) days but not more than forty-five (45) days	Suspension of not less than forty-five (45) days but not more than one (1) semester	Dismissal

Section 13. *Abusive and Deliberate Discourtesy*. Abusive and deliberate discourtesy to any University official, faculty member, person in authority such as, but not limited to: 1) use of indecent and vulgar language; 2) spitting in front of a faculty members, University official or any person in authority; 3) slamming chairs and tables, banging doors and windows; 4) verbal insults upon members of the faculty/University officials/employees of persons in authority; 5) inflicting any form of verbal on a faculty/administrative official/employee or any person in authority; 6) oral defamation committed against a person in the University community; and person in the University or his/her immediate family members to suffer bodily harm or to be subject of any other crime shall carry with it a penalty of Suspension of not less than one (1) semester, but not more than one (1) year for the first offense and dismissal for the second offense;

Section 14. *Carrying Deadly Weapons*. Carrying within the University premises any deadly weapons such as knife with a blade longer than two and a half inches, or any other dangerous or deadly weapon shall carry with it a penalty of expulsion; Provided, that this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the Dean or Director of his/her college or school;

Section 15. *Drinking Alcoholic Beverages within the Campus Premises and Dormitories*. Drinking alcoholic beverages within academic and administrative building, dormitories and the immediate premises thereof shall carry with it a penalty of Suspension for not less than seven (7) days but not more than thirty (30) days for the first offense, Suspension

of not less than thirty (30) days for the second offense and Expulsion for the third offense; except in places expressly allowed by the University;

Section 16. Any other forms of misconduct.

Summary of Offenses with the Corresponding Disciplinary Actions

Section	Offenses	Disciplinary Actions		
		1st Offense	2nd Offense	3rd Offense
Section 1	Cheating or Any Act of Dishonesty	Suspension of not less than one (1) semester, but not more than one (1) year	Dismissal	NA
Section 2	Misbehavior Under the Influence of Liquor	Suspension of not less than 15 days but not more than 45 days	Suspension of not less than forty-five (45) days, but not more than one (1) semester	Dismissal
Section 3	Sale or Use of Prohibited or Illicit Drugs	Dismissal	NA	NA
Section 4	Illegal Gambling	Suspension of not less than seven (7) days but not more than fifteen (15) days	Suspension of not less than fifteen (15) days but not more than thirty (30) days	Suspension of not less than one (1) semester
Section 5	Serious Disturbance of Peace and Order	Suspension of not less than one (1) semester, but not more than one (1) year	Dismissal	NA
Section 6	Forgery or Alteration of Official Documents	Suspension of not less than one (1) semester, but not more than one (1) year	Dismissal	NA
Section 7	Physical Harm	Suspension of not less than fifteen (15) days but not more than thirty (30) days	Suspension of not less than thirty (30) days but not more than 45 days	Dismissal
Section 8	False Statement of Any Material Fact	Suspension of not less than seven (7) days but not more than fifteen (15) days	Suspension of not less than fifteen (15) day but not more than thirty (30) days	Expulsion
Section 9	Spreading of False Information	Suspension of not less than one (1) semester, but not more than one (1) year	Dismissal	NA
Section 10	Immoral Conduct	Dismissal	NA	NA
Section 11	Vandalism and Damage of University Property	Suspension of not less than one (1) semester but not more than one (1) year	Dismissal	NA
Section 12	Unlawful Taking of University Property	Suspension of not less than thirty (30) days but not more than forty-five (45) days	Suspension of not less than forty-five (45) days but not more than one (1) semester	Dismissal
Section 13	Abusive and Deliberate Discourtesy	Suspension of not less than one (1) semester, but not more than one (1) year	Dismissal	NA
Section 14	Carrying Deadly Weapons	Expulsion	NA	NA

Section 15	Drinking Alcohol Beverages within the Campus Premises and Dormitories	Suspension for not less than seven (7) days but not more than thirty (30) days	Suspension of not less than thirty (30) days	Expulsion
Section 16	Cyber Bullying / Maligning any Student, employee or person in authority with the use of traditional or social media	Suspension of not less than fifteen (15) days but not more than thirty (30) days	Suspension of not less than thirty (30) days but not more than 45 days	One semester to one year suspension
Section 17	Threatening any student/personnel in the University or his/her immediate family members to suffer bodily harm or to be subject of any other crime	Suspension of not less than fifteen (15) days but not more than thirty (30) days	Suspension of not less than thirty (30) days but not more than 45 days	One semester to one year suspension

ARTICLE 414. Withholding of Transcripts, Grades, Degrees. The University Registrar may withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a student alleged to have violated a rule or regulation of the University. The Registrar may take such action pending a hearing, resolution by the Student Body Tribunal or the Local College Board, and/or exhaustion of appellate rights until the Registrar has ascertained that the case has reached its finality or the student has been cleared from the charges against him/her.

ARTICLE 415. Rules and Regulations Promulgated by Deans of colleges. Deans of various colleges may, after due consultation with the Student Disciplinary Tribunal, promulgate rules on conduct and discipline of peculiar application to their respective colleges, subject to the written approval of the President and to the rules on circulation and date of effectivity, as herein provided.

ARTICLE 416. Student Disciplinary Tribunal. There shall be a Student Disciplinary Tribunal composed of the University Legal Officer as the ex officio chairman, and three (3) members for a period of one (1) year, one (1) of which is the Dean of the college where the student being investigated belongs and two (2) from staff of the University including the Guidance Counselor, and a recording secretary to be appointed by the chairman. In any disciplinary case before the tribunal, the Student Regent also sits as a member. The respondent may request that one (1) or more other students be appointed to sit with the tribunal. The Student Disciplinary Tribunal shall not be bound by the technical rules of evidence and may conduct summary proceedings through the submission of sworn affidavits, subject to cross-examination or clarificatory questions.

The tribunal shall be under the supervision of the Director of Student Affairs, who shall designate, whenever requested, the student members to sit with the tribunal.

ARTICLE 417. The Student Disciplinary Tribunal and its jurisdiction. All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Student Disciplinary Tribunal, except the following cases which shall fall under the jurisdiction of the appropriate college: (a) Violation of college rules and regulations by students of the college, or (b) Misconduct committed by the students of the college or unit within its classrooms or premises or in the course of an official activity. The procedure of investigation of the Student Disciplinary Tribunal shall be the same in the college levels.

Provided, the filing of the complaint to the tribunal to which it has no jurisdiction shall not be a ground for the dismissal of the case, instead it shall direct the complainant to file the complaint to the appropriate disciplining authority who has jurisdiction of the case.

ARTICLE 418. The Local College Board and its jurisdiction. Investigation of cases falling under the jurisdiction of a college shall be conducted by Local College Board of Discipline composed of the

College Secretary as Chairperson, the College Student Coordinator, the student's Adviser or the Department Chairman, and the Local Student Government President. The Local College Board of Discipline recommends to the college Dean the appropriate disciplinary action on an erring student.

Provided, the filing of the complaint to the board to which it has no jurisdiction shall not be a ground for the dismissal of the case, instead it shall direct the complainant to file the complaint to the appropriate disciplining authority who has jurisdiction of the case.

ARTICLE 419. Filing of Charges. A disciplinary proceeding shall be instituted motu proprio by the appropriate authority or upon the filing of a written charge specifying the acts or omissions constituting the misconduct and subscribed and sworn to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the Student Disciplinary Tribunal or the Local College Board, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his/her witnesses if any, the date of filing and the substance of the charge.

Except when initiated by the disciplining authority or his/her authorized representative, no complaint shall be given due course unless there is obvious truth or merit to the allegations therein or supported by documentary evidence, in which case the person complained of may be required to comment.

The complaint shall contain the following:

1. Full name, address and college of the complainant;
2. Full name, address and college of the person/s complained of;
3. A narration of the relevant and material facts which shows the acts or omissions allegedly committed;
4. Certified true copies of documentary evidence and affidavits of witnesses, if any;
5. The complaint in triplicate copies shall be written in clear, simple and concise language and in systematic manner as to apprise the person complained of the nature, and cause of the accusation against him/her to intelligently prepare his/her defense or answer/comment.

The absence of any of the aforementioned requirements may not cause the dismissal of the complaint, instead the complainant must be directed to comply with the requirements.

Provided, the President of the University may order the investigation of the conduct of a student if in her judgment, the act may be prejudicial to the security, safety and health of the students, or will tarnish the reputation of the University.

ARTICLE 420. When and where to file the complaint. Complaint against an erring student shall be filed at the body or tribunal who has jurisdiction over the case as stated in Article 166 and Article 167 of this Handbook.

ARTICLE 421. Withdrawal of the complaint. The withdrawal of the complaint does not result in the outright dismissal nor discharge the person complained of from any administrative liability. Where there is obvious truth to the allegations in the complaint or where there is documentary evidence that would tend to prove the guilt of the person/s complained of, the same should be given due course.

ARTICLE 422. Preliminary Inquiry. Upon receipt of the complaint or report, the Chairman of the Student Body Tribunal or the Local College Board of Discipline, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation by requiring the person/s complained of to submit a Counter-Affidavit under oath within five (5) working days from receipt of order requiring him/her/their comments. Where the complaint is initiated by the disciplining authority or his authorized representative, it shall issue a show-cause memorandum directing the person/s

complained of to explain why no administrative case should be filed against them. The latter's failure to submit the counter-affidavit shall be considered a waiver thereof and the preliminary investigation may be completed even without the counter-affidavit.

In all cases where the complaint or report is found sufficient, formal charge or charges shall be issued and served upon each respondent. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same report. If the tribunal or the board found no probable cause to investigate the charges, it shall dismiss the complaint and inform the complainant of said decision stating the reasons thereto.

All pleadings filed by the parties with the disciplinary authority shall be copy furnished the other party with proof of service.

ARTICLE 423. Duration of the investigation. A preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the disciplining authority and shall be terminated within twenty (20) days thereafter.

ARTICLE 424. Formal Charge. After a finding of a prima facie case, the disciplining authority shall formally charge the person complained of, who shall now be scalled as respondent. The formal charge shall contain a specification of charge/s, a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, testimonies of witnesses and other relevant documents, if any.

ARTICLE 425. Hearing. Hearings shall begin not later than one week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

ARTICLE 426. Duration of Hearing. No hearing on any case shall last beyond two calendar months.

ARTICLE 427. Notice of Hearing. All parties concerned shall be notified of the date set for hearing at least three (3) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this section.

ARTICLE 428. Submission of Position Paper/ Memorandum. At any stage of the proceedings, the parties may, based on their mutual consent, submit position paper/ memorandum and submit the case for resolution without any need for further hearings.

ARTICLE 429 Order of Hearing. Unless the hearing officer directs otherwise, the order of hearing may be as follows:

1. The prosecution shall present its evidence;
2. The respondent shall present evidence in support of his/her; and
3. There may be rebuttal or sur-rebuttal

ARTICLE 430 Failure to Appear at Hearing. Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed ex-parte without prejudice to the party's appearance in subsequent hearings.

ARTICLE 431. Postponement. Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

ARTICLE 432. Report of the Local College Board of Discipline. The Local College Board of Discipline shall forward to the Dean concerned within fifteen (15) days after termination of the hearing the complete records of the case, with its report and recommendation. The recommendation signed

by a majority of the members of the committee shall state the findings of fact and the specific regulations on which it is based.

ARTICLE 433. Action by the Dean. The Dean shall within fifteen (15) days from receipt of the report of the Local College Board of Discipline, transmit the report, together with his/her decision or recommendation to the President of the University after its finality.

ARTICLE 434. Decision of the Student Disciplinary Tribunal. The tribunal shall decide each case within fifteen (15) calendar days from the day of the last hearing. The decision shall be in writing and signed by a majority of its members and forwarded to the President. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

The disciplining authority shall decide the case based on substantial evidence that respondent has committed acts stated in the complaint or formal charge.

ARTICLE 435. Finality of Decision. Any decision of the tribunal or of a Dean, other than expulsion, dismissal or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent, unless within fifteen (15) days from receipt thereof, an appeal is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the appeal of the appellate body.

ARTICLE 436. Appeal to the Student Body Tribunal. Within fifteen (15) days from the receipt of the decision of the Dean of the college concerned, any party may file for the appeal of the decision to the Student Disciplinary Tribunal stating the grounds therefore, specifying the findings or conclusions of the decision which are not supported by the evidence or which are contrary to the rules specified in this handbook. The appealing party shall furnish a copy of the appeal to the other party and the Local College Board concerned.

ARTICLE 437. Appeal to the President. An appeal from the decision or recommendation of the Student Body Tribunal may be taken to the President within fifteen (15) days from receipt of the decision or recommendation of the appealing party. The appealing party shall also furnish a copy of the appeal to the other party and the Student Body Tribunal.

ARTICLE 438. Grounds. The motion for reconsideration shall be based on any of the following:

1. New evidence has been discovered which materially affects the decision rendered;
2. The decision is not supported by the evidence on record;
3. Errors of law or irregularities have been committed prejudicial to the interest of the movant.

ARTICLE 439. Action by the President. Action of the President on the decision of the Student Body Tribunal shall be rendered within ten (10) working days after receipt of the appeal. The President shall automatically review and decide all student disciplinary cases in which the penalty of suspension for more than thirty (30) days, expulsion and dismissal is imposed. The authority given to the President under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the case under review. The decision of the President shall be final and executory after fifteen (15) days from receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course by the Board of Regents.

ARTICLE 440. Action by the Board of Regents. The Board may review, on appeal, decisions of the President when the penalty imposed is expulsion, dismissal and suspension for one (1) semester or any other penalty of equivalent severity.

ARTICLE 441. Rights of Respondents. Each respondent shall enjoy the following rights:

a) Not to be subjected to any disciplinary penalty except upon due process of law;

b) To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
c) To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly appraised;
d) Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the Dean or the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the college or the University;
e) To defend himself/herself personally, or by counsel, or representative of his/her own choice. If the respondent should desire, but is unable to secure the service of counsel, s/he should manifest that fact two days before the date of hearing, and request the tribunal or the investigation committee to designate counsel for him/her.

ARTICLE 442. Effect of Decision. Decision shall take effect as provided in these rules. However, final decision of suspension or dismissal within thirty (30) days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating, in which case the penalty shall immediately take effect.

ARTICLE 443. Records. All proceedings before any tribunal or Committee shall be set down in writing. Original records pertaining to student discipline shall be under the custody of the Director of Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless s/he is involved therein, or unless s/he has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

ARTICLE 444. Summary Actions. Notwithstanding the provision of the foregoing sections, a Dean may proceed summarily against a student of a college in the following cases:

Grave Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college. The respondent shall be summoned to appear before the Dean of the unit, informed of the charge against him/her, and afforded the opportunity to present his/her side. Decisions taken under this Section shall be in writing, stating the grounds for which the disciplinary penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) working days.

The Student Body Tribunal, upon recommendation of the Director of Student Affairs and may likewise proceed summarily against students in cases of:

1. Misconduct committed as provided in the previous paragraph, when committed within the University premises not falling within the jurisdiction of any college, school or unit or in the course of an official function sponsored by the University or a Unit other than a college, school or academic unit;
2. Misconduct as defined in Article 159(e) above whether or not the acts are committed within the premises of, and by persons belonging to, one or several colleges, schools or units. Provided, the procedure in Section (a) of this article shall be followed.

ARTICLE 445. *Habitual Violation.* Other acts involving the habitual violation of school rules and regulations promulgated by the Deans of Colleges / Institutes may, after due consultation with the Student Disciplinary Tribunal, promulgate rules on conduct and discipline of peculiar application to their respective colleges/institutes, subject to the written approval of the President to rules on circulation and date of effectivity as herein provided.

ARTICLE 446. ***Procedure of Investigation.*** If a student is caught violating any of the provisions stipulated in this Code within the college, his/her case shall be investigated by the Local College Board of Discipline composed of the College Secretary as Chairperson; the College Student Coordinator; the student's Adviser or the Department Chairman; and the Local Student Government President. The Local Board of Discipline recommends to the college Dean the appropriate disciplinary action on an erring student.

However, if the violation affects the whole University, the same shall elevated to the Office of the Dean of Student Affairs.

ARTICLE 447. ***Immediate Suspension.*** A suspension of three (3) days can be done immediately by the College Dean. A suspension of up to seven (7) days or one (1) week can be imposed by the Dean of Student Affairs.

ARTICLE 448. ***Student Disciplinary Tribunal*****.** There shall be a Student Disciplinary Tribunal composed of a chairman, who shall be a member of the Integrated Bar of the Philippines, and two (2) members to be appointed for a period of one (1) year, from among the faculty and other staff of the University, and a recording secretary. In any disciplinary case before the tribunal, the Student Regent also sits as a member. A respondent may request that one (1) another student be appointed to sit with the tribunal. The chairman and non-student members shall render full time service in the tribunal.

The tribunal shall be under the supervision of the Dean of Student Affairs, who shall designate, whenever requested, the student members to sit with the tribunal.

ARTICLE 449. ***Findings of the Student Disciplinary Tribunal.*** The Student Disciplinary Tribunal shall convey their findings to the Dean of Student Affairs who shall recommend to the President the appropriate disciplinary action on a student found to have committed a serious offense.

ARTICLE 450. ***Process of Implementation of Disciplinary Action.*** A one-month suspension can be immediately imposed by the President. Cases involving recommendations for one-year suspension shall be taken to the Board of Regents for confirmation. Recommendations for dismissal or expulsion shall be elevated to the Board of Regents and the Secretary of Education, Culture and Sports, for confirmation.

ARTICLE 451. ***Rules and Regulations Promulgated by the Deans of Colleges.*** Deans of colleges may, after due consultation with the Student Disciplinary Tribunal, promulgate rules on conduct and discipline of peculiar application to their respective colleges/institutes, subject to the written approval of the President to rules on circulation and date of effectivity, as herein provided.

Chapter IV
Rules of Discipline Governing Fraternities, Sororities and Other Student Organizations

ARTICLE 452. ***General Provisions*****.** The conduct and acts of fraternities, sororities, and student organizations, whether as a group or individual members and regardless of whether or not they are officially recognized by the University, shall be governed by this Section without prejudice to the provisions of Republic Act 8094, otherwise known as the "Anti-Hazing Law", similar laws, rules and regulations and other applicable provisions of this Code.

ARTICLE 453. ***Prohibited Acts Committed Within and Outside the University.*** Members and officers of fraternities, sororities, and student organizations who commit or engage in any of the acts specified below, whether the acts are committed within or outside university premises, shall be subject to disciplinary action and expelled from the University:

1. Participation in a rumble, engaging in fistfights with or physically attacking a member of other fraternities, sororities or student organizations. A rumble is a violent confrontation between two or more students belonging to different student organizations.
2. Physically attacking any other student or official, faculty member or employee of the University, or any other person in connection with any manner relating to student organizations.

ARTICLE 454. ***Physical Initiation or Hazing Causing Physical Injury.*** Any such member or officer who engages in any form of physical initiation or hazing resulting in or causing physical injury, as well as the neophyte who allows himself/herself to be subjected to hazing, or a physical attack, the penalty shall be expulsion from the University.

ARTICLE 455. ***Acts of Provocation.*** Any such member or officer who commits acts of provocation which results in heated confrontation between fraternities, sororities, and student organizations shall be suspended for one (1) year, provided, however, that in case the provocation results in rumble, fistfights, or a physical attack, the penalty shall be expulsion from the University.

There is sufficient provocation when a person or party excites, incites or induces another to execute an act, when one irritates or annoys another with improper or unjust acts, or words or deeds that are vexing. There is heated confrontation when, as a result of the immediately preceding act of sufficient provocation, words are exchanged in a hostile, challenging, insulting, irritating or annoying manner or conduct between parties.

ARTICLE 456. ***Gross or Deliberate Discourtesy.*** Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority other student organization related incident, shall be suspended for one (1) year.

ARTICLE 457 ***Carrying or Possession of Dangerous Weapons and Banned Substances.*** Any such member or officer found carrying or possessing within University premises any firearm, Molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half (2.5) inches, metal pipe, or any other dangerous weapon and banned substances enumerated under the Dangerous Drugs Act (RA 6425), shall be expelled from the University. Provided, however, that stones, baseball bats, nightsticks, rattan sticks, or similar wooden instruments, paper cutters, teargas, scalp, scalpels, icepicks and other similar objects capable of causing physical injuries, shall be deemed dangerous and deadly weapons if the erring person possesses them before, during or after an attack, confrontation or rumble. Provided, further, that possession of such objects by two or more members or officers shall be deemed to be in preparation for an attack, confrontation or rumble.

ARTICLE 458. ***Willful Non-Compliance of Summons.*** Any such member or officer who willfully fails to comply with summons by the Dean of Student Affairs or equivalent official in the University, Student Disciplinary Tribunal, Deans or their representatives for the purpose of investigation and other proceedings conducted in connection student organization-related misconduct shall automatically be suspended by the Dean of Student Affairs for a period not exceeding sixty (60) days, or until the person concerned complies therewith.

ARTICLE 459. ***Damage to University Property.*** Any such member or officer who causes damage to University property, or property of any private person within the University premises, on the

occasion of a rumble, hazing, brawl fight or any similar disturbance shall be suspended for at least one (1) year. Provided, that if death or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction of property, the erring student shall be expelled from the University. Provided, further, that if University property is damaged, s/he shall be required to repair the damage done at his/her expense or to reimburse the University for costs incurred in repairing such damage, and no clearances shall be issued to him/her until such damage is fully compensated.

ARTICLE 460. ***Recruitment of First Year Students.*** Any such member or officer of fraternities or sororities, who recruits a college freshman or first year student taking a first undergraduate degree, shall be suspended for at least one (1) year. The student recruited as well as all the officers and members of the fraternities or sororities concerned shall likewise be suspended for a similar period.

The recruitment of two or more college freshmen* or first year students, in any manner, shall be taken as evidence of fraternities' or sororities' policy of recruitment in violation of the foregoing provision, in which case, all the officers of the fraternities or sororities concerned shall be suspended for at least one (1) year.

ARTICLE 461. ***Student Organization-Related Misconduct.*** Any such member or officer who commits any form of student organization-related misconduct, whether within or outside University premises, which affects the good order and welfare of the University or which has a negative effect on the discipline, general welfare of the good name of the University, shall be suspended for a period ranging from six (6) months to one (1) year.

In case of a second offense committed under the immediately preceding Article, the penalty shall be expulsion from the University.

ARTICLE 462. ***Misconduct by Two or More Members of the Organization.*** In case any misconduct defined in the preceding Articles is committed by two or more members or officers of the student organizations, and a conspiracy is established, all officers of students' organizations participating in that conspiracy shall be expelled from the University.

A conspiracy shall be deemed to exist if concerted action and unity of purpose is established. Where the acts prohibited under this rule is committed by a member, officer, or agent of the fraternities, sororities or student organizations who is not a student of, or even if a student is not currently enrolled in the University, all officers of said fraternities, sororities or student organizations shall be suspended for at least one year.

ARTICLE 463. ***Penalty of Suspension.*** The penalty of suspension shall take effect immediately upon the finality of the decision. A student under suspension shall not be allowed to enroll, attend classes, take examinations, used University facilities or graduate during the effectivity of the suspension. Provided, that the use of the University facilities shall be understood to include the library facilities, residing in the dormitories owned by the University, undertaking field work or any other academic requirement, entering any academic building, and the like. Provided, further, that a student under suspension shall not be allowed to enroll until the period of his suspension expires on the last day of late registration.

> **SECTION 1.** ***Period of Suspension.*** The period of suspension shall not be counted as part of the academic residency of the student. If for any reason the student was able to take an examination or submit any academic requirement during the effectivity of suspension, such examination or submission shall be considered invalid.

SECTION 2. ***Notice of Suspension.*** Notice of suspension shall be immediately furnished to the parents and/or guardians of the students and all the colleges/institutes and units concerned faculty members shall be immediately notified of the suspension by their respective Deans, institute and department chairpersons as the case may be.

SECTION 3. ***Withdrawal of the Recognition.*** Notwithstanding the foregoing, nothing in these rules shall preclude the disciplining authorities from imposing sanctions including, but not limited to withdrawal of the recognition of fraternities, sororities and other student organizations, under existing University and college rules and regulations.

JURISDICTION AND ORDER OF INVESTIGATION

ARTICLE 464. The Student Disciplinary Tribunal shall have jurisdiction to try all cases involving fraternity, sorority and other student organization-related incidents without prejudice to the summary powers of the disciplining authorities as provided in these and other existing rules.

ARTICLE 465. Formal Charges. No member or officer of a fraternity, sorority or student organization shall be formally charged before the tribunal unless a preliminary investigation has been conducted by any member of the tribunal, which must be finished not later than five (5) days from the filing of the complaint; provided, that where the misconduct is committed within the premises of a college, it shall be the responsibility of the Dean concerned to ensure that an appropriate complaint is expeditiously filed with the tribunal within the same period of five (5) working days

ARTICLE 466. A fraternity, sorority or student organization member or officer caught in flagrante by the disciplining authorities or any faculty member in the course of a fraternity, sorority or other student organization related misconduct shall be formally charged by the tribunal without the need for a preliminary inquiry.

ARTICLE 467 The formal charge shall be served on the student/respondent(s) through the Dean of the college, a copy of which shall be furnished to the parents and/or guardians of the student-respondent(s).

PROSECUTION OF CASES

ARTICLE 468. Lawyers from the Legal Office of University shall represent the University in all proceedings before the Student Disciplinary Tribunal. Private prosecutor appearing before the tribunal shall be under the direct control and supervision of the University Prosecutor.

ARTICLE 469. In case no lawyer from the Legal Office is available to act as counsel for the University, the Dean for Student Affairs shall deputize any lawyer in the University to act as counsel. The lawyer so deputized shall then report directly to the Director of Student Affairs and Services for instructions on the case.

ARTICLE 470. **The Student Disciplinary Tribunal.** The Student Disciplinary Tribunal shall commence the hearing of the case within ten (10) days after all parties have been duly furnished copies of the formal charge, and the hearing shall continue from day to day until the case is submitted for resolution which shall not be later than forty-five (45) days after the commencement of the hearings. The tribunal shall not be bound by the technical rules of evidence and may conduct summary proceedings through the submission of sworn affidavits, subject to cross-examination or clarificatory questions. The failure of a party to present evidence on the scheduled date shall be deemed a waiver of his/her right to present such evidence. The failure of a party or his/her counsel to attend the hearings on the scheduled dates shall not be a ground for postponing said hearings.

ARTICLE 471. The filing of the following pleadings and motions is prohibited:

a) Motion for extension of time to file an answer;
b) Motion to dismiss or to quash, except on the ground of lack of jurisdiction;
c) Appeal to higher University authorities on questions of jurisdictions;
d) Appeal to higher University authorities from interlocutory orders;
e) Motion for bill of particulars;
f) Motion for new trial;
g) Motion for reconsideration of SDT ruling and/or resolutions;
h) Motion to reopen the case;
i) Demurrer to evidence;
j) Motion for postponement;
k) Reply;
l) Intervention; and
m) Other dilatory motions.

DECISION AND APPEAL

ARTICLE 472. The Student Disciplinary Tribunal shall render decisions within fifteen (15) days from the time the case is submitted for resolution.

ARTICLE 473. Decision of the Student Disciplinary Tribunal imposing the penalty of suspension for a period not exceeding one year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President within ten (10) days from receipt by the respondent or counsel of the tribunal's decision.

ARTICLE 474. The decision of the President shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion.

ARTICLE 475. Decision imposing the penalty of expulsion may be appealed to the Board of Regents within ten (10) days from receipt of the decision by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision.

SUMMARY ACTION

ARTICLE 476. In case a fraternity, sorority or student organization is involved in a rumble with, or attack against another fraternity, sorority or student organizations, all officers of the fraternity, sorority or student organization may be preventively suspended by the Director of Student Affairs for a period not exceeding thirty (30) calendar days, without prejudice to any other liability under these rules.

ARTICLE 477. The order of preventive suspension issued by the Director of Student Affairs shall be immediately executory and may be lifted only upon orders of the President.

ARTICLE 478. Whenever a rumble or an attack occurs, the heads and other officers of the involved fraternities, sororities and student organizations are required to appear without necessity of summons before the Director of Student Affairs, from the start of the rumble or attack; provided, that either or both of the top two ranking officers who fail to appear may be preventively suspended by the Director of Student Affairs for not more than 30 calendar days, without prejudice to any other liability under these rules.

ARTICLE 479. Each fraternity, sorority or other student organization shall, within 15 days from the start of every academic year, submit to the office of the Student Affairs a list duly approved, subscribed and sworn to by the top three ranking officers thereof, containing the names, addresses, and telephone numbers, including recent pictures of all the officers and members thereof, regardless of whether or not they are in good standing; Provided, that any change therein must be reported within one week to said office. Failure to comply with the foregoing provision despite written notice from the Dean of Student Affairs including submission of false information, shall render the fraternities, sororities or other student organizations concerned liable under these rules.

ARTICLE 480. Summary Actions- Notwithstanding the summary powers provided under existing Student Disciplinary Tribunal rules, the Director of Student Affairs or the Dean concerned may preventively suspend any student for a period not exceeding 30 calendar days in the following circumstances:

a) When the student is caught in the act of committing any misconduct or prohibited act as defined in these rules in the presence of the Director of Student Affairs or the Dean;
b) When the student is about to commit the misconduct or prohibited act as defined in these rules in the presence of the Director of Student Affairs or the Dean; or
c) When the student has just committed the misconduct or prohibited act as defined in these rules. When the erring student committed the misconduct or prohibited act in the premises of the college where s/he belongs, the summary powers herein provided shall be exercised by the Dean of said college; Provided, that where the misconduct or prohibited act is committed in any other place within University premises, the Director of Student Affairs shall exercise such powers.

WESTERN MINDANAO STATE UNIVERSITY

ANNEXES



Annex A
PD 1427 - THE UNIVERSITY CHARTER

MALACAÑANG
Manila

PRESIDENTIAL DECREE NO. 1427 CONVERTING THE ZAMBOANGA STATE COLLEGE INTO THE WESTERN MINDANAO STATE UNIVERSITY, DEFINING ITS POWERS, FUNCTIONS, AND DUTIES AND APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES.

WHEREAS, the Constitution of the Philippines directs the State to establish and maintain a complete, adequate, and integrated system of education relevant to the goals of national development and prescribes that all educational institutions shall aim to develop scientific, technological and vocational efficiency;

WHEREAS, under Presidential Decree No. 6-A otherwise known as the Educational Development Decree of 1972, promulgated on September 29, 1972, it has been declared a policy of the government to reorient the educational system toward an accelerated national economic growth and meaningful social development;

WHEREAS, the Western Mindanao Region, comprising the provinces of Sulu, Tawi-Tawi, Basilan Province, Zamboanga del Norte, Zamboanga del Sur and Zamboanga City, is endowed with natural resources the exploitation, utilization, and conservation of which will certainly accelerate its development, thereby contributing immensely to the economic growth of the region, in particular, and the country, in general;

WHEREAS, as adequate system of public education at the tertiary level is believed to be an effective instrument of the New Society in facilitating the socio-economic upliftment of the people in Western Mindanao, and in effecting a more equitable sharing of the country's wealth and income that will ultimately make them productive, progressive, and dignified citizens.

WHEREAS, the establishment of the Western Mindanao State University will, likewise, relieve the City of Manila from congestion and other concomitant problems arising from overpopulation, such as housing, sanitation, transportation and peace and order;

WHEREAS, the establishment of the Western Mindanao State University will, in the ultimate analysis, serve as an instrument for the promotion of the socioeconomic advancement of the various cultural communities inhabiting therein;

NOW, THEREFORE, I, FERNDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby order and decree:

SECTION 1. Conversion and Establishment. There is hereby converted the Zamboanga State College into the Western Mindanao State University (WMSU), a university to serve Western Mindanao region, herein referred to in this Decree as the University.

SECTION 2. Composition of the University. The University shall be composed of the presently existing academic departments and institutes, administrative and supportive units, and external units of the Zamboanga State College. The academic departments and institutes shall be reorganized and renamed as follows: The Graduate Department shall become the Graduate School; the Institute of Arts and Sciences shall become the College of Arts and Sciences, College of Forestry, and College of Social Work the Institute of Education, including High School department

and the Laboratory School shall become the College of Education; the Institute of Engineering as the College of Engineering and Technology; the External Studies at Dipolog City, Tawi-Tawi, and Sulu shall become External Unit at Zamboanga del Norte, External Unit at Tawi-Tawi, and External Unit Sulu respectively. A College of Agriculture, a College of Medicine; an External Unit at Basilan Province and other new Colleges, departments, or units may be later organized to become part of the University.

SECTION 3. Purpose. The main purpose of the University is to provide the necessary leadership in professional and technical instruction in the arts, sciences, and technology in line with the goals for national and regional development. The University shall offer undergraduate and graduate courses in the arts and sciences, education, medical sciences, agriculture and forestry, engineering and technology, and other courses necessary to meet the needs for trained manpower for the region. It shall promote research in the various disciplines and fields of specialization for the advancement of knowledge and for the socio-economic and cultural development of the region.

SECTION 4. Powers of the University. The following are the powers of the

University:

It shall have the general powers as set forth in Section Thirteen of Act numbered Fourteen Hundred Fifty-Nine, as amended. The exercise of its corporate powers are hereby vested exclusively in the Board of Regents and in the President of the University in so far as authorized by the Board.

(b)It shall have the power to acquire public lands, real estate for its expansion and/or beneficial use; and to purchase motor vehicles, conveyances, and other facilities and equipment necessary for the operation of the University.

SECTION 5. The Governing Board.

(a) Composition – The government of Western Mindanao State University is vested in a Board of Regents which shall be composed of seven members, three of which are regular members and four are exofficio members. The three regular members must be Filipino citizens and residents of the Philippines one of whom shall be a well-known educator who belongs to a cultural minority in the region and the other shall be a successful professional in the region. The four ex-officio members shall be the secretary of Education, Culture, as Chairman, the Regional Commissioner for Region IX, the executive Director of the NEDA for Region IX, and the President of the University. The regular members of the Board shall serve a term of four years. In case of a vacancy in the regular membership of the Board, the President of the Philippines shall, upon recommendation of the Board of Regents, appoint a new member to serve for the unexpired term only.

The regular members of the Board shall each receive for every meeting actually attended a per diem of One Hundred Pesos; Provided, that in no case shall the total amount received by each exceeded Two Hundred Pesos for any one month. Besides the per diem, they, together with the ex-officio members, shall be reimbursed for actual but necessary expenses incurred in attendance upon meetings of the Board or upon performing other official business authorized by resolution of the Board.
Quorum – quorum of the Board of Regents shall consist of a majority of all the members holding office at the time the meeting of the Board is called. All processes against the Board of Regents shall be served on the Chairman or Secretary thereof.

(b) Powers and Duties of the Board - The Board of Regents shall have the following powers and duties in addition to its general powers of administration and exercise of the powers of the corporation:

(1) To determine and fix the dates and time of their regular meetings, as well as special meetings as the need for same may arise: Provided, that all such meetings shall

not be more than twice in any month, no less than once in any one quarter.

(2) To recommend the President of the University for appointment by the President of the Philippines, and who shall serve for a period of six years, subject to reappointment provided that his term of office shall not extend beyond age 65.

(3) To fix the compensation of the President of the University subject to pertinent budget and compensation laws, rules and regulations.

(4) To provide and appropriate to the ends specified by law such sums as may be provided by law for the support of the University.

(5) To provide for the establishment of colleges and schools as it may deem necessary.

(6) To receive in trust legacies, gifts and donations of real estate and personal property of all kinds and to administer the same for the benefit of the University or of a department thereof, or for and to any student or students in accordance with the direction or instruction of the donor, and/or default thereof, in such manner as the Board may in its discretion determine.

(7) To appoint, on the recommendation of the President of the University, vice-Presidents, directors, deans, secretary of the University, professors, lecturers, instructors, registrars, department heads, division chiefs, and other employee of the University; to fix their compensation, hours of service, and such other duties and conditions as it may deem proper, subject to pertinent budget and compensation laws, rules and regulations; to grant them in discretion; leave of absence under such rules and regulations as it may promulgate; and to remove them for cause after an investigation and hearing shall have been had.

(8) To approve the courses of and rules of discipline drawn by the University Council; to fix the required tuition fees, matriculation fees, fees for laboratory courses, graduation fees, and all special fees; to reappropriate and utilize the same for the operation of the University and to utilize annual appropriations and other income for the maintenance of the
University.

(9) To provide fellowships to qualified faculty members and scholarships to deserving students.

(10) To establish chairs in the colleges of the University, and to provide for the maintenance and endowment of such chairs, as well as to provide for such other professors, instructors, tutors, and lecturers and the progress of instruction may make necessary, and to fix the compensation pertaining such positions.

(11) To confer the usual honorary degrees upon persons other than graduates of the University in recognition of learning, statesmanship or eminence in literature, science, or arts; Provided, That, such degrees shall not be conferred in consideration of the payment of money or other valuable considerations, and

(12) To file with the President of the Philippines a detailed report, setting forth the progress, conditions, and needs of the University on or before the fifteenth day of September each year.

SECTION 6. <u>The Administration.</u> The Administration of the University shall be vested in the President of the University who shall render full-time service. The University President shall be appointed by the President of the Philippines. He shall be assisted by a Vice-President for Academic Affairs, and Vice-President for Administrative Affairs who shall be appointed by the Board of Regents upon recommendation of the President of the University.

SECTION 7. <u>The Powers of the President.</u> The powers and duties of the President of the University, in addition to those usually pertaining to the Office of the President which are not inconsistent with the
provisions of law, are as follows”

To recommend to the Board of Regents for appointment, Vice-Presidents, directors, deans, secretary of the University, registrars, department heads, directors, chiefs, professors, instructors, lecturers, and other employees of the University.

(b) To promulgate for the government of the University such general ordinance and regulations, not contrary to law, as are consistent with the purpose of the University.

(c) To call for special meetings of the Board of Regents when need arises.

SECTION 8. The Secretary of the University. The Board of Regents shall appoint a Secretary who shall serve as such for both the Board and the University, and shall keep such records of the University as may be designated by the Board and the President of the University.

SECTION 9. The University Council. There shall be a University Council consisting of the President of the University and of all the members of the faculty of the University and of all the members of the faculty of the University holding the ranks of professor, associate professor, and assistant professor. Subject to existing laws, the Council shall have the power to prescribe the courses of study and rules of discipline, provided, these matters are first approved by the Board of Regents. Subject to the same limitations, it shall fix the requirements for admission to any college or school of the University as well as for graduation and conferment of degrees. Through the President or executive Committee, it shall have the disciplinary power over the students within the limits prescribed by the rules of discipline approved by the Board of Regents. The Executive Committee, composed of the deans and directors of colleges and schools, acts in an advisory capacity to the President of the University in all matters pertaining to his office for which he seeks advice.

SECTION 10. The University Planning Center. There shall be a planning center composed of director, and committees on curriculum, studentry, staff development, recruitment, and utilization, university plant, and external affairs. The director, chairman, and members of the committees of the University Planning Center shall be appointed by the President of the University. It shall be the responsibility of the Center to assist the President of the University in planning for the extension, growth, development, and the proper management and operations of the University consistent with the over-all scheme of national development and the educational demands of the present time.

SECTION 11. The University Research Center. There shall be a University Research Center which shall be the coordinating body to integrate the research activities of the different academic units and faculty and to plan research programs arising from the needs of the University. The Center may act to coordinate coordination and such rules as may be necessary to achieve a more integrated and effective research programs.

The University Research Center shall be headed by a Dean who shall be appointed by the Board of Trustees upon recommendation of with local and national agencies engaged in research projects that will meet the needs and objectives envisioned in the New Society.

The University Research Council composed of the Vice-President for Academic Affairs as ex-officio Chairman with the Dean of the University Research Center and Deans of the different colleges/schools as members formulates and recommends to the

President the policies and guidelines for research the President of the University. He implements the policies and rules pertaining to research approved by the President of the University. He has over-all responsibility, supervision, and control with corresponding authority of all activities and personnel of the Center. He shall be assisted by the chiefs and other personnel of the different divisions of the University Research Center.

SECTION 12. The Officers of the Administration. The Officers of the Administration of the University are the President, the Vice-President for Academic Affairs, the deans of the different Colleges,

the Secretary of the University, the Director of Administrative Affairs, Dean of the University Research Center, Dean of Extension Services, Dean of External Studies, the Dean of Admissions and the Dean of Student Affairs.

SECTION 13. The Faculty and other Personnel of the University. The body of professors and instructors of each college shall constitute its faculty and as presiding officer of each faculty shall be a college dean appointed by the Board of Regents on nomination by the President of the University. In the appointment of professors, instructors, and other personnel of the University, no religious test shall be required nor shall their religious opinion or affiliations be made a matter of examination or inquiry: Provided, however, That no professor or instructor or/and other personnel in the University, shall inculcate sectarian tenets in any of the teachings, nor attempt, directly or indirectly, under penalty of dismissal by the Board of Regents, to influence students at attendance at the University for or against any particular church or religious sect. The University shall enjoy academic freedom. The faculty and other personnel of the Zamboanga State College shall be absorbed as employees of the Western Mindanao State University without reduction in position, rank, or salary.

SECTION 14. Civil Service Requirements. The President, professors, and instructors of the University shall be exempted from any civil service examination or regulations as requisite to appointment. However, they shall be entitled to the privileges and rights of security of tenure, promotion in position and salaries for meritorious service, sabbatical leave, leaves and retirement benefits, as to the government service as now prescribed for by law.

SECTION 15. The Auditor of the University. The Auditor General of the Philippines shall be ex-officio Auditor of the University and shall designate his representative who must hold regular office in the University to be able to perform his duties efficiently and satisfactorily as a regular official of the University.

SECTION 16. The Board of Visitors of the University. The President of the Republic of the Philippines, the First Lady of the Philippines, the Secretary of Education and Culture, and the Regional Commissioner for Western Mindanao shall constitute a board of visitors of the University whose duty is to attend commencement exercises of the University, to make visits at such other times as they may deem proper, to examine the property, look into the state finances of the University, to inspect all books of account of the institution and to report and ,make recommendations to the President of the Philippines.

SECTION 17. Appropriations. The appropriation of the Zamboanga State College at the time of its conversion shall be transferred to the Western Mindanao State University. Thereafter, funds for the maintenance of the University shall be included in the annual budget of the National Government, the total sum of which shall be recommended by the Board of Regents of the University.

All public works and appropriations earmarked for the Zamboanga State College are hereby transferred to the University; provided, further that such appropriations shall continuously be allotted to the University and included in the Public Works Decree.

SECTION 18. Property of the University. The assets, fixed and moveable, and records of the Zamboanga State College are hereby transferred to the Western Mindanao State University. The area of twenty or more hectares in San Ramon, Zamboanga City, administered by the Philippine Coconut Authority is hereby transferred to the Western Mindanao State University to be used as the site for the College of Agriculture.

SECTION 19. General Provisions. The Secretary of Education and Culture is hereby directed to take such steps as are necessary for the immediate implementation of this decree.

All laws, decrees, orders, rules and regulations inconsistent with this Decree are

hereby repealed, modified or amended accordingly.

SECTION 20. This Decree shall take effect immediately.

Done in the City of Manila, this 10th day of June, in the year of our Lord, nineteen hundred and seventy-eight.

(SGD.) FERDINAND E. MARCOS
President of the Philippines

By the President:
(SGD.) JACOBO C. CLAVE
Presidential Executive Assistant

Annex B
RA 8292 – HIGHER EDUCATION MODERNIZATION ACT OF 1997

Republic of the Philippines
Congress of the Philippines Metro Manila

Tenth Congress
Republic Act No. 8292 June 6, 1997

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:

Section 1. Short title. – This Act shall be known as the "Higher Education

Modernization Act of 1997."

Section 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 society. Towards this end, the composition of the 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; provide for more relevant direction in their governance; and
(c) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

Section 3. ***The Governing Boards; Manner of Appointment.***

Composition – The governing body of state universities and colleges is hereby in the Board of Regents for universities and in the Board of Trustees for colleges which shall be composed of the following:

(a) Chairman of the Commission on Higher Education (CHED), Chairman;
(b) President of the university or college, Vice Chairman;
(c) Chairmen of the Congressional Committees on Education and Culture;
(d) Regional Director of the National Economic Development Authority (NEDA) where the main campus of the university or college is located;
(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 colleges; or the Secretary of Education for an Autonomous Region. In lieu of such representation, the commanding generals of the Philippine 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;
(f) President of the faculty association;
(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 of student representative elected by the student council, the university or college shall schedule one (1) weekly for the campaign and election of student representative;
(h) President of the alumni association of the institution concerned;

(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 consultation with the Chairman of the CHED based on the normal standards and qualifications for the position;
(j) The faculty and the student council shall be represented of their respective federations in multicampus universities and colleges;
(k) The private sector representatives shall be appointed by the Board of Regents/Trustees upon recommendation of a duly constituted search committee.

Term of Office – The president of the faculty and alumni associations and the student regents or trustees shall sit in the board until expiration of their term of office in such capacities. The prominent citizens shall serve for a term of two (2) years.

Meetings; Quorum – The Board of Regents/Trustees shall regularly convene at least once every quarter. The Chairman of the Board of Regents/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 designed by him, shall represent him in the meeting 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 proviso 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 expense incurred in their attendance of meetings of the Board or in connection with their official business authorities by resolution of the Board.

Section 4. <u>Powers and Duties of Governing Boards. –</u> 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 may be necessary to carry to carry out the purposes and functions of the university or college;
(b) to receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the university or college;
(c) to receive in trust legacies, gifts and donations of real and 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 to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;

(d) to fix the tuition fees and other necessary school charges, such as but not limited 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 shall accrue there from shall part of the same fund for the use of the university or college:

Provided, That income derived from 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 land grants, shall be retained by the university or college, and may be disbursed by the Board of Regents/Trustees for instruction, research, extension, or other programs/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 reason of 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 universities or college;

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

(f) to 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 or college through the Board of Regents/Trustees shall be exempt from all taxes and duties;

(g) to appoint, upon the recommendation of the president of the university or college, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;

(h) to 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;

(i) to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;

(j) to set polices on admission and graduation of students;

(k) to award honorary degrees upon persons in recognition of outstanding contribution in the field 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 nondegree and non-traditional courses;

(l) to absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to

educational opportunities mandated by the Constitution;

(m) to establish research and extension centers of the SUC where such will promote the development of the latter;

(n) to establish chairs in the university or college and to provide fellowships for qualified faculty members and scholarships to deserving students;

(o) to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university or college as it may deem appropriate so as to expedite the administration of the affairs of the university or college;

(p) to authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

(q) to collaborate with other governing boards of SUCs within the province or the 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;

(r) 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 development and strengthening of the college or university;

(s) to 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 institution;

(t) to 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;

(u) 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;

(v) to establish policy guidelines and procedures for participative decision making and transparency within the institution;

(w) to privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other objectives; and

(x) to extend the term of the president of the college or university beyond the age of retirement but not 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.

Section 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.

Section 6. The Administration. – The administration of the university or college shall be vested in the president of the university or college who shall render fulltime service. He shall be appointed by the Board of Regents/Trustees, upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, That this provision shall not adversely affect the terms of the incumbents.

The president shall be assisted by a vice president for academic affairs who shall be

appointed by the Board upon the former's recommendation without prejudice to the appointment of more than one vice president when so warranted.

In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the functions of his office, the Board shall have the authority to designate 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 successors shall hold office for the unexpired term.

Section 7. The Secretary of the University or College. – The Board shall appoint a secretary who shall serve as such for both 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.

Section 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 shall be audited by the Commission on Audit or its duly authorized representative.

Section 9. Administrative Council. – There shall be an administrative council consisting of the president of the university or college as Chairman, the vice president(s), deans, directors and other officials of equal rank as members, and whose duty is to review and recommend to the Board of Regents/Trustees policies governing the administration, management and development planning of the university or college for appropriate action.

Section 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 of not lower than assistant professor as members.

The academic council shall have the 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.

Section 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.

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

Section 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.

Section 14. Filing of report. – On or before the fifteenth (15th) day of the second month after the opening of 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.

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

Section 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 and effect.

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

Section 18. Effectivity Clause. – This Act shall take effect upon its approval.

Approved: June 6, 1997

Annex C
WMSU FACULTY UNION – COLLECTIVE NEGOTIATION

COLLECTIVE NEGOTIATION AGREEMENT
WMSU FACULTY UNION

LET ALL TO WHOM THESE PRESENTS MAY COME TO 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 it's President, **DR. MA. CARLA A. OCHOTORENA:**

and

The **WESTERN MINDANAO STATE UNIVERSITY (WMSU) – 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:**

WITHNESSETH: That

Whereas, Article III, Section 8 of the Constitution of the Republic of the Philippines, among others, provides: "The right of the people including those employed in public and private sector to form unions, associations, or societies not contrary to law shall not abridge";

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

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

Whereas, the UNIVERSITY and the UNION now agree the enter into a Collective Negotiation Agreement (CNA) for the purpose of establishing, maintaining and regulating the terms and condition of the 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 difference and grievances that may arise between the parties, and to promote peace and harmony, efficiency and productivity to the end that the UNIVERSITY, the UNION and the general public may all 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 phrase shall mean or refer, thus:

COLLECTIVE NEGOTIATION UNIT. The collective negotiation unit shall consist of faculty member with Plantilla item of the UNIVERSITY except those occupying managerial or executive position, confidential, co-terminus and contractual employees and those employees specially 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 only 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 (WMSUFU), 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 (WMSUFU) 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 (WMSUFU) as the Second Party.

ARTICLE II
SCOPE AND COVERAGE

Section 1. Scope and Coverage of the CNA. The terms and conditions of this Agreement shall cover all faculty members of this University with Plantilla items 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 Union as the sole and exclusive negotiating representative of all faculty members with Plantilla item.

ARTICLE IV
EMPLOYEE PRIVILEGES AND BENEFITS

Section 1. Scholarship and Dependents. The University shall exempt the dependents of employees 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 College of Nursing. 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 the Faculty Union for its members.

Section 3. Recreation Area. The University shall make the gym 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 Director, shall install First Aid Cabinets, complete with basic emergency medical supplies for every college.

Section 5. Duplicating Machines. The University shall provide additional duplicating machines 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.

Section 7. The University shall provide **Emergency Relief Assistance** to all employee, 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. Partnerships. The University shall consider the Union as its partner in any future business ventures as may be allowed under applicable law, rules and regulations.

ARTICLE VI
FACILITY 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 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 Incentives Awards**. The University shall continue implementing all awards and benefits under the CSC approved Employee Suggestions 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. Representations of the Union in Different Committees. The Union shall be represented in the following:

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
11. NBC 461 Committee shall include the following: k.1 VPAA
    a. HRMO
    b. Legal Officer
    c. 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.

ARTICLE VII
PUBLIC INTEREST AND ETHICS

Section 1. Recognition of Rights to Participate in Decision Making. The University recognizes public service as an extension of sovereign power. It shall uphold the rights 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, recognizes the Union as an advocate of change for the growth, progress and full development of the University, and the right of the Union to 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

WMSUFU as of the date of signing of this agreement shall continue to remain as members and all others shall be eligible to become members of WMSUFU, on voluntary basis.

Section 2. Check-off. WMSU shall deduct from the salaries of every Union member the regular monthly Union dues, equivalent to 50 pesos 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 nonmembers but who shall 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 fees, there is no need to get individual written authorization on the part of the nonmembers concerned. The Union shall strive to work for and negotiate on benefits and condition for all its 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:

- 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 deduction/dues on a particular period as well as the list of non-members due to special assessment.
- The Disbursing Officer makes a notice showing the amount collected within a month from the date the collections are made to the UNION Treasurer.
- 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 inclusive 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. 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 allow the Union a maximum leave credit per year of Union Leave to the Executive Board and Members of Standing Committees 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 in 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 priority consideration for the employment within the Union to anyone of his next kin; provided, that the candidate meets the minimum requirements for employment, without pre-employment examination and subject to the existing policies of the university. (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. Reemployment of employees separated not for cause shall be subject to existing rules and regulations.

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 promotions, the Civil Service laws, rules and regulations and WMSU's Merit and Promotion Plan shall be applied and strictly adhered to 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. Filling Up of Vacancies. In case of vacancy of positions, WMSU shall fill up such position with employees coming from 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 programs. The University further agrees to ensure such benefits are enjoyed by the employees and subject to Civil Service rulings.

Section 2. Rehabilitation Sick Leave and injured or disabled employee. Once an employee suffers from disability, sickness or other work-related injury, the University shall assist the affected employee form 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.

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 through the Sports Committee an annual physical and sports program, which is 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.

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 same conditions 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

Section1. Assistance to Retirees. WMSU shall assist a retired employee in the facilitation of the release of his/her retirement pay and other benefits from GSIS and/or from other government agencies.

Section 2. Recognition of Retirees. In recognition of the contribution of the retiring officials and employees, WMSU shall prepare a simple but meaningful ceremony to be held in the honor of retirees, whether 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. Assignments of overloads shall be allowed and priority shall be given starting from the lowest rank of the faculty with Plantilla item.

Section 4. Payment of Loans. The University shall be solely responsible for the arrears caused by delayed remittance neither attributable to employees' personal request 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 30days 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 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 contained 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.

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. CAN 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 expenses, an incentive shall be granted to each regular faculty member of WMSU; pursuant to PSLMC Resolution No.1, Series of 1999 and Budget Circular No. 2000-19 dated December 15, 2000. 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 or 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-cutting measures shall include but not limited to attrition, recycling of supplies, limitation of production of interoffice 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 the attendance to out-of-town seminars, conferences or conventions, 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 effective September 28, 2023, and shall 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 28th day of September 2023.

(SGD.) DR. MA. CARLA A. OCHOTORENA
President, WMSU

(SGD.) DR. ADRIAN P. SEMORLAN
President, WMSU FACULTY UNION

Signed in the Presence of:

(SGD) ASST. PROF. AL-GHANI D. MOHOAMMAD
University and Board Secretary, WMSU

(SGD) MRS. ROSALIE G. TAN-ARCILLAS
Director, Finance, WMSU

Annex D
STUDENT DISCIPLINARY TRIBUNAL RULES OF PROCEDURE

RULE I
TITLE AND CONSTRUCTION

Section 1. Title of the Rules. These rules shall be known as the Western Mindanao State University Student Disciplinary Tribunal Rules of Procedure.

Section 2. Technical Rules not Binding. These rules shall be liberally constructed to carry out the objectives of the University Code and the WMSU Student Manual of Discipline.

In any proceeding before the Tribunal, which shall be non-litigious in nature, the rules of evidence prevailing in the courts of law shall not be controlling and it is the spirit and intention of these rules that the Tribunal shall use every and all reasonable means to ascertain the facts in each case expeditiously and objectively without regard to technicalities of law or procedure, all in the interest of due process.

Section 3. Suppletory Application of the Rules of Court and Jurisprudence. In the absence of any applicable provision in these rules, the pertinent provisions of the Revised Rules of Court of the Philippines, particularly Rules 43 ad 45 thereof, and the prevailing jurisprudence may, in the interest of expeditiously resolving the disputes and/or complaint filed and whenever practicable and appropriate, be applied in a suppletory manner and character.

Section 4. Jurisprudence of the Student Disciplinary Tribunal. The Tribunal shall hear and decide student disciplinary cases in violation of the University Code and Student Manual of Discipline instituted by, or

brought before it directly or on appeal, and shall review the decisions of the disciplinary board of the respective colleges of the university.

RULE II
PLEADING AND APPEARANCES

Section 1. Complaint

A Complaint against a bona fide student of the University shall not be given due course unless it is submitted in writing and subscribed and sworn to by the complainant. However, in cases initiated by the proper disciplining authority of the University, the complainant need not do it under oath.

No anonymous complainant 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 student complained of may be required to comment.

The complaint should be written in a clear, concise and simple language and in a systematic manner as to appraise the student concerned of the nature and cause of the accusation against him and to enable him to intelligently prepare his defense or answer. The caption shall be as follows:

Republic of the Philippines
Western Mindanao State University
COLLEGE/ UNIVERSITY BOARD OF DISCIPLINE
Zamboanga City

SDT CASE No. _____

_____,
Complainant (s)

-Versus-

_____,

Respondent (s)
FOR: (State nature of action)
X - - - - - - - - - - - - - - - - - - - X (Title of Pleading)

Section 2. Contents of the Complaint. The complaint shall contain the following:

(a) Full name, course, year and address of the complainant;
(b) Full name, course, year and address of the respondent;
(c) A narration of the relevant and material facts which show the acts or omission allegedly committed by the respondent;
(d) Certified true copies of documentary evidence and affidavits of his witness, if any; and
(e) Verification and Certification on NonForum Shopping.

The tribunal in its sound discretion may require the complainant to comply with any of the foregoing requirements, which might be wanting in the complaint filed, in the interest of justice and fair play. might be wanting in the complaint filed, in the interest of justice and fair play.

Section 3.When and Where to File a Complaint. Except those directly brought before the Tribunal, a complaint may be filed at any time with the Dean of Student Discipline, Dean of Student Affairs, and with the Board of Discipline of the respective colleges of the University.

Section 4.Withdrawal of the Complaint. The withdrawal of the complaint does not result in its outright dismissal nor discharge of the student complained of from any liability. Where there is obvious truth or merit to the allegation in the complaint, or where the documentary and testimonial evidence would tend to prove the guilt of the student complained of, the same shall be given due course.

Section 5. Service of Summons

(a) **Service in person on respondent.** Whenever practicable, the summons together with the copies of the complaint shall be served by handing a copy thereof to the respondent in person, or, if he refuses to receive and sign it, by tendering it to him.

(b) **Substituted Service.** If, for justifiable causes, the respondent cannot be served within a reasonable time as provided for in the preceding paragraph, service may be effected (1) by leaving copies of the summons together with the copies of the complaint at the respondent's residence with some person of suitable age and discretion then residing therein, or (2) by leaving the copies at the respondent's office or regular place of business with some competent person in charge thereof.

Section 6. Proof of Service. The proof of service summons shall be made in writing by the server and shall set forth the manner, place, and date of service and shall specify the papers which have been served with the process and the name of the person who received the same.

Section 7. Answer. Within five days from service of summons and a copy of the complaint, the respondent shall file his answer, and serve a copy thereof to the complainant. Extensions shall not be granted, except when, in the discretion of the Tribunal, there are good reasons therefore.

Within the time for, but before filing an answer, the respondent may file a motion to dismiss, and such motion shall interrupt the time for filing the answer. If the motion is denied, the movant shall file his answer within the remaining period prescribed in the preceding paragraph to which he was entitled at the time of filing his motion, but not less than five (5) days in any event, computed from his receipt of the notice of the denial.

Section 8. Appearances. An attorney appearing for a party is presumed to be properly authorized for that purpose.

A non-lawyer may appear before the

Tribunal only if:

(a) He represents himself as party to the case;
(b) He is a law student who has successfully completed his 3rd year of the regular 4-year prescribed law curriculum, and is enrolled in a recognized law school's clinical legal education program approved by the Supreme Court. He may appear without compensation before the Tribunal to represent an indigent or low-income litigant accepted by the legal clinic. The supervising attorney for and in behalf of the legal clinic

must sign all pleadings, motions, briefs, memoranda or other papers to be filed. The rules safeguarding privileged communication between attorney and client shall apply to similar communications made to or received by the law student, acting for the legal clinic.

(c) Appearances may be made orally or in writing. In both cases, the complete office address shall be made of record and the adverse party or his counsel or representative properly advised.

Any change in the address of counsel or representative should be filed with the record of the case and furnished the adverse party or counsel.

Section 9. Authority to Bind Party. Attorneys and representatives of parties shall have authority to bind their clients in all matters of procedure; but they cannot, without a Special Power of Attorney or the express consent of their client, enter into a compromise agreement with the opposing party in full or partial discharge of a client's claim.

RULE III
VENUE AND SPECIFIC POWERS AND DUTIES OF THE TRIBUNAL

Section 1. Venue. All complaints shall be heard at the moot court of the College of Law of the Western Mindanao State University, Zamboanga City.

Section 2. Specific Powers of the Tribunal. The Tribunal shall have the following specific powers and duties:

(a) To receive the evidence, oral or documentary, of all parties to a case, including the admission or exclusion of evidence;

(b) To issue interlocutory orders and other similar processes in the course of a formal hearing through the Chairman of the Tribunal;

(c) To request for the appointment of counsel *de oficio*for pauper litigants who are not able to secure the assistance of counsel;

(d) To perform such other acts analogous to the foregoing as fairness and justice may warrant.

Section 3. Impleading of an Indispensable or Necessary Party. If during the hearing, it is ascertained that there are other parties in interest without whom no final determination of the issues can be had, or if completed relief is to be accorded as to those parties, or for a complete determination or settlement of the claim subject of the action, the Tribunal shall implead such indispensable or necessary parties.

RULE IV
PROCEEDINGS BEFORE THE TRIBUNAL

Section 1. Mandatory Conference. After the answer is filed, the Tribunal shall, upon motion of any interested party or *motupropio,* direct the parties and their counsel, if any, to appear before it for a conference to consider the following: (a) Simplification of the issues;

(b) Advisability of amendments to pleadings;
(c) Possibility of stipulation of facts;
(d) Possible limitation on the number of witnesses to be presented, and the markings of exhibits;
(e) Such other matters as may aid on the speedy disposition of the case.

The failure of the complainant to appear in the mandatory conference shall be a cause for the dismissal of his complaint. If the respondent(s) fail(s) to appear, the complainant shall be entitled to judgment on the basis of documents and evidences filed before the Tribunal.

Section 2. Continuance and Postponement. Request for the postponements of the mandatory conference may be granted by the Tribunal only when filed at least three (3) days before the date of hearing, copy furnished the other parties, unless the Tribunal in the exercise of its sound discretion or in the interest of justice, allows a different mode of continuance. Provided, however, that no more than one (1) postponement upon the request of either of the parties, shall be allowed during the pendency of the case, except for very good reason, in the discretion of the Tribunal.

Section 3. Submission of Position Papers/Memorandum. Within ten (10) days after the termination of the Mandatory Conference, the Tribunal shall issue an order stating therein the matters taken up and agreed upon during the conference, and directing the parties to simultaneously file their respective verified position papers within a non-extendable period of fifteen (15) days from receipt of the Mandatory Conference Order. The verified position papers shall cover only those claims and causes of action raised in the complaint and shall be accompanied by all supporting documents including the affidavits of their respective witnesses which shall be considered as the latter's direct testimony.

Section 4. Determination of Necessity of Hearing. Immediately after the submission by the parties of their position papers/memoranda, the Tribunal shall *motuproprio* determine whether there is a need for a formal trial or hearing. At this stage, it may, at its discretion, and for the purpose of making such determination, ask clarificatory questions to further elicit facts or information, including but not limited to the subpoena of relevant documentary evidence, if any, from the party or witnesses.

RULE V
TRIBUNAL EN BANC, DECISIONS, AND MOTIONS FOR RECONSIDERATION

Section 1. Sessions *En Banc*. In the issuance of orders, resolutions, awards and decisions, the Tribunal shall sit *en banc.*

Section 2. Period to Decide the Case. The Tribunal shall render its decision within (30) days from the time the case is deemed submitted for decision.

Section 3. Contents of Decisions. The orders, resolutions, awards and decisions of the Tribunal on the merits of the case shall be in writing, which shall state clearly and distinctly the facts and the law or jurisprudence on which it is based and filed with the Secretary of the Tribunal.

Section 4. Votes Required. All final orders, resolutions, awards and decisions of the Tribunal shall require the concurrence of the majority of the members constituting a quorum, and shall bear the seal of the Tribunal.

Section 5.Motion for Reconsideration

(a) The party aggrieved by the order, resolution, award or decision of the Tribunal may file a motion for reconsideration thereof within fifteen (15) days from receipt of the same. Only one motion for reconsideration shall be allowed any party.
(b) The filing of the motion for reconsideration shall interrupt the running of the period to appeal, unless said motion is *pro forma.*
(c) The party interested in upholding the order, resolution, award or decision of the Tribunal may file his opposition to the motion for reconsideration at any time before the resolution thereof.

Section 6. Finality or Orders, Resolutions, Awards Decisions. An order, resolution or decision of the Tribunal shall become final after the expiration of the period within which to appeal without such appeal having been filed.

Section 7. Service of Orders, Resolutions, Awards, Decisions

(a) All orders, resolutions, awards or decisions of the Tribunal shall be served by the Secretary of the Tribunal upon the parties personally or by registered mail. In case of service by registered mail, the registry return card shall be *prima facie* evidence of the receipt of the order, resolution, award or decision, by the addressee in due course of mail.

(b) Personal service is complete upon actual delivery. Service by registered mail is complete upon actual receipt by the addressee; but if he fails to claim his mail from the postmaster, service shall take effect at the expiration of such time.

RULE VI – APPEALS

Section 1. Appeals. Any order, resolution, award or decision of the Tribunal may be appealed to the Office of the President within a period of fifteen (15) days from receipt thereof. The party who appealed shall be called the "appellant" and the other party "appellee".

A notice of appeal including the appeal memorandum shall be filed with the appellate authority, copy furnished the tribunal. The latter shall submit the records of the case, which shall be systematically and chronologically arranged, paged and securely bound to prevent loss, with its comment, and transmittal within fifteen (15) days, to the appellate authority.

Section 2. Grounds for Appeal. The following may be the basis of the appeal:

(a) The decision is not supported by the evidence on record;
(b) Errors of law or irregularities have been committed prejudicial to the interest of the movant; and
(c) Grave abuse of discretion on the part of the Tribunal.

Section 3. When Deemed Filed. An appeal sent by mail shall be deemed filed on the date shown by the postmark on the envelope which shall be attached to the records of the case and in case of personal delivery, the date stamped thereon by the appellate authority.

Section 4. Perfection of an Appeal. To perfect an appeal, the appellant shall, within fifteen (15) days from receipt of the decision, submit the following:

Notice of Appeal which shall specifically state the date of the decision appealed from and the date of receipt thereof;

Three (3) copies of appeal memoranda containing the grounds relied upon for the appeal, a statement of non-forum shopping, together with the certified true copy of the decision, resolution or order appealed from, and certified copies of the documents or evidence; and

Proof of service of a copy of the appeal memorandum to the tribunal and the other contending party.

RULE VII - EXECUTION

Section 1. Execution of Decisions. The Tribunal may *proprio* or on motion of any interested party, issue a writ of execution to enforce any of its order, resolution, award or decision, after it has become final and executory.

RULE VIII - EFFECTIVITY

Section 1. Effectivity. These rules shall become effective upon approval of the Board of Regents of the Western Mindanao

State University.

RULE IX - REPEALING CLAUSE

Section 1. Implied Repeal. Any provisions found in the Student Manual of Discipline that are inconsistent with any of the provisions of these rules are hereby impliedly repealed.

Done in the City of Zamboanga, August 14, 2009.

Annex E
RA 7079 – CAMPUS JOURNALISM ACT OF 1991

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES.

Section 1. Title. — This Act shall be known and referred to as the *"Campus Journalism Act of 1991."*

Sec. 2. Declaration of Policy. — It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

Sec. 3. Definition of Terms.—

(b) **School** — An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;

(c) **Student Publication** — The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;

Student Journalist — Any bona fide student enrolled for the current semester or term, who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.

(d) **Editorial Board.** — In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

(e) **Editorial Policies.** — A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

Sec. 4. Student Publication. — A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

Sec. 5. Funding of Student Publication. — Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold he release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Sec. 6. Publication Adviser. — The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Sec. 7. Security of Tenure. — A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Sec. 8. Press Conferences and Training Seminar. — The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

Sec. 9. Rules and Regulations. — The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Sec. 10. Tax Exemption. — Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

Sec. 11. Appropriations. — For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Sec. 12. Effectivity. — This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: July 5, 1991

Source: Robles Virtual Law Library, the Internet.

Annex F
THE BOARD OF REGENTS

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Annex G
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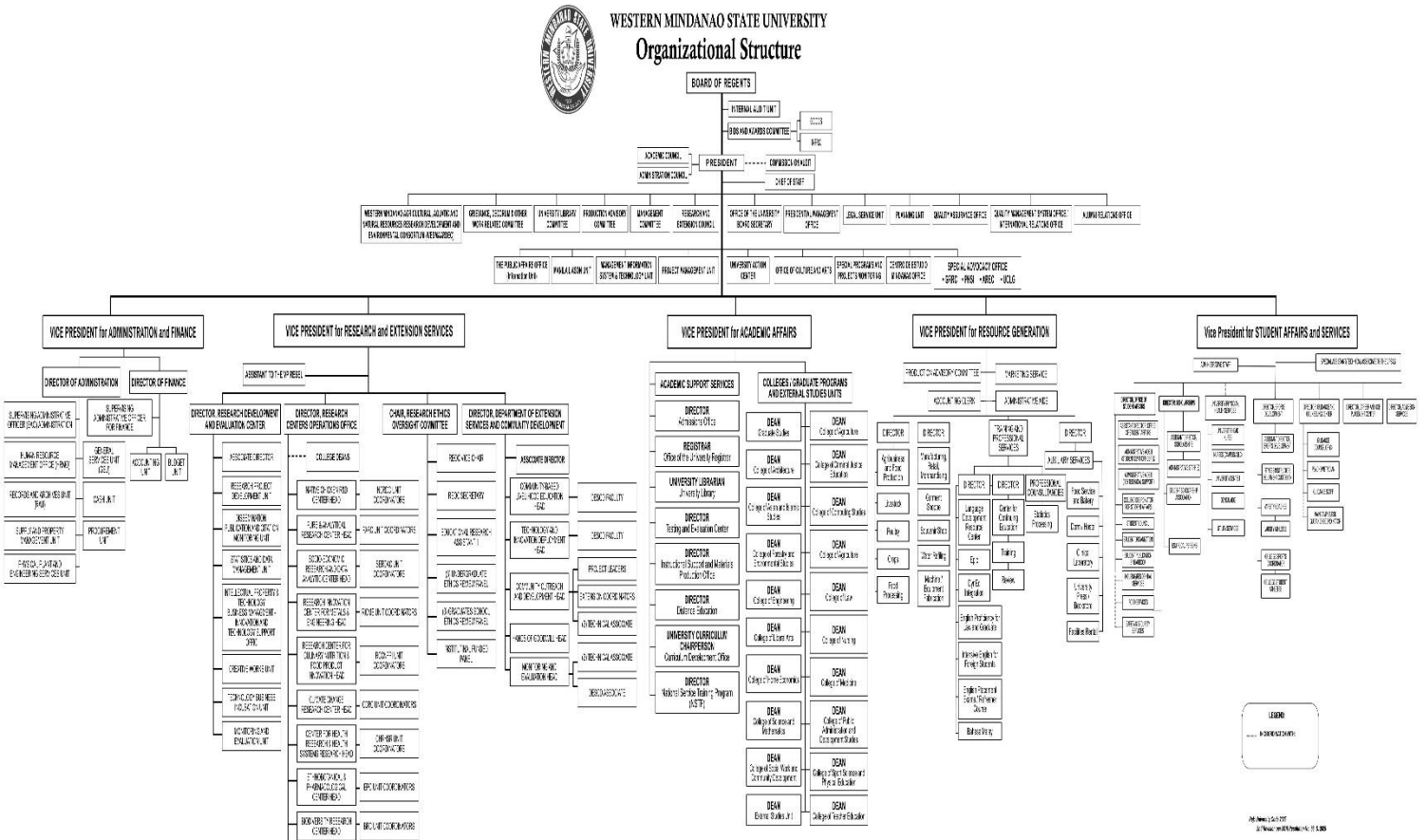
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Annex H
UNIVERSITY ORGANIZATIONAL STRUCTURE



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DR. JOEL G. FERNANDO

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