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OVCAA
HANDBOOK 2020

BRIEF HISTORY OF THE MINDANAO STATE UNIVERSITY

The Mindanao State University, founded on September 1, 1961 through Republic Act 1387 and Republic Act 1893, has evolved over the years in keeping with national and local developments. The brain-child of the late, Senator Domocao Alonto, it has grown from its main campus Marawi City to a University System that now comprises several campuses located in major centers in Mindanao and Sulu. Its first president was Dr. Antonio Isidro who came in from his position as the Vice President for Academic Affairs in the University of the Philippines.

The mandates of the University are: (1) To perform the traditional functions of the university namely, instruction, research and extension services (2) To help accelerate the program of the integration among the peoples of Southern Philippines, particularly the Muslims and other cultural minorities and (3) To provide trained manpower skills and technical know-how for the economic development of the Mindanao, Sulu and Palawan (MINSUPALA) region.

Furthermore, MSU's current vision is "to be a premier supra-regional university committed to the social, political and economic development of Mindanao while achieving international recognition as leading institution of higher learning." Its mission statement is as follows: "Committed to the attainment of peace and sustainable development in the MINSUPALA region, the MSU System will set the standards of excellence in science, arts, technology, and other fields; accelerate the economic, cultural, socio-political, and agro-industrial development of the Muslim and other cultural groups, thereby facilitating their integration into the national community, preserve and promote the cultural heritage of the region and conserve its natural resources; and infuse moral and spiritual values. For collaborative efforts, for diplomatic relations, and for international recognition as a leading institution of higher learning, the MSU System will pursue vigorously linkages with foreign agencies."

Philosophy

MSU is committed to the total development of man and to the search for truth, virtue and academic excellence.

Vision

MSU aspires to be the Supra-Regional University in the MINSUPALA region.

Mission

Committed to the attainment of peace and sustainable development in the MINSUPALA region; the MSUs will set the standard of excellence in Science, Arts, Technology and other fields; accelerate the economic, cultural, socio-political and agro-industrial development of the Muslim and other cultural groups, thereby facilitating their integration into the national community; preserve and promote the cultural of the region and conserve its rich natural resources; and infuse moral and spiritual values.

For collaborative efforts, for diplomatic relations and for international recognition as a leading institution of higher learning, the MSUs will pursue vigorously linkages with foreign agencies.



MINDANAO STATE UNIVERSITY
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

HANDBOOK
(2020)

*Office of the Vice Chancellor for Academic Affairs Handbook 2020
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PREFACE

The Office of the Vice Chancellor for Academic Affairs (OVCAA) Handbook 2020 is designed to provide a direct guide on policies, guidelines and procedures pertaining to academic matters. This handbook will assist faculty members as well as the administrators of colleges in their pursuit of a smooth and orderly implementation of the relevant academic concerns. The policies contained herein are existing University policies adopted and expressed to cater specific academic concerns. Procedural steps on routine activities and programs are also specified to fast tract requests such as evaluation of faculty promotions, permanent tenure, teaching efficiency and other related concerns.

The main purpose of this Handbook is to streamline all the academic affairs of the University geared towards the promotion of teamwork, understanding, and professionalism. Hence, it is our incessant hope that cooperation be manifested among the faculty members, college administrators and the OVCAA personnel to harmonize our basic functions and to better serve all the constituents in this University.

I would like to acknowledge the efforts of the people who contributed to the drafting of this handbook: To Dr. Johara D. Alangca-Azis of the English Department, CSSH; Dr. Amerkhan G. Cabaro of the Mathematics Department, CNSM; Dr. Godiva E. Rivera of the Philosophy Department, CSSH; Prof. Eduardo N. Fajardo of the Physics Department, CNSM; Prof. Elpidio S. Ricaborda of MSU-ILS, Prof. Amor A. Abrenica of the College of Fisheries; Dr. Alyanah G. Pantao of the English Department, CSSH; Prof. Randy Ian F. Gallego of the Nursing Department, CHS. The Administrative staff of the OVCAA: Ms. Elsa P. Cabatan, Ms. Indirah Macud, Ms. Salmah Solaiman, Mr. Alibasher Mauyag and Mr. Ryan Suico.

I also would like to thank the Deans of the various colleges of the University for their constructive inputs. Finally, to the President of the MSU-System, Dr. Habib W. Macaayong for the support extended for the realization of this handbook.

Florencio D. Recoleta Jr., PhD
Vice Chancellor for Academic Affairs
January 13, 2020

Chapter 1 THE OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

A. Structure and Organization

The Office of the Vice Chancellor for Academic Affairs (OVCAA) of the MSU Marawi Campus is under the jurisdiction of the President/Chancellor according to the MSU Marawi Campus Structure (see Appendix IA). In this structure, the offices under the direct supervision of the OVCAA includes: The Office of the Assistant Vice Chancellor for the Academic Affairs (Secondary Education/External Units); Deans/Heads (Colleges/Other Degree Granting Units; The Registrar; University Library; Division of Student Affairs; Textbook Board; Laboratory Schools (ILS, UTC, ISED); Office of Admissions; NSTP; Audio-Visual Center; Sports, Scholastic Development Office and Cultural Affairs Office.

The OVCAA is headed by a Vice Chancellor who is appointed by the President/Chancellor for a term of three (3) years. To assist the Vice Chancellor in the fulfilment of the various assigned tasks, Special Assistants (SA) are installed to focus on specific tasks considered as routine transactions in the office (Section 112, appendix 1B). Administrative staff supports the respective functions of the Special Assistants for the efficient delivery of services to faculty and students.

B. Routine Operations

The Office of the Vice Chancellor for Academic Affairs (OVCAA) performs the following routine operations as expressed in section 103, MSU Code (See appendix 1C):

1. It ensures that academic policies, guidelines, and procedures are well managed and properly implemented;
2. It fosters standard of excellence by taking the lead in offering relevant curricular programs that includes proposing, revising, and evaluating them for accreditation geared towards attaining center of development (COD) and center of excellence (COE);
3. It responds to the needs of students to enhance their performance in both curricular and extra-curricular activities;
4. It facilitates the faculty hiring and recruitment process;
5. It expedites the awarding of items to qualified faculty members, their academic growth and development, faculty teaching performance, grant of permanent tenure, and promotion;
6. It engages in consultative and fruitful dialogues with the various line offices.

Chapter II FACULTY DUTIES AND RESPONSIBILITIES

A. Tri-fold Responsibility

The fundamental responsibilities of a faculty member are grounded on the performance of tri-fold function of the university, to wit: instruction, research, and extension services. Hence, each faculty who shall be understood as messenger and doer of these functions is responsible to perform actions significant and appropriate to classroom instructions adhering to values of excellence and co-existence, to produce quality researches, and to get involved in extension services that are beneficial to a particular group of individuals or a community.

B. Outcomes-Based (OBE) Instruction

In the case of instruction, the contemporary system of higher education requires that learning activities of students in general education courses, with the faculty as facilitator, must be anchored on the goal of general education defined by the Commission on Higher Education (CHED), which is to produce thoughtful graduates imbued with values reflective of a humanist orientation, analytical and problem solving skills, the ability to think through ethical and social implications of a given course of action, and the competency to learn continuously throughout life. The faculty must see to it that students' learning experiences must include demonstration of competencies categorized into intellectual competencies, personal and civic competencies, and practical skills. In specialized learning, learners' activities are directed at more theoretical and technical knowledge (CHED Memo Order No. 20, Series of 2013).

The Outcomes-Based Education is a shift from inputs-based education. It places the students in the center of all educational planning, what is essential for them to know, value, and do to achieve the desired level of competence (CHED Handbook on Typology, OBE, and ISA 2014). Therefore in the preparation of Facilitation Plan (see samples of Faci Plan or FC in Appendix IIA) for learners, the teacher-facilitator must indicate measurable learning outcomes which shall include to achieve the must components of learning: cognitive, affective, and psychomotor.

C. Working Hours

Articles 203 and 204 of the University Code state that full-time members of the faculty and employees of the university shall be on duty on a minimum of forty (40) hours during each week in accordance with a time schedule to be approved by the President. However when the interests of the university so require, the proper authorities may extend the daily hours of work for any or all of the employees under him and may likewise require any or all of them to do overtime work not only on workdays but also on holidays.

D. Workload

Workload is broken down into the following: instruction, research, administrative and extension loads.

D.1. Regular Faculty Members

Regular faculty members are required to carry a minimum teaching load of eighteen (18) units regardless of the number of preparations. Only teaching load in excess of 18 units shall be considered overload. Overload shall be allowed only in departments/colleges where no faculty member is under loaded (BOR Res. No. 101, s. 2017; OVCAA Memo, dated January 10, 2018). A regular overload maybe allowed up to 6 units. Any excess overload beyond the regular 6 units allowed may be authorized by the Office of the President as emergency overload up to a maximum of 6 units only.

No course shall be considered an overload course if it has not met minimum class size as prescribed below based on the grading sheets and not of enrolment master list:

| | | |
|-----------------|---|-------------|
| Service course | - | 25 students |
| Major course | - | 10 students |
| Graduate course | - | 5 students |

The department and college shall see to it that class size requirements are met. The faculty member must advise the department to merge two or more undersized sections of the same course into one within one month after enrolment. However, new sections should not be opened unless the maximum class size is reached 35-40 students.

In the case of Regular faculty members of Basic Education, they are required a minimum teaching load of 20 hours per week regardless of preparations on top of advisory load if so required.

D.2. Faculty with Administrative Designations

Faculty members with administrative designations are privileged to carry reduced teaching load ranging from three (3) to nine (9) units depending on the designation. In this case, the concerned faculty is required to provide the OVCAA with the Special Order together with his/her faculty teaching load.

D.2.1. Matrix for administrative load credits and teaching research and extension service loading of academic personnel performing or not performing administrative functions (BOR Res. No. 38, S. 1996):

| POSITION CATEGORY | ADMIN LOAD | LOAD | | | TOTAL |
|--|------------|------|------|------|-------|
| | | TCHG | RSCH | EXTN | |
| 1. President | 15 | 0 | 0 | 0 | 15 |
| 1 Exec. V.Pres/Chancellors | 15 | 0 | 0 | 0 | 15 |
| 2. V. Pres./V. Chancellors | 12 | 3 | 0 | 0 | 15 |
| 3. Asst. VP/Asst. VC/BOR Sec., Pres'l. Exec. Asst. | 12 | 3 | 0 | 0 | 15 |
| 4. Deans/Directors/Campus Secretary/Campus Registrar Campus Librarian | 9 | 6 | 0 | 0 | 15 |
| 5. Special Assistants | 6 | 9 | 0 | 0 | 15 |
| 6. Asst. Deans/Asst. Dir's/ College Secretaries/Dept. Chairs/Principals | 6 | 9 | 0 | 0 | 15 |
| 7. Program Leaders or Coord./ Project Leaders or Coord./Asst. Principal, & Equivalent posts | 3 | 12 | 0 | 0 | 15 |
| 8. Regular Faculty or Faculty without administrative function | 0 | 15 | 0 | 0 | 15 |
| | 0 | 12 | 3 | 0 | 15 |
| | 0 | 12 | 0 | 3 | 15 |
| | 0 | 9 | 6 | 0 | 15 |
| | 0 | 9 | 0 | 6 | 15 |

One Research study/extension project is equivalent to three (3) units, however, a faculty administrator with a reduced teaching assignment is no longer entitled to another workload reduction for any research or extension activity.

BOR Res. No. 168, s. 1990

| Category | Adm. Load | Teaching Load | Research Load Or | Extension Load | Total |
|---|------------------|----------------------|-------------------------|-----------------------|--------------|
| President/Chancellor, Vice President, Vice Chancellor, or their equivalents | 15 | 0 | 0 | 0 | 15 |
| Deans, Directors, Director of Student Affairs, Campus Secretaries | 12 | 3 | 3 | 3 | 15 |
| Asst. Dean/Asst. Director, Dept. Chairmen, Chief of Division/Offices Computer Systems Analyst, Special Staff Asst., College Secretary, Manager of Income Generating Project, Principal, Librarian & Project Leaders | 9 | 6 | 6 | 6 | 15 |
| Academic Program Coordinator, Editor of Campus Official Publications, Training, Extension & Sports Development Coordinator, Research Study Leader, Guidance Coordinator/Counselor, CHPT In-Charge | 6 | 9 | 9 | 9 | 15 |
| Section Head, Adviser of Official Student Publication | 3 | 12 | 12 | 12 | 15 |
| Faculty/Research Personnel, Extension Personnel (w/o Admin. Functions) | 0 | 15 | 15 | 15 | 15 |

Note: One research study is equivalent to six (6) units

One training or extension project is equivalent to six (6) units

Once the administrative load is determined, the total load of 15 units may be fulfilled in combination of teaching, research, and extension service load

D.2.2. Matrix for Summer Equivalent Loads for Faculty Members Holding Administrative Assignment

| Designation | Equivalent Load (Unit) |
|--|------------------------|
| Dean/Director/Director of Student Affairs/Campus Secretary Registrar | 3 |
| Asst. Dean/Asst. Director/Dept. Chairman/ Chief of Division or Office/Computer System Analyst/Special Assistant/College Secretary/Manager of Income Generating Project/Principal/Librarian/Project Leaders | 2 |
| Academic Program Coordinator/Sports Development Coordinator/Research Study Leader/Guidance Coordinator or Counsellor CPHT In-Charge | 1 |
| Section Head | |

Faculty members with approved research project is allowed to carry a nine-unit teaching load. A faculty member who requests for a reduced load because of an approved research project shall not be allowed overload.

D.3. Lecturer's Load for the College of Medicine, College of Law, and Graduate School

Lecturers are non-regular faculty members of the University who are assigned to perform special assignment relating to academic programs and are classified as follows:

- a.) An outsider (not faculty member of any unit/college of the University) whose expertise is highly needed to teach specialized courses and will be paid on a per-hour basis,
- b.) Faculty from another unit or college of the University but whose expertise qualified him to teach the course and will be paid on an overload per unit basis,
- c.) Administrative staff whose expertise is highly needed in the college and who will be paid on a per-hour basis based on their evaluated rank, and
- d.) A visiting Professor or an outside expert who will be paid on a per-hour basis.

A Lecturer may be hired to handle a specialized course(s) not assigned to the existing faculty at hand due to problems of specialization and is allowed a maximum number of up to 9 units.

Below is the matrix of Lecturer's Rate:

**Lecturer's Rate of the College Of Medicine, College of Law, and Graduate School of the
MSU Marawi Campus (BOR Res. No. 17, s. 2018)**

| | | | | CURRENT Lecturer's Hourly Rate (BOR Res. No.18, S. 2014) | Proposal for Lecturer's Hourly Rate |
|---|--|--|---|---|--|
| Description of Lecturers | | | | | |
| Lecturers Category (Rank) | Graduate School ISRP 2005 | College of Medicine | College of Law | Hourly Rate (Php) | Hourly Rate (Php) |
| Assistant Lecturer (Instructor) | 1. Bachelor's degree holder with appropriate professional license. | Not Applicable | Bachelor of Laws (LL.B.) or Bachelor's degree in Islamic Studies major in Sharia'h Law and have passed Special Sharia'h Bar in Good Standing. | 186 | 400 |
| Associate Lecturer (Assistant Professor) | 1. Master's degree in one's field of study with less than five (5) years of professional experience including fresh graduates with no official records of professional experience 3. Baccalaureate degree with appropriate professional licence and at least five years (5) of professional experience relevant to the courses to be taught in the University | 2. M.D with professional license | Bachelor of Laws (LL.B.) or Juris Doctor (J.D.), Member of Philippine Bar in good standing. | 222 | 500 |
| Lecturer (Associate Profesor) | 1. A Doctorate degree in one's field of study with two (2) years professional experience relevant | 3. M.D with professional license and at least five (5) years of professional experience. | Bachelor of Laws (LL.B.) or Juris Doctor (J.D.), member of Philippine Bar in good standing, with | 280 | 700 |

| | | | | | |
|---|--|--|---|-----|-------|
| | to the courses to be taught in the University. 2. Master's degree in one's field of study with at least five (5) years of professional experience. | | a minimum of 5 years of relevant practice for the subject to be taught or with 10 years of general practice of law, and have taught the subject for at least 5 years, member of the first and second level courts and their equivalent quasi-judicial or administrative positions. | | |
| Professorial Lecturer (Full Professor) | 1. A Doctorate degree with at least five (5) years of professional experience in a field of study relevant to the courses to be taught in the University. 2. Master's degree at least two (2) publications in professional journals and at least ten (10) years of professional experience. | → or 1. An MD with diplomate and professional license with at least five (5) years of professional experience in a field of study relevant to the courses to be taught in the University. 3. MD with a) professional license, b) at least two (2) publications in professional journals and c) at least ten (10) years of professional experience , or 4. its equivalent positions in medical professions. | Master of Laws (LL.B.), member of Philippine Bar in good standing, with a minimum of 5 years of relevant practice for the subject to be taught or 10 years of general practice of law and have taught the subject for at least 10 years; member of the appellate courts or its equivalent quasi-judicial or administrative positions. Bachelor of Laws (LL.B.), member of Philippine Bar in good standing with a minimum of 15 years of relevant practice, with expertise on the subject to be taught and, and have taught the subject for at least 15 years | 347 | 1,000 |
| Special Lecturer (University Prof.) | 1. A special Lecturer is one whose credentials speak conclusively of exceptional achievements leading him/her national or | 1. A Special Lecturer is one whose credentials speak conclusively of exceptional achievements leading him/her national or | Doctor of Laws (LL.D.), Doctor of Judicial Science (JSD) or Doctor of Philosophy in Law) whose credentials speak of exceptional | 481 | 1,000 |

| | | | | | |
|------------------------------|--|---|--|--|-------|
| | international stature and is invited by the department and recommended by the college and approved by the Campus APC. He/She does not occupy a regular plantilla item in the University. | international stature and is invited by the department and recommended by the college and approved by the Campus APC. He/She does not occupy a regular plantilla item in the University. | achievements leading him/her national or international stature. | | |
| Lecturer /Professor Emeritus | A professor/Lecturer Emeritus is a retired faculty member of the University who is not more than 70 years old, with at least an Associate Professor rank whose services and expertise are still very much needed by the unit/college as recommended by the College Council, approved by the Academic Planning Committee (APC) and thereafter invited immediately after retirement on the basis of the following: 1. Academic distinction 2. Academic competence 3. Physical and mental fitness Of good moral character and unquestionable probity. | A Professor/ Lecturer Emeritus is a retired faculty member of the University who is not more than 70 years old, with at least an Associate Professor rank whose services and expertise are still very much needed by the unit/college as recommended by the College Council, approved by the Academic Planning Committee (APC) and thereafter invited immediately after retirement on the basis of the following: 1. Academic distinction 2. Academic competence 3. Physical and mental fitness Of good moral character and unquestionable probity. | A professor/Lecturer Emeritus is a retired faculty member of the University who is not more than 70 years old, with at least an Associate Professor rank whose services and expertise are still very much needed by the unit/college as recommended by the College Council, approved by the Academic Planning Committee (APC) and thereafter invited immediately after retirement on the basis of the following: 1. Academic distinction 2. Academic competence 3. Physical and mental fitness Of good moral character and unquestionable probity. | | 1,000 |

D.4. Ph. D. Faculty

BOR Resolution No. 91, Series of 1994 which is designed to enhance the widest infusion of academic expertise of PhDs throughout the academic community and to sustain a highly intellectualized atmosphere in the University system lists the following limitations of returning Ph.D. grantees:

D.4.1. No returning Ph.D. grantee shall be given administrative designation, assignment of appointment within four (4) years from the date of official return to teaching service, except in the following:

D.4.1.1. A Ph.D., after having served on full-time teaching and research assignment for at least two (2) years from the date of official return from study leave may be designated, appointed or elected to top-level University position from Deanship and higher;

D.4.1.2. A Ph.D. holder may be elected or designated as Chair of an academic department (e.g. History, Sociology, etc.) right upon his/her return from study leave to provide immediate infusion of most recent academic developments in the field through curriculum, syllabi and the teaching methodologies.

D.4.2. A Ph.D. holder should not be allowed to pursue graduate studies in another field without rendering return service.

E. Consultation Hours

Each member of the faculty shall be available for consultation for at least ten (10) hours a week during regular office hours. The faculty member shall determine his/her consultation hours at the beginning of every semester or term subject to the approval of the Department Chairperson and the Dean. The time and day of consultation, as approved, shall be posted in a conspicuous place for information and guidance of the students (University Faculty Manual).

F. Attendance in College and University Activities or Gatherings

All faculty members are required to attend in the annual college and university activities or occasions enumerated but not limited to the following:

1. Flag Ceremony every Monday of the Week
2. Enrolment Period
3. University Convocation, College and Department Orientations
4. Faculty Orientations
5. Campus Council Meetings (for Assistant, Associate, and Full Professors)
6. System Council Meetings (for those members by virtue of S. O.)
7. Crème de la Crème
8. University Foundation Day Activities
9. Intramural Days (for faculty as sports coordinators and coaches)
10. College and Department Foundation Day Activities
11. College and Department Strategic Planning
12. College Assembly

13. Graduation Ceremonies such as Pre-commencement exercises, Baccalaureate Services, Tribute to Parents, Graduate Hooding (for graduate faculty), Commencement Exercises
14. Faculty Commune

As practiced, the Vice Chancellor for Academic Affairs issues to a faculty member a memorandum requiring submission of explanation letter within forty eight (48) hours why he/she should not be subjected to a disciplinary action for failing to attend in these activities.

G. Submission of Grades

Every faculty member shall submit his/her report of grades as soon as possible after the final examination at the end of each term. A period of five (5) days is ordinarily allowed for each section for the grading of papers and the preparation of the report of grades; provided, that all reports of grades must be submitted not later than seven days after the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the President upon recommendation of the Vice President for Academic Affairs (Univ. Code Art. 369).

No instructor may be required to furnish grades in any one course more often than twice a semester (Art. 370, Univ. Code).

No faculty member shall change any grade after the report of records has been submitted to the Secretary/Assistant Dean of the College and file with the Registrar. In exceptional cases, where an error has been committed, the instructor may request authority from the Academic Planning Committee (APC) to make the necessary change. If the request is granted, a copy of the resolution of the APC authorizing the change shall be forwarded to the Office of the Registrar for recording and filing (Art. 371, University Code).

G.1. Erroneous Entry of Grades

BOR Res. No. 43, S. 2006 which amends BOR Res. No. 161, s. 1994 provides the guidelines for faculty members committing errors in the entry of grades and late submission of grades. The resolution likewise defines and suggests preventive measures on erroneous entries and submission of report of grades and its corresponding sanctions.

G.1.1. Definition of Terms:

1. Omission of name/s of students who are officially enrolled in the report of grades
2. Inclusion of name/s of student/s in the report of grades but is/are not officially enrolled in the subject
3. Wrong entry of grade (e.g. 3.0 instead of 2.0)
4. Dropping of student/s who has/have officially withdrawn the subject

5. And other erroneous entries as determined by the Campus Council

G.1.2. Preventive Measures for Erroneous Entries in the Report of Grades and Late Submission of Grades:

1. The Department Chair:
 - a. shall ensure the release of the first prelim grades to the students not later than one (1) month after the First Prelim Examination;
 - b. shall have a close monitoring on the submission of report of grades by individual faculty member and inform them of deadlines;
 - c. shall call the attention of teachers concerned who failed to submit;
 - d. Shall remind faculty member to exercise extra caution in the computation and entry of grades end of the semester.
2. There shall be no internal arrangement of transfer of students from one section to another. In all cases, transfer of students should be done officially through change of matriculation.

G.1.3. Sanctions in Relation to Erroneous Entries of Grades:

Erring Faculty members should explain before the Campus Council. In addition, the following sanctions shall be imposed based on the frequency of offenses:

| | |
|-------------------------|--|
| 1 st Offense | Written reprimand from the Chancellor, cc: Chairperson, Dean and HRM O1 File |
| 2 nd Offense | 1 day to 15 days suspension without pay |
| 3 rd Offense | 16 to 30 days suspension without pay |
| 4 th Offense | Dismissal due to gross negligence |

H. Academic Freedom

The Supreme Court of the Philippines defines academic freedom as “right of a faculty member to pursue his studies in his particular specialty and thereafter to make known or publish the result of his endeavor without fear that retribution would be visited on him in the event that his conclusions are found to be distasteful and objectionable to the powers that be, whether in the political, or economic establishment.” (Montemayor V. Araneta University Foundation, 77 SCRA 321). It shall be enjoined in all institutions of higher learning (Art. XIV, Sec. 5(2), 1987 Philippine Constitution).

Members of the teaching staff enjoy academic freedom; provided, however, that no instructor in the University shall inculcate sectarian tenets in any of his teachings nor attempt, either directly or indirectly, under penalty of dismissal by the Board of Regents,

to influence students or attendance at the University for or against any particular churchy or religious sect or political part (Art. 144, UC).

Article 145 of the University Code defines academic freedom as the right of the teacher to teach the subject, publish the result of his researches and express his convictions in his field of specialization in his best lights, subject to the following qualifications:

- a. Mindanao State University shall recognize that the teacher in speaking or writing outside of the institution upon a subject beyond the scope of his own field of study, is entitled to the same freedom and is subject to the same responsibilities as attached to all other citizen;
- b. It is clearly understood that Mindanao State University assumes no responsibility for views expressed by members of its staff, and the faculty members themselves should, when necessary, make clear that they are expressing only their personal opinions (Art. 145, UC).

Chapter III FACULTY RECRUITMENT

Procedures and Guidelines

The recruitment or hiring of a faculty member in MSU-Main Campus, whether in the College or in the Basic Education (Senior High School, Junior High School and Elementary) level commences at the department level. The **need to hire** must first be established, taking into consideration several conditions such as the following:

1. replacement of a retired, resigned, deceased, transferred or dismissed faculty member;
2. additional programs of the department (college);
3. increase or expansion of enrolment; and
4. De-loading of faculty members due to administrative designations, engagement in approved research and extension activities.

If any or combination of the above-mentioned conditions occurred, the first immediate and appropriate remedy is to distribute the excess loads as overloads to available faculty members. Note that per BOR Res. No. 101, s.2017, a College faculty member must have fixed minimum faculty workload of eighteen (18) units. As such, this workload is broken down to the following: instruction, research, administrative and extension loads. If after distribution, there still remained unassigned teaching loads, then recruitment is deemed necessary.

In the Basic Education, a teacher must carry four (4) sections plus an advisory class or five (5) sections without an advisory class.

The recruit is classified as regular if he/she is given eighteen (18) or more teaching loads; otherwise, he/she is classified as non-regular faculty members or lecturers.

Rule No.5, Implementing Guidelines of the 2005 MSU ISRP stipulates that a faculty applicant whose academic records show more than five (5) failures in the degree considered by the recruiting unit shall NOT be recruited. However, failures in three (3) to five (5) courses but not more than two (2) in major courses may be offset by an above average performance (meaning, grades not lower than 1.75 or its equivalent) in a higher degree in his/her field of specialization involving a minimum of twelve (12) units.

Furthermore, BOR Resolution No. 108, s. 1990 provided that:

“The University shall not employ or hire the services of any person who is forty-five (45) years or over.”

Procedures in Recruitment

After the need has been established in the recruiting unit, the following procedures shall be followed:

1. The department shall inform the OVCAA of the need to recruit a new faculty member, following the usual procedure of endorsement, by submitting a communication stating the reasons and presenting proofs (like documents for the retirement, resignation, transfer of faculty members as well as **the teaching loads**) for such recruitment.
2. The OVCAA shall then issue an approval letter for the recruitment specifying the number of faculty members to be recruited.
3. The department shall make a public announcement through different forms like social media (Facebook, Twitter, Instagram, etc.), or posting in other universities and colleges to invite more qualified applicants.
4. The department shall make sure that the degree(s) earned by the applicants must really match the need of the department to ensure quality and excellence.
5. The department shall conduct a preliminary screening of the applicants, and submit to the OVCAA a short list of qualified applicants. The short list must be greater than the approved number of recruits needed. Applicants’ credentials such as TOR, Service Records, Licensure Examination Certificates, and Clearance from previous employees, and other pertinent papers must also be submitted.
6. The OVCAA shall schedule the final interview and panel members are composed of the following:

| | |
|---------|---|
| College | |
| Chair | : Vice Chancellor for Academic Affairs |
| Members | : OVCAA Special Assistants |
| | : Dean |
| | : Dept. Chairperson |
| | : 2 Senior Faculty Members of the Dept. |

Basic Education (Senior High, Junior High, Elementary)

Chair : Vice Chancellor for Academic Affairs
 Members : OVCAA Special Assistants
 : Director/Asst. Dean/Principal
 : Department Coordinator
 : 2 Senior Faculty Members of the Dept.

MSU External Studies (S.O. No. ____, s. 2017)

Chair : Vice Chancellor for Academic Affairs
 Members : Asst. Vice Chancellor for Academic Affairs
 : OVCAA Special Assistants
 : Principal
 : HRDO Director
 : OP Representative
 : Department Coordinator
 : 1 Senior Faculty Members of the Dept.

7. The applicants shall be ranked based on the following criteria:

A. Degree Programs Not Requiring Licensure Examination

| Criteria | Remarks |
|---|---|
| 1. Interview 60% | |
| a. Personality (15%) b. Communication Skills (30%) c. Knowledge of Subject Matter (40%) d. Methods of Teaching (15%) | |
| 2. Credentials 40% | |
| a. Educational Attainment (25 pts) Doctorate Degree (25) Master's Degree (20) BA/AB Degree (15) | MA/MS or Ph.D. /ED.D. Degrees NOT related to the field of specialization of the recruiting unit IS NOT given points. |
| b. Scholastic Records (8%) Summa Cum Laude (8) Magna Cum Laude (6) Cum Laude (4) | Only those from reputable universities, i.e. SUCs, Private higher educations with Level IV Accreditations shall be considered. |
| c. Work Experience (7%) 7 years up (7) 6 years (5) 5 years (3) | Only those work experiences that are related to teaching and research, and with service records attached. |

| | |
|-------------|--|
| 4 years (2) | |
| 1 year (1) | |

B. Degree Programs Requiring Licensure Examination including Basic Education

| | Criteria | Remarks |
|-----------|---|--|
| 1. | 1. Interview 60% | |
| | a. Personality (15%) b. Communication Skills (30%) c. Knowledge of Subject Matter (40%) d. Methods of Teaching (15%) | |
| 2. | 2. Credentials 40% | |
| | a. Educational Attainment (30%) Doctorate Degree (30) Master's Degree (25) BA/AB Degree (20) | MA/MS or Ph.D./Ed.D. Degrees NOT related to the field of specialization of the recruiting unit IS NOT given points. |
| | Scholastic Records (10%) Summa Cum Laude (10) Magna Cum Laude (8) Cum Laude (5) | Only those from reputable universities, i.e. SUCs, Private higher educations with accreditations shall be considered. |
| | Licensure Examination Passer (5%) | The licensure examination to be considered is the one required by the recruiting unit. Those belonging to the top 10 shall be given additional 3 points |
| | Work Experience (5%) 5 years up (5) 4 years (4) 3 years (3) 2 years (2) 1 year (1) | Only those work experiences that are related to teaching and research, and with service records attached. |

8. The passing score for faculty recruit based on the above-mentioned scheme shall be 65 points; hence, those who did not get such score shall not be recruited.
9. The OVCAA shall endorse the Faculty Applicants Screening Results to the department, and **the department shall strictly follow and respect the ranking provided**. The department through the dean shall then submit to the OVCAA the names of the newly-hired faculty members indicating the date of affectivity of service for the preparation of Notice of Appointment.
10. Finally, the new recruit shall be given an **initial rank** by the Campus Academic Promotion Panel based on the 2005 MSU- Integrated Scheme for Ranking and Promotion (ISRP).

CHAPTER IV FACULTY TEACHING EFFICIENCY RATING (TER)

The Office of the Vice Chancellor for Academic Affairs takes charge in the administration, safeguarding and computation of the Teaching Efficiency Rating (TER) of all faculty members in the University except the MSU-External Units.

Teaching Efficiency refers to the ability of a faculty member to carry out his/her tasks and obligations effectively and efficiently in relation to his/her students, peers and superiors. Teaching Efficiency Rating (TER) is the weighted average of students, peers and supervisor's ratings of a faculty member for a given semester/academic year.

A. The Raters

1. Tertiary and Graduate Levels

In determining efficiency ratings, a faculty member in the tertiary and graduate levels shall be evaluated by his/her

| | | |
|--|-------|------|
| (1) Students | ----- | 50% |
| (2) Department Chairman, Dean or immediate Supervisor | ----- | 30% |
| (3) Peers. | ----- | 20%. |

The weight percentage is indicated in each rater. In relatively smaller academic units where there is no departmentalization, the dean evaluates the faculty member's teaching efficiency. However, in case there is a Department Chairman, evaluation should be done by the Chairman.

2. Basic Education

Junior and Senior High school teachers shall be evaluated by their

| | | |
|-------------------------------------|-------|-----|
| (1) Principal or Immediate Superior | ----- | 50% |
| (2) Students | ----- | 30% |
| (3) Peers | ----- | 20% |

Elementary teachers shall be evaluated by their

| | | |
|---------------------------------------|-------|------|
| (1) Peers | ----- | 40% |
| (2) Principal or Immediate Supervisor | ----- | 60%. |

The instruments used for evaluation are attached in Appendix IVA.

B. Procedure for the Conduct of Teaching Efficiency Rating (TER)

All colleges/units shall conduct TER before the end of every semester. The dean of the college should assigned academic staffs for the administration of the TER, in which students are the raters. For the part where peers are the raters it is the department head who administer the TER. The result is treated with great confidentiality. All the rating forms are returned to the OVCAA as soon as the administration is done.

For high school and elementary departments, the administration of TER is once every year. Before the end of every school year the OVCAA personnel conduct the TER for the high school and elementary departments of MSU that are not part of the external unit.

C. The Rating Equivalent

Below is the descriptive and percentage equivalent of the weighted average (students, peers, superior as raters) of the faculty

| | | |
|-------------------|-------|--------|
| Outstanding | ----- | 93-100 |
| Very Satisfactory | ----- | 85-92 |
| Satisfactory | ----- | 75-84 |
| Poor | ----- | 66-74 |
| Failed | ----- | 50-65 |

This rating equivalent is based on the ISRP 2005 provisions.

Only faculty members who have obtained at least an average of Very Satisfactory rating during the evaluation period shall be qualified for purposes of evaluation.

The Teaching Efficiency Ratings of faculty members are very important/significant for those who are applying and qualified for the following:

- a. Grant of Permanent Tenure
- b. Study leave
- c. Promotion
- d. Conversion
- e. Sabbatical leave
- f. Awarding of Items

CHAPTER V Awarding Of Items to Contractual Faculty

The awarding of vacant item to a faculty member shall emanates from the concerned college. The usual practice of the OVCAA is to require the college to establish a vacant item to be awarded which maybe a replacement of a **retired, resigned, deceased, transferred or dismissed faculty member**.

The Dean shall recommend to the Vice Chancellor for Academic Affairs (VCAA). A contractual faculty must pre-qualify for the awarding of item by satisfying the two (2) conditions set below:

1. Length of Service (at least 2 years)
2. Average TER (tri component) of at least VS for the last four (4) semesters

The qualified contractual faculty members will then be ranked according to the points earned using the ISRP. In a case where there is no competition on the awarding of items, the discretionary power of the dean shall be enforced. The VCAA then recommends to the President through the Director of the Human Resources Development for the issuance of the Notice of Probationary Appointment.

PRESCRIBING A SCHEME FOR THE AWARDING OF FACULTY ITEMS (copied from MSU-IIT)

The following factors shall be incorporated in the scheme:

1. Seniority – the length of service in the University
2. Total points earned using the Integrated Scheme for Ranking and Promotion (ISRP)
3. School where the faculty member completed the degree must be CHED-accredited
4. Number of years within which the degree was completed
5. Contribution (type and quality) to the college or department
6. TER

August 24, 2018 Committee Meeting

Proposal (*Presented during December 19, 2018 APC meeting but was deferred for further refinement*)

Criteria

| | |
|-------------------------|----------------------------|
| TER (student as raters) | – 30% |
| Educational Attainment | - 15% |
| Work Attitude | - 15% (with criteria)* |
| Productivity | - 20% (manual, syllabus |
| Professional Growth | - 10% (training, seminars) |
| Length of Service | - 10% |

*Work Attitude (to be rated by the Dean & Dept. Chairpersons)

1. Comes to class regularly
2. Makes optimum use of the class hour
3. Conducts make-up classes whenever necessary

4. Does institutional services outside of teaching assigned by the Dean & Dept. Chairs
5. Observes official consultation hours
6. Submits grade sheets, reports and other requirements on time
7. Informs department/college of possible absences
8. Observes/respects department policies
9. Accepts assigned task with alacrity
10. Attends official meetings
11. Inspires a feeling of friendliness and teamwork in an institutional task
12. Behaves and appears in accordance with professional standards

Chapter VI Faculty Promotion

Promotion of faculty member is governed by the 2005 Integrated Scheme for Ranking and Promotion (ISRP). For a faculty member to be qualified for promotion he/she has to satisfy the considerations for promotion and entrance requirements to a rank category. The following consists some of implementing guidelines of the 2005 ISRP as approved in the BOR Resolution No. 211, s. 2006:

1. Initial evaluation of credentials shall be done by the Campus Academic Promotion Panel (CAPP) with the Vice Chancellor for Academic Affairs, or his/her equivalent as ex-officio Chairperson and submitted to the Academic Planning Committee (APC) of each Campus which may then recommend the established ranks to the Board of Regents (BOR) through the University President. However, evaluations involving or resulting in Associate Professor ranks or higher, shall be reviewed further by the University System Academic Promotion Panel (USAPP) Cluster. The APC of each Campus shall be officially informed of the results before recommendations are made by the University President to the BOR.
2. It will be the duty of the faculty member to update his/her own personal academic records. The burden of proof shall rest on the personnel concerned. All submitted documents shall form part of the University's official records. The original document must be presented for authentication of the photocopies.
3. Promotion should not be more than one rank at a time.
4. As a rule, a faculty applicant whose academic records show more than five (5) failures in the degree considered by the recruiting unit shall not be promoted. However, failures in three (3) to five (5) courses but not more than two (2) in major courses may be offset by an above average performance (meaning, grades not lower than 1.75 or its equivalent) in a higher degree in his/her field of specialization involving a minimum of twelve (12) units.

Evaluation Procedure on Faculty Promotion:

1. The applicant shall request the Vice Chancellor for Academic Affairs for evaluation of his/her credentials. The request must state the merits for the promotion and must be duly recommended by the following:
 - A. for College faculty: Chair of the Department where the Faculty is appointed to teach, College/School Dean
 - B. For Basic Education Faculty
 - B.1 ILS: Principal, Assistant Dean
 - B.2 UTC: Principal, Director
 - B.3 ISED: Principal, Dean
 - B.4 External Units Principal, Asst. Vice Chancellor for Academic Affairs

2. The VCAA directs CAPP for evaluation of the applicant's credentials for possible promotion.
3. Evaluation of the applicant's document is during the deliberation of the CAPP. Prioritization of deliberation is based on the date of submission, in other words, first come first served basis. After deliberation, the CAPP Secretary, with the authority of the Vice Chancellor will inform the applicant of the status of his/her application.
4. Deliberation of the documents is conducted and recommended rank for promotion is decided based on the 2005 Revised ISRP.
5. OVCAA endorses all its rank recommendations (Teacher to Master Teacher, Instructor to Professor) to the APC (Academic Planning Committee) for deliberation.
6. For ranks Assistant Professor and below, the President endorses the application to BOR for approval.
7. For ranks Associate Professor and higher:
 - 7.1. The Vice Chancellor endorses the documents to the USAPP (University System Academic Promotion Panel).
 - 7.2. USAPP evaluate and review the documents and submits its recommendation to the MSUS President.
 - 7.3. The MSUS President endorses the recommendation to BOR for approval.

Note for faculty members who studied on their own:

- *Applicant must have studied and graduated from one of the reputable universities in the Philippines, program-wise, as determined by the faculty members of the Department. Otherwise, the program must be accredited by AACCUP, PAASCU or other accrediting agencies, at least 2nd level. In principle, the program must be at par or better than that in MSU-Marawi.*
- ***A permit to study is required for all semesters enrolled in the program. It must be clearly indicated that the program pursued is within the thrust of the Department and that the study is valid for faculty development purposes.***

General Format:

- All credentials must be arranged based on the order of their appearance in the 2005 Revised ISRP (Integrated Scheme for Ranking and Promotion). The credentials must be fastened to a folder with ear tags of every criterion.
- All pages in the folder must be consecutively numbered at the lower right-hand corner of the page using Arabic numerals.
- Thick compilations, e.g., journal, thesis, dissertation, etc., if Xeroxed, may be fastened to a separate folder. They must be properly numbered/catalogued based on ISRP, and marked consecutively as Attachment No. x, where "x" is an Arabic numeral.

Chapter VII Faculty Permanent Tenure

Tenure is defined as the right of the faculty member to continuous employment until he/she retires, voluntarily leaves the University, or is dismissed for cause. It is also a pact between the University and the faculty member in which the University agrees to guarantee the academic freedom and economic security of the faculty member and provides a place of work for teaching and scholarly activities, and the faculty member agrees to undertake these functions as best as he/she can and to fulfill other institutional responsibilities (UP Manual, 2004).

BOR Resolution No. 189, s. 1995 provides the following criteria and guidelines to be used in the evaluation for the grant of tenure to the members of the faculty of the Mindanao State University System.

A. Collegiate and Graduate Faculty

All Collegiate and Graduate faculty members of Mindanao State University System who are under the probationary status are qualified to apply for the grant of permanent tenure provided they satisfy the following requirements:

1. A master's or a doctoral degree in one's field of specialization with at least two (2) years of full time teaching experience in the University with an average teaching efficiency rating of at least very satisfactory during the last two (2) immediate preceding years. In cases of returning faculty grantees – their average TER within two (2) years prior to official start of their study leave may be considered.
2. A doctoral degree in the allied i.e. strongly related, field of the area of specialization with at least two (2) years of full time teaching experience in the University and with an average teaching efficiency rating of at least very satisfactory during the last two (2) immediate preceding years.
3. A master's degree in the allied i.e. strongly related, field of specialization with at least three (3) years of full time teaching experience in the University and with an average teaching efficiency rating of at least Very Satisfactory during the last two (2) immediate preceding years.
4. A non –Masteral Degree with at least five (5) years of full time teaching experience in the University, an average teaching efficiency rating of at least very satisfactory in the last two (2) immediate preceding years and any of the following:
 - a. making it to the top twenty of a professional board examination in the field of specialization; or
 - b. completing at least one research project two (2) national experts in the field; or
 - c. authoring/developing and helping in the implementation of major institutional programs that have significantly contributed to the growth and development of the University; or
 - d. implementing a University-recognized extension project (not merely recognized by a department or a college) which created an impact and

- significantly benefited a large community as duly acclaimed by credible community leaders and supported by written documents and other proofs;
- e. inventing a device, tool, machine and the like, properly patented or commercially manufactured; or
 - f. Receiving a recognized national award which has brought honor and prestige to the University.

B. Elementary and Secondary School Teachers

Elementary and secondary school teachers of the Mindanao State University System who are under the probationary status are likewise qualified to apply for the grant of permanent tenure provided they satisfy the following requirements:

1. A Master's Degree in Education obtained from accredited schools and passer of the Professional Board Examination for Teachers (PBET) or Licensure Examination for Teachers (LET) with at least one (1) year of full time teaching experience in the University and with a minimum average TER of Very Satisfactory, in the preceding year.
2. A Master's Degree in a specialized field of Education and passer Professional Board Examination for Teachers (PBET) or Licensure Examination for Teachers (LET) with one (1) year or more of full time teaching experience in the University and with minimum average TER of Very Satisfactory in the preceding year.
3. A Non-Master's Degree holder and passer of the Teachers' Board Examination with five (5) years full time teaching experience in the University and with a minimum average TER of Very satisfactory, in the last two (2) preceding years.

C. Transfer Faculty

In the case of the transfer faculty member, the following guidelines must be strictly followed:

1. A high school or elementary faculty member on permanent status in the University who transfers to collegiate faculty shall retain his/her permanent status.
2. A permanent faculty member of other SUC's or the DECS who transfer to the MSU System may retain his/her permanent status provided there is an official transfer of service duly noted by the Civil Service Commission and provided further that the transferring faculty member is immediately appointed with a specific faculty item.
3. A permanent administrative and semi-academic personnel of the University who transferred to a teaching position by reason of outstanding academic qualifications may retain his/her permanent status provided he/she is a master's degree holder in the required field of specialization where he/she is appointed and that his recruitment has been duly recommended by the department concerned. Provided further, that he/she is immediately appointed to a specific faculty item upon appointment and provided furthermore, that the need for such a teacher has been established and his/her transfer is strictly by invitation of the department faculty.

4. Permanent administrative personnel of other SUC's, DEC's and other institutions or agencies who transfer to a teaching position in the University shall NOT retain his/her permanent status.

D. Procedure

1. A member of the faculty who measures up to the criteria for the grant of tenure shall be recommended by his/her immediate Supervisor (Department Chairman and the Dean for the Collegiate faculty, Director or Principal for High School and Elementary units) to the APC through the Office of the Vice Chancellor for Academic Affairs using Form I herein attached as Annex A.
 - a. In case the head of a unit/college fails to recommend, the concerned faculty member may submit request for the grant of tenure through his/her immediate supervisor.
 - b. In case there is unreasonable delay, the faculty member concerned may file a tracer to the OVCAA for immediate action.
2. The OVCAA, through the Committee on Permanent Tenure, shall evaluate the recommended faculty member and certify, to the satisfactory accomplishment of the minimum requirements for the grant of tenure using Form 2 herein attached as Annex B.
3. An interview shall be conducted by a panel composed of the Vice Chancellor for Academic Affairs as Chairman, the Chief Personnel Officer, and at least one senior member of the University Faculty with the purpose of ascertaining the following.
 - a. That, the recommended faculty member understands the mission of the University and determine and relevance of his/her duties and responsibilities as a faculty member to the attainment of the goals and objective of the University.
 - b. That, he/she professes his/her loyalty to the teaching profession.
 - c. That, he/she values the meaning and implications of the grant of tenure to the faculty.
4. The Panel shall recommend to the APC the grant of tenure to the faculty.
 - a. The Chief Personnel Officer shall notify the Civil Service Commission, the GSIS and other concerned government agencies of the grant of tenure to the newly recruited faculty member.

Chapter VIII Academic Personnel Development Program

To streamline the implementation of Academic Personnel Development Program (APDP) policies, the following guidelines, which shall take effect 1st semester AY 1992-93 are hereby formulated (**BOR RESOLUTION NO. 3, S. 1992**):

1. An Academic Scholarship Panel shall be created to interview, screen and supervise, among other functions, applicants or nominees for APDP fellowships/scholarship. Prequalification requirements include the following.
 - a. **Master's Program**
 - i) Grades of 2.0 or better in the following courses or their equivalent
Method of Research Statistics; and Technical Writing or its equivalent
 - ii) The above subjects must have been taken within the last decade.
 - iii) If such courses were taken prior to the ten-year period and/or any of grades is below 2.0, applicants must seek to re-enrol in such courses and submit to the APDP Panel the grades for evaluation.
 - b. **Doctoral Program**
 - i) Must have conducted (either singly or as a member of a team) at least one Research project (duly recognized by the OVCRE and completed with a Research report submitted.) Master's degree holders with thesis may be exempted from the research requirement.
 - ii) Must be on full load teaching (without designation) within one year before the grant starts, or a teaching load of at least 6 units of major courses within one academic year before the grant.
2. The granting of fellowships shall be based on the following criteria:
 - d. The fellowships are not gifts but are awards to those who are deserving, ready and willing to assume a share in the expense for their self-improvement.
 - e. Fellowships are awarded in the interest of the University and for the purpose of enhancing the usefulness of the teaching staff.
 - f. The nominee must be physically and mentally healthy to undergo the rigors of academic scholarship and to serve the University effectively.
 - g. To be eligible for a fellowship the academic personnel must have served the university for at least two years.
 - h. Academic personnel who have already enjoyed the privilege of a study grant may not be authorized to have another leave of absence, unless he has served the University for at least Two-thirds of the return service required in the contract.
 - i. Academic personnel who refuse to accept a fellowship awarded by the University without justifiable reasons shall be given a low priority in the award of future scholarships.
 - j. Other things being equal, applicants from the Mindanao area may be given priority in the grant of fellowship.

3. The renewal, extension, or recall of a grantee shall be based on the following considerations:
 - a. Renewal of fellowship contract shall be on the basis of highly satisfactory academic performance. A weighted semester average lower than 2.0 (or its equivalent), or with more than 2 INC's within one semester shall be sufficient ground for the recall of the grantee.
 - b. Under extremely justifiable cases, the study leave on its expiration may be extended during which period the academic personnel shall receive the usual study leave privileges, for a maximum of one year for a doctorate and one semester for a master's degree. An extension beyond this shall be allowed for one year to a doctorate and for one semester for a master's during which the grantee shall be entitled to his salary only.
 - c. Any academic personnel awarded a fellowship with full privileges shall not in any manner during the period of study leave apply for or accept another fellowship, research or graduate assistantship, or any form of remunerative employment without the written permission from the Chancellor of the campus.
 - d. No grantee shall change his field of specialization and/or venue of his studies without prior clearance from the Office of the Vice Chancellor for Academic Affairs.
 - e. The fellowship is good for one degree only; however, foreign grantees secure doctoral grants while they are still on the master's program, they may be allowed to go on with the doctoral degree provided this is cleared first with the unit head and the Chancellor in terms of exigency of service, physical and mental fitness, and the like.
 - f. Applicants for a study grant to cover the *last lap** of their studies may be prioritized. However, they shall not be treated as regular grantees in terms of frequency of renewals and extensions.
4. The return service requirements of grantees shall be based on the following guidelines:
 - a. Local
 - i) For Study grants of one year or more, a return service of two years for every year of study grant or a major fraction thereof shall be required.
 - ii) For study grants, travel grants for observation and attendance in seminars, special training grants, and other grants involving six months but not less than one month, a return service of one year shall be required.
 - b. Foreign
 - i) For study grants of one year or more, a return service of three years for every year of study leave or a major fraction thereof shall be required.
 - ii) For study grants, travel grants for observation and attendance in seminars, special training grants, and other grants involving six months but not less than one month, a return service of one and a half years shall be required.
 - iii) For grants involving less than 1 month no return service shall be required.

c. The return service proviso applies without distinction to both study grants on official time only and those with privileges.

d. when a grantee does not render the required return service stipulated in the fellowship contract following the expiration of his grant, 1) The Chancellor shall write to the institution where he is presently connected about his return service obligation and lack of clearance from the University; 2) his case shall be submitted to the University Legal Service Division for administrative and legal charges.

5. The grant of fellowship shall have the following procedures:

a. All scholarship nominees must be received by the OVCAA not later than end of December of every year. Late submission of nominees shall not be entertained by the office of the Vice Chancellor for Academic Affairs. There shall be NO new fellowship grants awarded during the second semester of every school year.

b. Nomination which shall be based on the academic personnel development of the unit begins with the Dean in consultation with the respective chairman of the appropriate department.

c. The Office of the Vice Chancellor for Academic Affairs prepares the list of recommendees for deliberation by the Academic Scholarship Panel which shall schedule the nominees for interviews. The Academic Scholarship Panel shall recommend qualified nominees to the Academic Planning committee for a fellowship grant.

d. Recommendees shall submit to the Academic Scholarship Panel a certification from the University Infirmary or from the physician connected with the University College of Medicine that they are physically healthy, and a certification from a psychometrician of the guidance and counselling unit of the university that they are mentally healthy and emotionally stable to undergo the rigors of graduate studies.

e. The Office of the Vice Chancellor for Academic Affairs shall submit the academic planning committee list of recommendees to the Office of the Chancellor for issuance of a Special Order which shall be submitted to the Board of Regents for confirmation. The Special Order shall cover the entire duration for grantee's study leaves.

f. Upon the issuance of the Special Order, the grantee shall clear himself of all money and property accountabilities. He shall sign a contract with the University prior to his departure.

g. the grantee shall submit to the Office of the Vice Chancellor for Academic Affairs the duly accomplished and notarized contract before he can claim any of the privileges stipulated in the contract.

h. Applicant for foreign grants must inform the head of his unit (*thru a letter of intent*) and the Vice Chancellor for Academic Affairs at least one semester before the expected start of his study leave.

i. No nominee shall be allowed to bring his/her spouse if the latter who is a past grantee has not served at least two thirds of the required return service.

j. All Fellowship nominees for the second semester shall be considered along with the nominees for the first semester immediately preceding the academic year.

k. Grantees are advised to seek admission to the University of the Philippines but in cases where appropriate academic programs are absent, grantees may seek

admission to other academic institutions provided they are member of either PASUC or PAASCU and they are strong in the chosen discipline.

6. The full fellowship privileges shall be the following:

a. Local

- i) Monthly Salary
- ii) Monthly Stipend
- iii) Semestral book allowance (uniform to all regardless of place of study)
- iv) Free tuition and other school fees like matriculation and laboratory fees
- v) Transportation allowance (preferably boat fare)
- vi) Thesis or seminar allowance (uniform to all regardless of place of study)

b. Foreign (University counterpart)

- i) Clothing allowance per Executive Order 129 as amended by Executive Order 421 and other Executive amendments
- ii) Book allowance per Executive Order 129 as amended by Executive Order 421.
- iii) The visa cost
- iv) Monthly salary
- v) Round-trip boat transportation between Marawi and the place of Study (whatever extra amount incurred in the return trip due to the increase of fare shall be reimbursed by the University), when not shouldered by other granting institutions.
- vi) Medical insurance if not provided by the granting institution

7. No payment on personal effects such as freight charges and others shall be made to any grantee by the University.

8. In case where the grantee received some privileges from other granting institutions, local or foreign, the remaining privileges not covered by the award shall be shouldered by the Mindanao State University. In cases where foreign grants do not include transportation cost and University APDP budget cannot afford to shoulder said cost, the awarding shall be finalized depending on the individual's ability and willingness to pay for his own transportation.

9. Grantees on official time only may apply or accept fellowship like DOST, BFAR, SEARCA, etc., provided the provisions of their contracts are not inconsistent with the provisions of the MSU contract, especially regarding return service.

10. No grantee shall be allowed to enroll at the Asian Institute of Management if his intended field of specialization can be taken in the University of the Philippines or in other PASUC or PAASCU member institutions.

11. No local grantee shall be allowed to shift to foreign fellowships. Except on conditions that his study period shall not go beyond the regular allotment or that the units previously earned be duly credited.

12. Summer study grants, subject to availability of funds, shall be awarded to the following:

- a. Those who are finishing their thesis writing and who are certified by the advisers to receive their degree towards the end of summer.
- b. The summer privileges shall be the following.
 - i) Book allowance
 - ii) Monthly allowance
 - iii) Tuition and other school fees

- iv) Roundtrip boat transportation
- v) Monthly stipend
- c. Academic personnel who have made full use of their study grants but who have not finished writing their theses and who are presently serving in the University shall be allowed to defend their theses on summer or take the comprehensive exams in case of non-thesis masteral studies. Their transportation allowance shall be charged against APDP funds or the respective budgets of their units.
- d. No academic personnel who have availed themselves of a summer travel in order to defend their theses shall be allowed to enjoy the same privilege for the second time if they failed in their first theses defense or comprehensive examinations in the case of non-thesis masteral programs.
- e. An academic staff ** may be allowed to avail himself of an in service training during summer, provided his transportation allowance and per diems are charged against the funds of his unit. The Academic Scholarship Panel may review the unit's list of recommendees according to relevance and prioritization.
- f. All summer in-service training grants of a unit shall be funded by that unit.

13. A fellowship award may be deferred for one semester on the basis of a strong justification. Grants deferred for one year are considered forfeited.

14. Every academic unit shall develop and maintain a unit-based Academic Personnel Development Plan which must be reflective of the programs and needs of said units.

15. There shall be organized a standing committee known as Academic Scholarship Panel with the following membership charged to assist the campus administration in the effective implementation of the Academic Personnel Development Program and the strict enforcement of this Guidelines:

| | | |
|--------------------------------------|---|-----------|
| Vice Chancellor for Academic Affairs | - | Chairman |
| Campus Legal Officer | - | Member |
| Three (3) Senior Faculty Members | - | Member |
| Campus Budget Officer | - | Member |
| Special Assistant on APDP | - | Secretary |

To update the fellowship benefits under the Academic Personnel Development Program and further amending BOR Res. No. 3, s. 1992 as follows is hereby approved, provided that the same shall be adopted by other campuses when resources warrant.

1. Monthly Salary
 2. Monthly Stipend of not lower than Five Thousand Pesos (P5,000.00)
 3. Book Allowance of not lower than Ten Thousand Pesos (P10,000.00) for the entire program
 4. Tuition and other fees
 5. Transportation Allowance of one round trip economy airfare for the entire program
 6. Thesis Allowance of not lower than Thirty Thousand Pesos (P30,000.00)
 7. Dissertation Allowance of not lower than Fifty Thousand Pesos (P50,000.00)
- (BOR Res. No. 77, s. 2014)

REQUIREMENTS FOR THE REQUEST FOR EXTENSION OF STUDY GRANT

1. Letter-request of the grantee for the extension justifying the need for the extension (status report).
2. Certification from the graduate school or adviser attesting that the grantee can finish the degree if given the requested extension.
3. Evaluation paper indicating all the subjects taken and grades earned; and
4. Approved Research/Thesis Proposal for grantees under thesis program (Plan A)
Only those who are able to submit the above requirements shall be considered for possible extension starting this semester.

Permit to Study

All faculty member are accorded the privilege of studying on his own provided:

1. The chosen field of study is in line with his/her field of specification.
2. Schedules of classes would be on weekends which do not conflict with his/her schedule of classes being handled.
3. Enrolled course should be limited to 6 units only per semester.

Chapter IX FACULTY TRAVELS

Conferences, Seminars and Workshops are available for the professional growth of faculty members. But this privilege is available only to:

1. Those who are willing to share in the burden of the cost.
2. Those who are willing to conduct an echo seminar to other faculty members to in whatever the attendee have learned for the seminar/conferences.
3. To submit a narrative report to the OP also to the OVCAA of the seminar/conference he/she has attended.

FACULTY DEVELOPMENT: TRAINING, CONFERENCES, SEMINARS AND WORKSHOP

Upon recommendation of the Deans and the Vice Chancellor for Academic Affairs, attendance in professional meetings, conventions, seminars or conference of a work-related nature by faculty and administrative official may be financed by the University in accordance with the items of costs as approved by the President, Provided, that attendance in conferences organized by the University shall be subsidized in accordance with programs of expenditures approved by the President (Art. 116, UC)

A member of the faculty or administrative staff who is authorized to travel within the Philippines shall be entitled only to transportation expenses from his official station to his destination and back, per diems and a flat rate daily allowance and fees required in attendance to seminars or workshops and the like subject to the availability of funds. No other items of expenses are allowable (Art. 116, UC)

Moratorium on Travel Abroad of Teachers in Elementary & High Schools to Attend/Present Papers for Conferences, etc. (APC Meeting, October 1, 2019)

Travels to attend or present papers for national or international conferences by the basic education faculty members is optional except on extra ordinary situations or by invitations as speakers due to his/her expertise. The University focuses and maximizes its financial capability for the development of faculty in the tertiary level.

Chapter X LEAVE OF ABSENCES

Under Article 209 of the UC, leave of absences are classified as follows:

1. Teacher's Leave
2. Vacation /Sick leave
3. Maternity Leave
4. Military Service Leave
5. Sabbatical Leave

1. Teacher's Leave

Teacher's leave shall be granted to full and part-time members of the faculty who do not normally perform administrative functions. It shall consist of (i) vacation leave, and (ii) sick leaves, neither of which shall be cumulative.

- (i) Teacher's vacation leave shall consist of two (2) months for each academic year in addition to the usual Christmas vacation. Such vacation leave may be taken only during the regular vacation periods of the University; Provided, that if the exigency of service so requires the faculty member may be called to duty within this period so as not to prejudice the operation of the University.
- (ii) Teacher's sick leave shall consist of not more than fifteen (15) days, excluding Saturdays, Sundays, and Holidays, in any ne academic year. Absence for more than five (5) days at a time shall not be approved unless a doctor's certificate is submitted or unless the physical appearance of the faculty member clearly shows that he has been or seriously indisposed.

Sick leave refers to leave granted only on account of sickness or disability on the part of employee concerned or any member of his immediate family.

2. Vacation/Sick leave

Vacation/Sick leave of both fifteen (15) days with full pay and exclusive of Saturdays, Sundays, and Holidays for each calendar year of service, as may be approved by the President, shall be granted to administrative personnel and to member

of the faculty who regularly perform administrative functions for at least six (6) months of continuous faithful and satisfactory service.

Provided , further, that the President may, in his discretion, authorize the commutation of the salary that would be received during the period of the vacation and sick leave of any permanently appointed official or employee and direct its payment on or before the beginning of such vacation and/or sick leave from the fund out of which the salary would have been paid; Provided furthermore, that no person whose leave has been commuted following his separation from the University shall be reappointed or employed in the University before the expiration of the leave unless he first refunds the money value of the unexpired portion of the leave commuted.

3. Maternity Leave

Pursuant to Section 19 of Republic Act No. 11210 or An Act Increasing the Maternity Leave Period of One Hundred Five (105) Days for Female Workers with an Option to Extend for an Additional Thirty (30) Days without pay, and Granting an Additional Fifteen Days for Solo Mothers, and for other purposes.

Rule V. MATERNITY LEAVE FOR FEMALE WORKERS IN THE PUBLIC SECTOR

Section 1. Eligibility. – Any pregnant female worker in the government service, regardless of employment status and length of service, in National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned or Controlled Corporations (GOCCs), State Universities and Colleges (SUCs), or Local Universities and Colleges (LUCs) shall be granted maternity leave or one hundred five (105) days with full pay regardless of the manner of delivery of the child, and an additional fifteen (15) days paid leave if the female worker qualifies as a solo parent under Republic Act No. 8972, or the “Solo Parents’ Welfare Act of 2000”.

She shall be entitled to maternity leave of six (60) days with full pay for miscarriage or emergency termination of pregnancy.

4. Military Leave

Military service leave shall be granted to members of the faculty, officials and employees in accordance with the laws and regulations governing the same.

When a personnel goes for voluntary training, with the Armed Forces of the Philippines, he shall be governed by laws, rules and regulations covering leaves and such is chargeable against the leave credits.

5. Sabbatical leave

Sabbatical leave may be granted to members of the faculty to encourage study, investigation and research to improve their competency for service to the University.

A Sabbatical leave not exceeding one year may be granted to a faculty member with a rank of Assoc. Prof and above who has served the University for a minimum period of six (6) years. The leave includes the following privileges:

- i. Full salary corresponding to his leave;
- ii. Free round trip transportation from Marawi to destination and back
- iii. Advanced encashment of salary equivalent to (3) months of service.

6. Leave without pay and Unexplained Absence

Leave of Absence without pay, not to exceed one year, shall be granted for good cause as may be determined by the President and without prejudice to the operation of the University.

Any member of the faculty, official or employee of the University who shall incur an unexplained absence for more than fifteen (15) working days shall be subject to full investigation by the University and shall be meted the appropriate administrative action according to the circumstances surrounding the case.

7. Rehabilitation leave for related injuries

Sect. 55, Rule XVI of MC # 41of CSC, requires that rehabilitation leave for job injuries or injuries incurred in the performance of duty must be on the prescribe form, supported by the proper medical certificate and evidence showing that the department/agency concerned shall direct that absence of an employee during his period of disability thus occasioned shall be on full pay but not to exceed six (6) months, He shall also be authorized the payment of the medical attendance, necessary transportation, subsistence and hospital fees of the injured person. Absence in the case contemplated shall not be charged against sick leave or vacation leave, if there is any.

Rehabilitation Privilege (CSC & DBM Joint Circular No. 1, 2006, dated April 27, 2006)

Coverage.

All personnel with permanent, temporary, casual or contractual appointments including those with fixed terms of office, may avail themselves of the Rehabilitation Privilege during their employment with their agency and in accordance with the guidelines

Chapter XI RESTRICTIONS, SUSPENSION AND REMOVAL

Under Chapter 16 of the University Code as Adopted in the MSU Faculty Manual, following are restrictions:

1. Religious Teaching

No faculty member in the University shall inculcate sectarian tenets in any of his teaching nor attempt, either directly or indirectly, under penalty of dismissal by the Board of Regents, to influence students or attendants at the University for or against any particular church or religious sect (Art. 234, UC).

2. Use of textbooks/Instructional Materials

No book, outline, compilation or syllabus, whether printed or duplicated, shall be used as a basic or required textbook in any class unless, approved by the textbook committee in accordance with the rules prescribed by the President (Art. 246).

3. Acceptance of Valuable Consideration from Students

No member of the faculty shall have dealings with any student involving money, property or other valuable considerations which might have an influence on the scholastic standing of such student in the University. (Art. 244, UC) See RA 6713, Sec. 7 (d)

4. Private Tutoring

No member of the faculty shall be permitted to give private lessons to any student enrolled in his college or school and to accept payment there from without the previous approval of the President. (Art. 245, UC)

5. Inviting Outside Lecturers

No member of the faculty may invite any person who is not officially connected with the University to give a lecture or talk on any subject before his class or any group of students without permission from the Dean/Director. Violation of this rule shall subject the faculty member concerned to disciplinary action. (Art. 250, UC)

6. Teaching Outside MSU

No member of the faculty on full-time basis may engage in teaching outside Mindanao State University unless so authorized under a faculty exchange agreement duly entered into with another educational institution. (Art. 243, UC) See RA 6713, Sec. 7 (b)

7. Enrolment without Permission

No member of the faculty shall enrol as a student in the university or in an outside institution without the permission of his Dean or Director. Permission may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course he intends to take and the time the course requires such study will not impair his efficiency as a member of the faculty. (Art. 249, UC)

8. Invitation to Speak at Graduation Exercises

Member of the faculty of the University shall be permitted to accept invitations to speak at graduation exercises of other school or colleges: Provided, that no expenses shall be incurred by the University except official time. (Art. 248, UC)

9. Private Practice of Any Profession/Management of Private Enterprises

a. Without permission from the President, no member of the faculty, or employee of the University shall practice any profession or manage personally any private enterprises which in any way may be affected by the functions of his office; nor shall he be directly financially interested in any contract with the University. Violations of this provision shall be punishable by reprimand, suspension, or dismissal from the service. (Art. 239, UC)

b. Permission from the President (thru S.O.) to engage in private practice of the profession of faculty members may be granted if such private practice may enhance their usefulness to the University or improve their efficiency. (Art. 241, UC).

c. The privilege of private practice, when granted, shall be for a definite period of one year, renewable at the discretion of the President for another one year period, and under such conditions as may be prescribed by him regarding the nature of the work, the time of performance and other circumstances. (Art. 242, UC)

10. Acceptance of other Assignments

No dean of the college or director of a school in the University shall accept other assignments involving administrative duties and responsibilities in other units of the University unless expressly authorized by the Board of Regents. (Art. 240, UC).

11. Attendance in Meeting/Conference

Insofar as it is consistent with their regular duties and if approved by the President, faculty members who are members of the National Research Council and similar institutions of the government may use official time in the attending meetings, conferences, and other gathering of similar nature in such institutions. (Art. 247, UC)

12. Undertaking Research Work Funded by other Institution

Before the member of the faculty can undertake any research work under the auspices of an organization outside Mindanao State University, he shall obtain the consent of the appropriate department Chairman, Dean or Director, and in the publication of such research, Mindanao State University shall be credited, side by side with outside organization. (Art. 251, UC)

13. Use of University Information

Without the written permission of the President, no member of the faculty, official or employee of the University shall publish or discuss publicly the proceedings of the Board of Regents or its decisions not yet released for publication. (Art. 235, UC)

14. Publication

a. No member of the faculty, official or employee of the University shall publish or discuss publicly any information not released for publication concerning a particular college or school without the written permission of the President. (Art. 236, UC)

b. No member of the faculty, official or employee shall publish or discuss publicly charges or complaints against any other member of the faculty, official or employee concerning the latter's official duties or private life or conduct. Any such complaint or charge shall be addressed first to the proper authorities of the University for action. (Art. 237, UC)

c. No publication about a particular college or school shall be made without clearance from the Dean or Director, Authors of articles appearing in the University publications shall be severally responsible of the opinions expressed therein. (Art. 238, UC)

15. Inviting Lecturer

No member of the faculty may invite any person who is not officially connected with the University to give a lecture or talk on any subject before his class or any group of students without permission from the Dean/Director. Violation of this rule shall subject the faculty member concerned to disciplinary action (Art. 250, UC)

Suspension and Removal

The University Code provides that:

1. No member of the faculty, official or employee, shall be suspended or removed from his position except for cause, after an investigation and hearing in accordance with the procedure hereinafter provided shall have been conducted (Art. 252, UC).
2. Notwithstanding the provisions of the next preceding Article (252), the President may suspend any member of the teaching staff, official or employee during the pendency of the administrative charges against him. (Art. 253, UC)
3. The President may preventively suspend any subordinate official or employee under his authority pending an investigation, if the charge against such official or employee involves dishonesty, oppression or grave misconduct or negligence in the performance of duty or if there are reasons to believe that the respondent is guilty of charges which would warrant his removal from the service (Art. 257, UC).

4. When the administrative case against the official or employee under preventive suspension is not finally decided by the President within the period of ninety days after the date of suspension of the respondent, he shall be automatically reinstated in the service: PROVIDED, that when the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of delay shall not be counted in computing the period of suspension herein provided. (Art. 258, UC)
5. No formal investigation is necessary and the respondent may be immediately removed or dismissed if any of the following circumstances is present:
 - a. When the charge is serious and the evidence of guilt is strong.
 - b. When the respondent is recidivist or has been repeatedly charged and there is reasonable ground to believe that he is guilty of the present charge.
 - c. When the respondent is notoriously undesirable (Art. 256,UC).

Resort to summary proceedings by the President shall be done with utmost objectivity and impartiality to the end that no injustice is committed: PROVIDED, that removal or dismissal may be appealed to the Board of Regents within thirty days from receipt of the decision (Art. 256, UC).

Chapter XIII STUDENTS SERVICES

A. Entrance Examinations

The Mindanao State University has a yearly Entrance Examination for the incoming freshmen. This is the System Admission and Scholarship Examination (SASE) which is conducted every month of October. Another entrance examination for freshmen without a scholarship attached to it is the College Entrance Test (CET) which is administered every start of the semester.

B. Admission Procedures

The Office of Admissions Facilitates in the admission of freshmen who have SASE and CET scores and with admission requirements being complied. The freshmen are then advised to go to the respective college and department of their choice.

C. Enrolment Protocol

Enrollment Task Force (ETF) headed by the Vice Chancellor for Academic Affairs shall be in charge of the Enrollment Activities. The ETF include the deans, heads of semi-academic units and other members. Enrollment modules must be handled by authorized persons only. No student shall be allowed to handle any enroll modules. Passwords for enroll modules is personalized and should not be passed/revealed on the other person. (See Brochures on Enrollment Protocol in Appendix XIII.A.)

APPENDICES

I. OVCAA ORGANIZATIONAL CHART

VCAA Organizational Chart

Vice Chancellor

SECRETARY

SPECIAL ASSISTANTS



ADMINISTRATIVE PERSONNEL



**OFFICES UNDER OVCAA
BOR RESOLUTION**

Appendix 1

Article 9. Other Officers of the Autonomous Campus . (MSU Code of Governance, BOR Res. No. 92, s. 1992

Section 103. The Vice Chancellor for Academic Affairs.

Unless otherwise provided, the Vice Chancellor for Academic Affairs shall be responsible to the Chancellor for the supervision of academic support service units to include the library and secondary education, office of the registrar and office of the student affairs. He shall be responsible to the Chancellor for the supervision of academic support service units to include the library and secondary education, Office of the Registrar and Office of the Student Affairs. He shall be responsible for the supervision of the coordination staffs for instruction, research and extension. He shall assist in the planning, monitoring, reviewing and coordination of policies, programs, systems and standards pertaining to instructional, curricular, student, academic personnel and library matters of the campus. He shall be responsible for the implementation of admission and scholarship programs. He shall perform such other functions and duties as the Chancellor may assign.

Section 112. Special Assistants to the Vice Chancellor. Special Assistants to the Chancellors are specialist who may be drawn from the faculty, on additional assignment, and shall be designated by the Chancellor

APPENDIX B

Enrollment of Students

This Enrollment Protocol is a comprehensive guide on enrolment procedure designed and introduced to meet the existing demand for information dissemination regarding the computerized enrollment of MSU-Marawi Campus. The enrollment procedure is documented so as to clearly delineate the proper protocol of enrolment and allow student enrollees identify the offices and or persons to approach during enrollment. In addition, the computer database enrolment modules programmed by our very own computer programmer from the College of Information Technology hastens systematized database information records of students and likewise enrollment is readily processed at department level.

In our effort to provide convenience to the students, past MSU System President Ricardo F. de Leon created an Enrollment Ad Hoc Committee to revise some of the existing enrolment flow in order to make the enrollment process more shorter and to get rid of long tedious queuing and bottlenecks in enrollment units. The revision includes an implementation of One-Stop-Payment windows so that all payments of fees by the students can be transacted at one time in the University Business Office (UBO) which is clustered to cut off bottlenecks in payments of fees. Likewise, the Registrar's office representatives are also clustered. However, printing of Certificate of Registration (COR) is optional in our desire to change into paperless enrollment.

In addition, the use of **out-campus enrollment module** (AKAN account) and its policies are herein presented to assist and aid students for its easy use. Moreover, some relevant information stipulated herein will update students on registration period MSU Marawi campus.

Optimistically, this Enrollment protocol under the new leadership of MSUS President Habib W. Macaayong, who supports the use of modules for computerized enrollment will eventually create a hassle-free paperless enrollment atmosphere in the campus.

Though this is the first time the University provides a documented Enrollment Protocol, it is hoped that this would serve as a baseline reference for the future improvements of the campus enrollment.

Out-Campus Enrolment Module: AKAN Account Service Online

AKAN (pronounced Ak'un) is an MSU Main Student Online Service designed to provide academic and other related information for the students of Mindanao State University – Main Campus. With MSU Akan, grades can be viewed online thru text messaging or thru the Kiosk at the College of Information Technology.

How to apply for an AKAN account?

Apply and register personally at Information Systems Department (ISD), College of Information Technology. Registration fee is **P 50.00** renewable every year. Only old students can apply for an account.

How to use AKAN account for Enrollment

Visit the URL. Then click on akan MSU Student located at the left side of the homepage. Login using ID number and password. Once login click on the (|PRE-Enroll|) and you can now browse the subject offerings of the different departments that are available. Click () located at the right side of your screen to turn editing on. Simply click the button to turn off editing () don't forget to logout after you have finished your transactions.

Important Instructions:

1. Please handle your password with maximum security. Don't give password to anybody otherwise enrolled subjects can be modified.
2. Enroll subjects duly advised during pre-registration period.
3. Take note that some courses may not be available in AKAN and has to be enrolled in the department.
4. Out-of-campus practicum students can use AKAN but CPRF and Bill of Accounts must be printed in the department with the assistance of academic adviser.

Enrolment Procedure for New Non-Scholars

Step 1. Proceed to the Desired Department

1. Student seek admission and secures slot accommodation slip (SAS) from the Department Chairperson. Student shall bring with him/her enrollment credentials (Pursuers must pass the College Qualifying Exam (CQE). For more information, see the respective Department Chairpersons)

Step 2. Admission Office (AO)

1. Student submits to AO the following credentials:

For Freshmen (SASE Passers)

- i. Original High School Report Card/Form 138-A
- ii. Certificate of Good Moral Character from School Principal,
- iii. PSA authenticated Birth Certificate,
- iv. SASE or CET Report of Rating, and
- v. 3 copies of 1x1 latest ID picture with name printed at the back
- vi. Learners Reference Number (LRN)

For Pursuers (Graduates of Technology in MSU Main Campus)

- i. Certification from Registrar
- ii. 3 copies of 1x1 latest picture with name printed at the back
- iii. College Admission Slip (CAS)

For Transferees

- i. CET (for non-msu students), TOR, Certificate of Good Moral Character, Honorable Dismissal)
2. AO keeps the student credentials.
3. AO issues Admission Form to the students
4. Student fills up Admission Form
5. AO approves the Admission Form
6. AO encodes database file of students (ID picture taking and ID number and course indicated e.g. SAS).

Note:

College Qualifying Exam for Pursuers will be conducted ahead of the enrollment schedule that will be posted by respective Departments.

Slot Accommodation Slip (SAS) shall be issued to passers for reference.

Step 3. College/Department Level

1. Student goes directly to the Department Chairperson
 - Student submits photocopies of admission credentials
2. Chairperson assigns academic adviser and/or alternate adviser to the student in the manage module.
3. Students proceeds to the assigned academic adviser.
 - Adviser issues file jacket with the following contents: profile sheet, curriculum, evaluation sheet and advisement form which are placed inside an envelope, and collects amount at cost.
 - Adviser indicates the course of the student in the database.

- ❑ Adviser/faculty-encoder encodes the subject in the database, and must be “confirmed”
- ❑ Adviser prints the Bill of Accounts (BOA)

Step 4. Cluster Area (Ubo)

1. Student proceeds to designated cluster area and presents BOA for payment enrollment fees.

Step 5. University Infirmary

1. Student proceeds to University Infirmary for medical examination

Step 6. Cluster Area (Registrar Office)

1. Student proceeds to the Registrar for the printing of COR and signing by the Registrar.
(No full payment, NO COR printing)

Note:

- Freshmen with no medical examination record cannot enroll for the next semester.
- Transferees are required to process validation of subjects one week **before** enrollment
- Colleges shall submit a list of CQE qualifiers to the Admission office for reference.
- Bill of Accounts shall be paid on or before the date stipulated in the Bill of Accounts otherwise enrolled subjects will be deleted.

**Enrollment Procedure For
Freshmen Scholars**

Step 1. Admission Office (Ao)

1. Student goes to AO to submit the following credentials;
 - i. Original High School Report Card/Form 138-A
 - ii. Certificate of Good Moral Character from School Principal.
 - iii. Philippine Statistics Authority (PSA) authenticated Birth Certificate,
 - iv. SASE or CET report of Rating, and
 - v. 3 copies of 1x1 latest ID picture with name printed at the back.

Step 2. College/Department Level

1. Student goes directly to the Department chairperson.
2. Chairperson assigns Freshmen academic adviser and/or alternate adviser.
3. Student proceeds to the assigned adviser.
 - Adviser issues student’s profile sheet, curriculum, evaluation sheet form and advisement form all inserted in an envelop, and collects amount at cost.
 - Adviser/faculty-encoder encodes the subjects in database, click “confirmed” in the enroll module and then prints the Bill of Accounts (BOA)

Step 3. Cluster Area (Ubo)

1. Student proceeds to designated UBO cluster area and presents the BOA for payment enrollment fees.

Step 4. University Library

1. Student proceeds to University Infirmary for medical examination.

Step 5. Cluster Area (Registrar Office)

1. Student proceeds to the Registrar for the printing of COR and signing by the registrar.
(NO full payment, NO COR printing)

Note:

- Freshmen with no medical examination record cannot enroll for the next semester.

Enrollment Procedure For Old Students**Step 1. College /Department Level**

1. Student proceeds to his/her academic adviser.
2. Adviser updates student's profile sheet, and file records.
3. Adviser/faculty-encoder counterchecks the pre-registered subject in the data base.
Alternate subject shall be added to pre-registered Subjects of student in case some pre-registered Subjects fails to meet the pre-requisite.
4. Adviser click "confirmed" the subjects encoded
5. Adviser prints the Bill of Accounts (BOA).

Note: (Subject not "confirmed" within the prescribed period shall be autodeleted.)

Step 2. Cluster Area (Ubo)

1. Student proceeds to designated cluster area (UBO) for payment of enrollment fees.

(BOA not paid within the prescribed period shall be autodeleted)

Step 3. Cluster Area (Registrar Office)

1. Student proceeds to the Registrar for the printing of COR and signing by the Registrar.
(NO full payment, NO COR printing)

Note:

*Students are required to have a **Pre-registration** in the Department as scheduled by the Vice Chancellor's Office.*

MSU Scholars must present their grade card to the Admission Office for updating records and for inclusion in payroll.

*At the scheduled Registration period, Database program will automatically **delete** pre-registered subjects that do not pass any pre-requisite or against the existing policies of the University.*

Employee of the University taking Law or Graduate units must proceed to the Registrar for Tuition Privilege (TP) discount.

Scholars are required to submit their grade card to the Admission Office for record updating.

Enrolment Procedure For Shifters

Step 1. Admission Office (Ao) For Scholars

DIV. OF STUDENT AFFAIRS (DSA) for non-scholars)

1. Scholars are required to secure Shifter Slip (SS) and approval from the AO before shifting to another course.
2. Non-scholars are directed to report to the University Guidance Counselor for counselling and secure shifting slip (SS)

Step 2. New Department

1. Student proceeds to the Department Chairperson and present the Readmission and/or Shifting Slip for admission to the Department.
2. Chairperson counter checks//examinees evaluation records of the student in the database.
3. Department Chairperson encodes the new course and assigns adviser in the database.
 - a. Adviser issues student's profile sheet, curriculum, evaluation sheets form and advisement form placed in envelop, and collects amount at cost.
 - b. Adviser/faculty-encoder encodes the subjects and prints the Bill of Accounts.

Step 3. Cluster Area (Ubo)

1. Student proceeds to designated UBO cluster area for payment enrollment fees.

Step 4. Cluster Area (Registrar Office)

1. Student proceeds to the Registrar for the printing of COR and signing by the registrar.
(NO full payment, NO COR printing)

Note: Rules On Shifting

All students at all year levels in the Technology programs are restricted from shifting to any course or start another program in the University without finishing the enrolled Technology course.

ENROLLMENT PROCEDURE FOR RE-ADMITTED STUDENTS

Step 1. Department

1. Dismissed student proceeds to the academic adviser.
2. Adviser retrieves the file jacket of the student and requires the student to report to the University Guidance Counselor (GC) at the Division of Student Affairs (DSA).

Step 2. Division Of Student Affairs (Dsa)

1. Student reports to the University Guidance Counsellor (GS) for evaluation of records.
2. GC proceeds to counselling of the student.
3. GC issues re-admission slip (RAS) indicating the recommended new course in re-admission slip (SAS).
4. GC keeps file of the students for reference.

Step 3. Department

1. Student proceeds to the Department as recommended by the GC for re-admission and acceptance.
2. Student presents the Re-admission Slip issued by the GC from the Division of Student Affairs (DSA).
3. Adviser updates student's file record.
4. Adviser/faculty-encoder encodes the subjects and then click "confirmed" in the enroll module.
5. Adviser prints the Bill of Accounts.

Step 4. Cluster Area (Ubo)

1. Student proceeds to designated UBO cluster area and presents BOA for payment of enrollment fees.

Step 5. Cluster Area (Registrar Office)

1. Student proceeds to the Registrar for the printing of COR and signing by the Registrar.
(NO full payment, NO COR printing)

Note: Rules on Student's Dismissal

Sanctions (Art. 495, UC p.115)

- a) Disciplinary action may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, exclusion from any class, reprimand, warning or required expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of disciplinary action or penalty to be imposed.
- b) Art. 498. Without prejudice and in addition to the foregoing rules and regulations on student conduct and discipline, the following shall likewise be enforced:
 - a. Any student of this University who shall threaten another student with the infliction upon the person, honor or property of the latter, of any wrong amounting to a crime shall be expelled or dismissed from the University, if the offender shall have made the threat making a demand or imposing any

- condition, even though not unlawful, and said offender shall have attained his purpose; the penalty of suspension of three (3) months shall be imposed upon him. The penalty of suspension of one (1) month shall be imposed if the threat shall not have been made subject to a condition;
- b. Any student who shall, by means of force or violence, assault or attack another student shall suffer the penalty of expulsion or dismissal from the University. The same penalty shall be imposed upon a group of students, in case conspiracy exist, even though one or some of them shall not have physically participated in the commission of the act;
 - c. The penalty of expulsion or dismissal from the University shall be imposed upon any student who shall, by means of violence, prevent another student from doing something not prohibited by law or the code of the University or compel him to do something against his will, whether it be right or wrong. The some conspiracy exists, even though one or some of them shall have not physically participated in the act;
 - d. Any student carrying any firearm within the University premises, unless in connection with his ROTC training, shall suffer the penalty of expulsion or dismissal. If the firearm shall have been discharged, or used to threaten another student, the penalty to be imposed on the offender shall also be expulsion or dismissal from the University without prejudice to filing criminal complaints charges.

Any student who at the end of semester obtains a final grade below “3.0” in at least 76% of the total number of academic units shall be dropped from the roll of his/her college provided that this shall not apply to students who received final grades in less than 9 academic units.

Note: **Maximum Residency Rule (MRR)**

The tenure of the students in Mindanao State University is limited to a maximum of six years for the conferment of a degree in a four-year program, or seven years in a five-year program, provided, that this policy shall not apply to part-time students enrolling in not more than twelve (12) units per5 semester and those admitted under special programs which normally require longer time for students to complete the course requirements; and provided further that special cases shall be at the discretion of the President of the University upon recommendation of the Dean of the College.

Under BOR resolution, A student who fails to finish his/her course prescribed in the curriculum, has a two year period allowable to graduate in time otherwise he/she will be considered an MRR student.

Enrolment Procedure For Technology Extension Programs

Step 1. Unit Registrar (UR) Of The Extension Units

1. Student goes to Unit Registrar (UR) to submit the following credentials.
For Freshmen:

- Original High School Report Card/Form 138-A
 - Certificate of Good Moral Character from School Principal,
 - NSO authenticated Birth Certificate
 - SASE or CET Report of Rating, and
 - 3 copies of 1x1 latest ID picture with the name printed at the back
2. UR keeps the submitted credentials of the students to be submitted to Admission office (MSU, Marawi Campus).
 3. UR issues Admission Form to the student.
 4. Student fills up Admission Form.
 5. UR evaluates the accomplished admission form of the student,
 6. UR issues enrolment form (long form) to the student.
 7. Student fills up the enrollment forms and submit the same to the UR together with the necessary payments. **(Temporary receipts shall be issued to the students.)**
 8. UR submits the student's credentials and enrolment forms to the Admission office, MSU-Marawi campus one week after the enrollment period.

Step 2. **Admission Office**

1. UR hands over the student's credentials, enrolment forms and Official Receipt to the Admission Officer.
2. Admission Officer (AO) of MSU Marawi Campus approves the admission of the student.
3. AO encodes the database file of the student (ID picture scan, ID number). With the Assistance of the College Coordinator and ISD programmers.

Step 3. **University Business Office (Ubo)**

1. UR hands over the student's credentials, enrolment forms and Official receipts to the Admission Officer.
2. Admission Officer (AO) of MSU Marawi Campus approves the admission of the students.
3. AO encodes the database file of the students (ID picture scan, ID number). With the assistance of the College Coordinator and ISD programmers.

Step 4. **University Registrar**

1. College coordinator proceeds to the Registrar for printing out the COR of the students and submits the same to the University Registrar of the Marawi Campus for signing and stamped officially enrolled.
2. Copies of the COR shall be furnished to the College, UR, OVCAA Ext., University Registrar and student.

Note:

College coordinators shall submit to the Information System Department the following

1. *Copy of the updated curricular offerings of extension program.*
2. *List of student's fees for inclusion in the Billing Module.*

Procedure for Add/Change Matriculation (MAT)

Step 1. Department Level

1. Student secure Add/Change Mat form from the Registrar's office.
2. Student fills up Add/Change Mat form and seeks approval from respective academic adviser.
3. Student goes to the Chairperson for change of section and or add subject in the database.
4. Chairperson signs the Change Mat.
5. Student proceeds to the Adviser for notations.

Step 2. University Business Office (Ubo)

1. Student proceeds to UBO for payment of Change Mat fees

Step 3. University Registrar Office

1. Student submits to the Registrar's Office the duly processed Change Mat Form
2. Registrar prints the Certificate of Change Mat (CCM) and signs CCM.

(Add Mat/Change is allowed within the enrollment period only)

Note: Rules on Change Matriculation

1. Only students with printed Certificate of Registration (COR) can apply for Add Mat/Change Mat.
2. All transfer to other classes after registration shall be made only for valid reasons.

Change.

3. Change in Matriculation shall be effected by Change Mat form and must be recommended by adviser.
4. Certificate of Change Mat must be printed by the Registrar's Office to effect officially the Change Mat e.g. database.

Note: Rules on Substitution of Subjects

Substitution of courses maybe allowed upon petition of the student concerned under the following conditions:

1. Must be recommended by the academic adviser and by the Head of the Department concerned.
2. Must be approved by the Dean concerned.

Important Reminders

1. Students are required to have pre-registration of subjects for the proceeding semester from their academic advisers on a scheduled date.
2. All subjects pre-registered are considered temporary and will be deleted unless “confirmed” at the Department level on or before the prescribed period stipulated in the CPRF.
3. With the approval of academic adviser, Student has the option to change pre-registered subjects not yet confirmed.
4. No second person enrollment is allowed unless authorized by the concerned College Dean.
5. Scholars are required to have their grade card marked “Scholarship Maintained” by the Registrar and the same shall be presented to the Admission Officer during enrollment period.
6. There shall be nor handwritten entries on the Certificate of Registration (COR) and in the Certificate of ADDMAT (CAM).
7. Practicum students who are still out of campus can have adviser-assisted enrollment.
8. Validation of subjects, application for advance credits, completion of INC’s, substitution of courses, shall be done at least two weeks before the scheduled registration period.
9. No grade submission by the Faculty during enrollment.
10. Students must keep their COR, CAM, CCM, ready for presentation to their instructors at the start of classes.
11. All pre-requisite subjects must be completed first before any higher course can be enrolled. The department concerned reserves the right to drop any student who does not have pre-requisite.
12. Medical Examination for admitted freshmen will be done immediately after paying enrollment fees.
13. No two (2) basic P.E. courses shall be taken simultaneously except for students graduating on the current semester.
14. Dismissed students shall be subjected to counseling by the University guidance Counselor and shall be issued re-admission slip for reference of the Department for their readmission and enrollment.
15. Payment of Bill of Accounts must be done within prescribed period otherwise enrolled subjects will be auto deleted.
16. Only students with printed Certificate of Registration (COR) can apply for Add Mat/Change Mat.
17. Chairperson must provide faculty an updated class list immediately after the Add Mat period.
18. Students should attend in classes on section officially enrolled.
19. Password to access enroll modules must be kept personally secured to prevent date modification.