

NLPSC

FACULTY MANUAL

2015

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BRIEF HISTORY OF NORTH LUZON PHILIPPINES STATE COLLEGE

The metamorphosis of North Luzon Philippines State College as a public higher education institution in the Second District of Ilocos Sur can be traced in its humble, yet glorious history.

The institution evolved in 1975 from a small community college known as Candon Community College (CCC) which offered non-degree courses, the midwifery and the secretarial course.

Through a bill sponsored by then-Congressman, Hon. Eric D. Singson, Candon Community College sought integration to the University of Northern Philippines in Vigan, Ilocos Sur; hence, Republic Act 6744 effected the establishment of CCC-University of Northern Philippines Branch on August 11, 1989.

Course offerings of the CCC-UNP Branch have reached quantum leap. Aside from the pioneer non-degree courses in midwifery and secretarial, extension degree programs such as Bachelor of Arts, Bachelor in Elementary Education, Bachelor in Secondary Education, Bachelor of Science in Business Administration and Bachelor of Science in Computer Science were offered. The secretarial course has been enhanced into two new certificate programs: the Associate in Office Management and the Associate in Medical Office Management. Additional degree courses based on the demands of the community were included such as the Bachelor of Science in Nursing and Bachelor of Science in Criminology, both were offered as ladderized courses.

Realizing his vision for Candon to have a college of its own during his long years as dynamic political leader in the municipality of Candon, Hon. Eric D. Singson sponsored a bill that amended R.A. 6744 and helped establish a new college in the province. Through Republic Act 10085, otherwise known as "An Act Separating the CCC-University of University of Northern Philippines Branch from the University of Northern Philippines in the City of Vigan, both located in the province of Ilocos Sur, converting it into a State College to be known as North Luzon Philippines State College and Appropriating Funds Thereof", North Luzon Philippines State College (NLPSC) started to operate as a public higher education institution on May 5, 2010.

In pursuance to Republic Act 7722 otherwise known as the "Higher Education Act of 1994" and RA 10085, Acting Director IV of the Commission on Higher Education Regional Office, Dr. Caridad O. Abuan, was designated as Officer-in-Charge of the college on August 11, 2010 by CHED chairperson, Dr. Patricia B. Licuanan. The main task of Dr. Abuan was to ensure that there is a smooth transition of operation and management of the college from the University of Northern Philippines. A technical working committee composed of Dr. Cherrie Melanie Ancheta-Diego, CHED OIC-Chief

Education Program Specialist, Mrs. Odette de Guia, Dr. Elizabeth M. Gacusana, Dr. Jaime G. Raras, Mrs. Cristina R. Martinez and Dr. Severino G. Alviento has been formed to assist DR. Abuan during the early thriving years of NLPSC.

Formally in 2010, North Luzon Philippines State College set itself to work. Designations of the faculty and personnel in various offices of the college have been given special orders, approval of the curricular offerings has been sought at the CHED Regional Office, departmentalizing the faculty according to discipline has been effected, and the college organizational chart has been plotted to define the role functions of rank-and-files.

At the start of the school year 2010-2011, all the curricular programs under CCC-UNP Branch were maintained except the Bachelor of Science in Nursing which was not permitted by CHED-RO-I because said program can not meet the standard requirements in the offering of the nursing course. An additional course in the business education department has been included, the Bachelor of Science in Office Administration, which is a ladderized degree program in the certificate courses in secretarial.

The school plant and the facilities of NLPSC have been facing the great challenge of accommodating more than two thousand students and roughly one hundred thirty personnel; however, the college is on the alert to address this challenge through the establishment of more buildings and classrooms. The library building with classrooms and audio-visual rooms, the CHED-funded building with offices and laboratory rooms, and the Student Government Building, are all under-construction and eyed to be in full utilization within the next school year.

NLPSC is striving to live up with its core functions in instruction, research, extension and production through instilling the values of excellence, dynamism and service towards the succeeding years of its existence.

STATEMENT OF THE VISION, MISSION, GOALS AND OBJECTIVES OF NORTH LUZON PHILIPPINES STATE COLLEGE

Vision

To Produce Quality Human Resources for Global Competitiveness

Mission

NLPSC is committed to educate diverse learners who will become responsible leaders in a culturally-oriented community through affordable and quality education in harmony with technology-based instruction, research and extension.

Development Goals

- ✓ Strengthen Technology-Based Research Capabilities
- ✓ Impart Efficient and Effective Public Service through Functional Faculty and Staff Development Programs
- ✓ Reinforce Responsive Extension Services
- ✓ Innovate Instruction for better Educational Performances and Higher Standards
- ✓ Generate Adequate Resources through Viable Economic Enterprise
- ✓ Broader Access to Affordable and Quality Education
- ✓ Enrich Student Holistic Development
- ✓ Tap Positive Linkages for a Better and Stronger Partnership to Stakeholders
- ✓ Heighten Physical Development Programs

Core Values

Goal-Oriented
Responsible Governance
Altruism
Commitment
Empowerment
Synergy

PREFACE

Instruction is placed forefront in the core functions of higher education institutions since students' best acquisition of knowledge and the training of their skills are vested upon the competence, efficiency, effectiveness and personal attributes of the faculty members. Anchored to this truism is the college administration's concern of empowering the faculty as effective workforce to ensure the effective delivery of quality education to students and the community.

In order for the faculty and the college to have a blueprint that can define both of their well-being as partner entities in realizing their mandate in the public higher education institution, this Faculty Manual is formulated through rigid consultations and referrals. To guarantee that this manual does not violate any existing laws, rules, regulations, policies, directives or guidelines from concerned agencies of the government, a careful scrutiny and perusal has been fully made to important memorandums, circulars and directives from the Commission on Higher Education, the Civil Service Commission, the Department of Budget and Management and the Philippines Association of State Universities and College. The manual also considered the provisions of R.A. 4670, BP Blg. 232, R.A. 8292 and E.O. 180.

North Luzon Philippines State College is still in its maiden stage of development. But its vision, mission, goals and objectives are tangible proofs of its lasting, fortified and unwavering commitment to serve its clients. The faculty, therefore, should share the same commitment as stipulated in Chapter I of this manual.

The faculty members enjoy a status of appointment, whether permanent, temporary or contractual and their rank/sub-rank is based on accumulated NBC/CCE points. The faculty members covered by this manual and what this manual purports to fulfill or achieve can be read in Chapter II.

The college does not only function in the area of instruction, but it extends its functions in the areas of research, extension, production and administration. What are expected to faculty members in the college along the five core functions are clearly stated in Chapter III.

The college seeks to achieve excellence in its vision of "producing competent and socially responsible human resource" and the realization of this lies on the hands of the highly empowered faculty members who are recruited and appointed with tertiary teaching tasks based on standard policies, guidelines and procedures. The faculty members are always given the fair chances to get promotion and advancement based on their NBC 461/CCE points. Chapter IV explicitly discusses policies and procedures in hiring the faculty.

The quality of service that the faculty members render to their students in particular, and to the college in general heavily lies upon the manageable workload and working hours assigned to them. Chapter V helps the faculty members in determining their official working hours and workload, making it sure that no one is underpaid to the just exercise of a task duly done.

Chapter VI identifies the rights and privileges of the faculty. As workers in the government service, the faculty enjoys many and various rights and privileges that help facilitate a healthy and worthy living. The holistic personality development of the faculty should be guaranteed.

A respite from the hampers of teaching and of administrative work is a necessity, since the faculty is not a mechanical being, but a human being susceptible to fatigue and the inclement effects of infirmity. Leave benefits and service credits are due incentives to faculty members to enjoy. Chapter VII will help the faculty members to identify the kinds of leave absences they will enjoy and some of the basic guidelines in availing of a leave.

In order for faculty members to grow and develop professionally and to be of best service to students and to the college as a whole, the college administration should plot and implement programs for faculty development. Chapter VIII helps to facilitate the need for the faculty to pursue post graduate studies, avail of scholarship and fellowship and enhance their in-service qualifications.

Chapter IX outlines the college's program for awards and incentives. As motivating factors and determinants of success, awards and incentives can help faculty members improve their profile, generate additional points for NBC 461 purposes, have additional income and fully boost their morale.

To address the faculty's complaints and grievances, Chapter X of this manual meticulously underscores relevant policies and guidelines to protect and safeguard the faculty members in their quest to get legal decisions for their complaints and grievances. Likewise, Chapter XI emphasizes rules on restriction, conduct and discipline of which the faculty members need to follow as government employees. Issues on sexual harassment, violations of the dress code, negligence to the provisions of the Code of Ethics for Teachers and offenses made by the faculty members to college-sanctioned programs, projects and activities are worth addressing in the widest perspective.

The faculty is a person in authority who best participates and get involved in the academic processes in the college. He is to be heard in discussions about class schedules and conduct, student evaluation, grading system, student advising,

classroom regulation and management and relevant student services. Chapter XII is a must-read part of the manual for all faculty members because it compactly addresses the faculty's concern on academic processes.

Finally, Chapter XIII provides a guide for the faculty members' attendance and participation to academic rites and rituals held in the college.

As we, the faculty members, are keeping abreast with the changes made to policies and guidelines formulated and implemented by the different agencies of the government from time to time, we also in constant notion that the best policies and guidelines are those that have passed the test of time. We remain in full force as effective and efficient purveyors of knowledge, lasting models of outstanding personal qualities and attributes, molders of skills and values and individuals who can make a difference in the world.

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Chapter I FACULTY COMMITMENT

The faculty members of North Luzon Philippines State College commit themselves to live and abide with and to help realize the vision, mission, goals and objectives of the college.

The faculty members, likewise, commit to instill in themselves and to their students the core values of the college - the virtues of Excellence, Dynamism and Service.

Chapter II SCOPE AND OBJECTIVES

A. Scope

This Faculty Manual covers important policies and standards that shall guide the faculty members of North Luzon Philippines State College while in the exercise of their professional duties and obligations in the areas of Instruction, Research, Extension and Production.

Faculty members in the following positions and ranks are covered by this Manual:

<u>Faculty Rank</u>	<u>Sub-Ranks</u>
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
College Professor	

The classification of ranks and sub-ranks is subject to changes by the Philippine Association of State Universities and Colleges (PASUC) Common Criteria for Evaluation (CCE) of faculty members and in accordance with the policies prescribed by duly constituted authorities.

B. Objectives

This Faculty Manual purports to achieve the following objectives:

1. to define the responsibilities, duties and obligations of the faculty members, to safeguard their rights and to guarantee that their general welfare is met;
2. to establish a standard procedure in the recruitment, selection, appointment and promotion of the faculty members;
3. to ensure that there is equality in the career development of the faculty members;
4. to enhance organizational effectiveness and productivity of the faculty with the college administration;
5. to help facilitate in the total development of highly educated, morally motivated and professionally competent faculty members;
6. to set detailed guidelines in the speedy and fair resolution of complaints and grievances for and to faculty members;
7. to provide frameworks for the proper conduct and discipline of the faculty members; and
8. to offer provisions along standard academic and administrative processes in the college.

Chapter III

FACULTY RESPONSIBILITIES AND ADMINISTRATION

In addition to the commitments and accountabilities of the faculty members as stipulated in the Collective Negotiation Agreement between North Luzon Philippines State College and the Faculty Association, faculty members also have the following responsibilities:

A. Instruction

Instruction focuses on the process of facilitating the acquisition of knowledge, skills and attitude to develop the analytical and creative faculties of students. It also includes other specific tasks such as student consultation, academic advising and all other initiatives that facilitate the learning process.

Faculty members are responsible to:

1. identify students' needs;

2. prepare and follow a course syllabus based on the needs identified;
3. facilitate the learning process through active engagement in classroom tasks and activities.
4. develop student's analytical and creative thinking skills through purposive activities with focus on Higher Order Thinking Skills (HOTS);
5. design alternative and innovative models of teaching for all types of students whether regular, gifted or those with special needs;
6. engage themselves in extra- and co-curricular activities and assignments sanctioned by the College;
7. make themselves available for consultancy, academic advising and other functions that help improve the students' well-being;
8. conduct remedial classes that cater to the needs of students with learning disabilities and difficulties;
9. manifest a strong commitment to the development of highly competent and qualified graduates by constantly improving one's competence;
10. vary teaching methodologies and techniques in the pursuit of effective teaching-learning process; and
11. attend affairs of the College such as academic council meetings, commencement rites, foundation day celebrations, faculty development programs and other activities of the College.

B. Research

Faculty members need to continually explore areas of inquiry through active participation in research endeavors.

They are responsible to:

1. participate in formulating the research agenda for the College;
2. prepare research proposals along their field of specialization for funding consideration by the College and other benefactors;

3. conduct researches along their field of specialization that help close knowledge gap;
4. generate technologies that address learning difficulties of students and increase income or earning capacity of marginalized groups in the countryside;
5. generate research paradigms to enhance instruction in their field of specialization;
6. provide scholarly advice, suggestions and recommendations to student-researchers in the conduct of their researches and/or theses;
7. study recently published papers on basic and applied researches, materials development, feasibility studies and other similar documents;
8. participate actively in local and international conferences; and
9. publish articles/monographs in recognized and referred journals and magazines.

C. Extension

Faculty members are strongly encouraged to participate or render service either in College-sponsored community extension projects or in their own community, sectoral and/or professional organizations. Faculty participation in these activities is regarded as part of their professional and personal commitment to the academic profession.

To strengthen NLPSC's institutional linkages, collaboration and networking, faculty members are responsible to:

1. conduct in-service training programs for teachers, school administrators, other educators in both public and private sectors, students, farmers and other clienteles;
2. contribute in strengthening institutional ties and network with other national and international educational institutions;
3. translate research results into forms understandable and comprehensible to target clienteles;

4. be involved in developing and implementing programs, projects and activities on gender and development; literacy, political and environmental education; and multicultural and values education; and
5. participate in and initiate extension programs aimed at developing and implementing projects that help preserve indigenous cultures and promote sustainable development.

D. Production

Faculty members are encouraged to engage in production endeavors or projects that showcase their expertise. These knowledge-based projects can help generate additional income for the College.

They are responsible to:

1. develop and publish scholarly works like books, magazines, journals, research articles and monographs, lecture notes, modules and instructional materials;
2. design, develop and share multimedia courseware and resources such as tapes, videotapes, power point presentations and other electronic packages;
3. design and produce materials for presentation and production in the performing arts;
4. assist student-entrepreneurs in their production endeavors and other business concerns; and
5. engage in income generating projects to generate additional funds to sustain the operation of the College.

E. Administration

Higher Education Institutions (HEIs), as a general rule, are rightfully managed by educators. Hence, faculty members are usually designated to administrative positions. As such, in addition to their professional expertise, they should be knowledgeable and competent on personnel administration, legalities, and management and leadership principles in order to perform the following responsibilities:

1. to formulate and effect the realization of the vision, mission, goals and objectives (VMGO) of their respective offices in cognizance with NLPSC's VMGOs;
2. to supervise, direct, and evaluate the performance of their subordinates;
3. to plan, organize, direct, and evaluate the programs, projects and activities of their respective offices;
4. to effectively communicate both orally and in writing;
5. to initiate avenues of development in their respective offices;
6. to create more effective short-term and long-term plans;
7. to oversee the inter- and intra-affairs of their respective offices;
8. to properly allocate resources and provide an effective support system; and
9. to motivate and initiate coordinated efforts among their staff.

Chapter IV

RECRUITMENT, SELECTION, APPOINTMENT AND PROMOTION

A. Recruitment, Selection and Appointment Procedures

1. Policies

- a. Selection of faculty for appointment shall be open to all qualified applicants according to the principles of meritocracy and fitness.
- b. Pursuant to CHED Qualification Standards (QS) for faculty members, the minimum educational qualification for recruitment shall be a master's degree or its equivalent in the appropriate specific field of specialization, except when the applicant is about to finish a master's degree and with adequate relevant experience.
- c. In the absence of one who is qualified and in exigency of the service, the following may be recruited in the order of preference, provided the appointment shall be in a form of a contract of service or job order until such time that the concerned faculty has acquired the requisite qualification within a period of not more than two (2) years:

- 1) An outstanding graduate of NLPSC whose field of specialization is required for the vacant position;
 - 2) A baccalaureate degree holder whose field of specialization is required for the vacant position with at least eighteen (18) appropriate units in Education courses, competency training in technological and technical courses, and units in graduate studies relevant to the said specialization;
- d. Given all other factors equal, a board passer applicant shall be the first preference over a non-board passer.
 - e. All applicants shall be required to perform a demonstration teaching pertaining to the specialization being applied for, irrespective of the urgency of the vacancy.
 - f. Hiring of faculty members shall be primarily based on the needs of the Department or Unit as determined and requested by the Director for Academic Affairs and reported to the College President.
 - g. The requirements and conditions of the Publication Law (RA 7041) shall be strictly complied with in filling vacant faculty positions.
 - h. If a faculty member is appointed as SUC President, he/she loses his/her academic rank. However, if it is a mere designation, he/she retains his/her academic rank.
 - i. A transferee faculty member from another state or local university or college may be admitted if his/her field of specialization is needed by the College.

2. Procedures

- a. The recruitment, selection and appointment of faculty members are in accordance with the following provisions:
 - 1) Vacant positions are published in papers of national circulation.
 - 2) The Human Resource Management Officer (HRMO) shall prepare the list of applicants or candidates aspiring for the vacant position, and collate their credentials and qualifications. The HRMO shall act as the secretary of the Promotion and Selection (PSB).

- 3) The College President through the HRMO shall convene the PSB and notify the members as to the time, day and venue of the scheduled PSB meeting. Said notice of meeting shall enclose the documents in item (2) above.
- 4) The PSB shall make a comparative assessment of the competencies and qualifications of candidates based on their documents submitted and deliberate en banc those who will be considered in the selection line-up.
- 5) The HRMO shall notify all applicants of the outcome of the preliminary evaluation and schedule further assessment of those who made it in the selection line-up.
- 6) If necessary, the HRMO shall administer written examination and/or skills test, and the PSB shall necessarily conduct individual demonstration teaching assessment cum interview.
- 7) The individual evaluation sheets of the PSB members for all of the candidates for appointment shall be collated by the HRMO who shall rank them accordingly. Only the top five (5) candidates shall be included in the ranking whose overall point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria. To determine candidates who are comparatively at par, the PSB shall set reasonable differences or gaps between point scores of candidates for appointment.
- 8) Based on the result of the evaluation and after an en banc deliberation, the PSB shall prepare and submit a comprehensive evaluation report to the College President for his/her information and guidance. Said evaluation report shall not only specify whether the candidates meet the qualification standards of the position to be filled but shall also include observation and comments on the candidates' competence and other qualifications including information about the candidates' preference and assignment, if any.
- 9) The College President shall assess the merits of the PSB's evaluation report and, in the exercise of sound discretion, select who among the top five ranking candidate deemed most

qualified to effectively and efficiently perform the duties and responsibilities of the position to be filled.

- 10) The College President shall issue the appointment and submit to the Board of Trustees (BOT) for appropriate action.
- 11) The HRMO shall post a notice announcing the said appointment for at least fifteen (15) days in three (3) conspicuous places in NLPSC a day after the issuance of appointment. The date of posting shall be indicated in the notice.
- 12) Finally, a copy of the appointment and other documents shall be submitted to Commission on Higher Education (CSC) Provincial Field Office for records purposes.

b. The Promotion and Selection Board (PSB) to be created shall be composed of the following:

- 1) The Director for Academic Affairs or the Director for Administration and Finance Services as chairman for faculty and non-teaching personnel, respectively;
- 2) The requesting Dean of the need for faculty as a member;
- 3) The Human Resource Management Officer as a member and as the acting secretary;
- 4) The Faculty Association (FA) or Non-Teaching Personnel Association (NTPA) President as a member; and
- 5) A senior faculty member as a member.

3. Academic Ranks

a. The minimum educational qualification, sub-rank, salary grade and CCE points of the faculty in NLPSC are as follows:

Academic Rank	Minimum Educational Qualification	Sub-Rank	Salary Grade	Point Bracket
Instructor	Master's Degree	I	12	65 and below
		II	13	66-76
		III	14	77-87

Assistant Professor	Master's Degree	I	15	88-96
		II	16	97-105
		III	17	106-114
		IV	18	115-123
Associate Professor	Master's Degree	I	19	124-130
		II	20	131-137
		III	21	138-144
		IV	22	145-151
		V	23	152-158
Professor	Doctorate Degree	I	24	159-164
		II	25	165-170
		III	26	171-176
		IV	27	177-182
		V	28	183-188
		VI	29	189-194
College / University Professor	Doctorate Degree		30	195-200

b. In cases where a doctorate degree is not normally part of career preparation or where such doctorate program is rare, the doctorate requirements for professors may be waived, provided the candidate has an appropriate master's degree, has at least 159 CCE points, and has earned at least 20 points in the following areas in accordance with National Budget Circular (NBC) 461:

- 1) books, monographs, compendiums and major bodies of published work;
- 2) scientific articles in publications of international circulation, and other works of similar nature; and
- 3) discoveries, inventions and other significant original contributions.

c. The Department of Budget and Management (DBM) circulars pertaining to compensation and position classification plan for closed career positions in SUCs shall govern the compensation and position classification of faculty in NLPSC.

4. Appointment and Promotions

- a. The status of appointment of faculty in NLPSC are as follows:

- 1) **Permanent Appointment.** It shall be issued to a faculty member who meets the qualification standards hereof and who shall have successfully completed the probationary period of one (1) year, subject to the conditions set forth herein; and for permanent appointment, the appointee shall have demonstrated and satisfied all of the following during the probationary period:
 - a) Very satisfactory teaching performance as evaluated by students, peers, supervisor and self-assessment using the NBC 461 instrument;
 - b) Manifest values and attitudes reflecting the NLPSC mission statement such as but not limited to sense of cooperation and responsibility in academic tasks;
 - c) Completion of a master's degree or its equivalent;
 - d) Compliance with college policies and regulations including diligent performance of academic responsibilities such as near perfect attendance, punctual in attending college activities, and prompt submission of grades and other reports;
 - e) Demonstrate research, extension, production and administrative potentials; and
 - f) Active participation and membership in college-sponsored activities.

- 2) **Contractual Appointment.** The appointment is through a contract of service or job order when exigency of the service requires, subject to the conditions and requirements set forth herein. Such appointment is for a limited period not to exceed one (1) academic/school year. The appointing authority shall indicate the inclusive period covered by the said appointment for crediting services. Contract of service/job order does not give rise to employer-employee relationship between the individual and the government.

For contractual appointment through a contract of service or job order, CSC MC No. 40, s 1998, CSC MC No. 15, s. 1999 and CSC MC No. 17, s. 2002 shall govern.

3) **Contact/ Part time.** It shall be through a contract of service or job order when exigency of the service requires, subject to the conditions and requirements set forth herein. Contract of service/job order does not give rise to employer-employee relationship between the individual and the government.

b. The services of permanent faculty members shall only be terminated for just cause and due process.

5. Types of Faculty

a. Regular Faculty Members

These are faculty members who are hired on a full time basis, with plantilla position, and whose main functions cover the areas of instruction, research, extension and production in pursuance of the vision, mission, goals and objectives of the College.

b. Non-Regular Faculty Members

Non-regular faculty members are classified as follows:

1) Part-time Faculty

These are faculty members employed to teach on a semester or summer term basis. They receive remuneration on an hourly rate. Though their presence is required during class hours, they are also expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and promote and develop extension services in pursuance of the vision, mission, goals and objectives of the College.

2) Visiting Professor

Visiting professors are those invited by the College from other institutions to render services in the form of instruction, research, extension and the like for the duration of the program. Foreign professors who are invited to speak in a forum, symposium or a lecture series fall under this category.

3) Exchange Professor

Exchange professors are those coming from other schools and invited to render services in the form of instruction, research, extension and the like in

NLPSC or vice versa for a fixed period of time, usually from six (6) months to two (2) years.

4) Associate Faculty

These are faculty members based in a particular department who are given teaching load and render services in the form of instruction, research, extension and production to other college or department in NLPSC.

5) Adjunct Faculty

These are cooperating teachers who are directly involved in the supervision of students performing their off-campus practice teaching. The college may provide incentives to the adjunct faculty and to the cooperating institution, which may be in the form of staff development, instructional materials or financial assistance.

6. Appointment of Contractual/ Contractor/ Part Time Faculty

To maintain the delivery of quality education, the College may appoint teaching staff on contractual basis through a contract of service or job order. They are assigned to teach a number of loads based on the needs of a particular college or department.

The appointment of contractual faculty shall be in accordance with the following policies and guidelines:

1. Contractual faculty shall be required to render an accumulated twenty one or more (21 or more) hours of actual classroom teaching per week, provided the needs of NLPSC are served.
2. The Director for Academic Affairs may further assign more than the regular teaching load and may extend the teaching time of contractual faculty, subject to the exigency of the service.
3. Upon request of the Director for Academic Affairs or Dean, they are required to render service outside of their prescribed official time without additional compensation.
4. Part time or Contractor faculty may not be required to use the biometric attendance monitoring machine but shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing purposes.

5. A contractual faculty is expected to serve the entire term of his/her employment. Any violation of the contract will result to non-renewal of contract.
6. The contract of service or job order shall expire at the end of every semester or summer term. Upon termination or consummation, the contractual faculty shall secure a clearance from concerned offices in the College.
7. The Director for Academic Affairs or Dean shall recommend the renewal of contract after consultation with the college/department faculty, provided the following criteria for evaluating performance are met:
 - a. a very satisfactory teaching performance as determined from the evaluation of students;
 - b. reasonable compliance with college regulations and administrative requirements for attendance, punctuality and deadline for submission of grades, among other factors; and
 - c. active participation in the activities of the department, or of NLPSC as a whole.
8. While there is no employee-employer relationship between the contractual faculty and the government, the College reserves the right to establish and impose mechanisms of accountability with appropriate sanctions to erring contractual faculty members in accordance with existing laws.

B. Promotion and Advancement

1. Policies

- a. Promotion and advancement of faculty shall be based on the guidelines of NBC 461 and/or other circulars and issuances that may be issued from time to time by CSC, DBM and/or other government agencies.
- b. Evaluation for promotion and advancement purposes shall be based on the following:

- 1) Common Criteria Evaluation (CCE). This is a quantitative evaluation of faculty along educational qualification, experience and length of services, and professional development, achievement and honors received; and
 - 2) Qualitative Contribution Evaluation (QCE). This is a qualitative evaluation of faculty along five functional areas such as instruction, research, extension, production and administration.
- c. The faculty shall be promoted to a higher rank or advanced to a higher sub-rank on the basis of the extent to which they meet the specific requirements and quality standards as set forth in the NLPSC Merit Promotion Plan and/or in the Faculty Manual.
 - d. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion and advancement.
 - e. Promotion within six (6) months prior to compulsory retirement shall not be allowed except otherwise provided by law.
 - f. NLPSC faculty positions under the closed career system of SUCs shall be exempted from the three-salary grade limitation on promotion and advancement.
 - g. Local or foreign scholarship, fellowship or training, maternity/paternity leave, secondment, or similar forms of official leave of absence granted and availed of by the faculty shall not be construed as limiting factors for promotion and advancement.
 - For this purpose, the performance ratings to be considered shall be the two (2) rating periods immediately prior to such official leave of absence.
 - If promoted or advanced, the effective date of the promotional appointment or advancement shall be after the completion or consummation of the said official leave of absence and upon assumption to duty in the College.
 - h. Faculty members who have been reprimanded or suspended within the period of evaluation for violation of existing NLPSC policies and/or CSC rules and regulations shall not be considered for promotion.
 - i. Faculty members without masteral degree shall be given the privilege to finish their respective graduate programs within a limited time as approved by the BOT.

- j. A master list of faculty members and their respective educational qualifications shall be maintained and updated annually as a basis in granting educational permits and benefits.
- k. Promotion and advancement shall be done every three (3) years or as prescribed by an NBC circular and/or other similar issuances without prejudice to interim promotion or advancement on account of presidential discretion due to exemplary accomplishment, achievement, act or behavior earned during the period. In no instance, however, shall a faculty member be promoted through presidential discretion within a period of two (2) school terms after the latest promotion or advancement.
- l. Candidates for promotion to full professorship shall have earned an appropriate doctorate degree and shall undergo screening by a Regional Accreditation Committee and confirmed by a National Accreditation Committee upon payment of the required fees.

2. Procedures

- a. There shall be a College-wide CCE/QCE Review and Evaluation Committees to be created and composed of the following:

For the CCE/QCE Review Committee:

1. The Director for Academic Affairs, as chairman;
2. The Director for Research and Extension, as member;
3. The Director for Administration and Finance Services, as member; and
4. The Faculty Association President as member.

For the CCE/QCE Evaluation Committee:

1. The Director for Academic Affairs, as chairman;
2. The Department Deans, as members; and
3. A Senior Faculty in the Department, as member.

b. The Director for Academic Affairs through the Deans shall advise all regular/permanent faculty members to update their records and submit pertinent documents to the CCE/QCE Evaluation Committee at the start of the evaluation period.

c. The CCE/QCE Evaluation Committee shall evaluate the credentials of the faculty and transmit the results of the evaluation to the CCE/QCE Review Committee for review.

d. The results of the evaluation shall be posted for a minimum of five (5) days in at least three (3) conspicuous places in the College for everybody's information and scrutiny.

1) Should queries, protests and appeals arise from the appreciation of documents during the evaluation and review of document and credentials, these shall be referred to the committee concerned and, if needed, elevated to the PSB through channels for immediate compulsory resolution.

2) Pursuant to CSC MC No. 04, s. 2010, aggrieved parties shall file protests on promotional appointments to the NLPSC President, then to the CSC Regional Office, and then to the CSC Proper within fifteen (15) days from date of notice of the promotion.

e. After which, the results of the review shall be transmitted to the Zonal Computer Center for processing together with the results of the QCE evaluation. NBC 461 CCE and QCE evaluation fees shall be paid by the College pursuant to PASUC memorandum for all SUC Presidents/Heads dated 18 February 2004.

f. The appropriate rank and/or sub-rank of individual faculty members of NLPSC shall be based on the computer printouts issued by the Zonal Computer Center.

g. Finally, the promotion or advancement is approved by the BOT and the CSC.

1) In the case of promotion to a higher rank, an Appointment and a Notice of Salary Adjustment (NOSA) are subsequently issued to the faculty.

2) In the case of advancement to a higher sub-rank, a NOSA is subsequently issued to the faculty.

C. Transfer and Resignation

1. Faculty members who opt to voluntarily resign or transfer to other institutions must secure and present a duly accomplished clearance form from appropriate offices at all levels.

2. Transfer within the semester or summer term shall not be allowed, except on highly justifiable and extreme cases, otherwise sanction/s shall be imposed as may be determined by the PSB.

Chapter V WORKING HOURS AND FACULTY WORKLOAD

A. Working Hours

1. Official Working Hours

- a. The official working hours in NLPSC are from 8:00 to 12:00 in the morning and from 1:00 to 5:00 in the afternoon, for Monday to Friday. However, flexi-time shall be allowed.
- b. The assembly time for Flag Raising Ceremonies during Mondays is set at 8:00 in the morning. Sanction for non-compliance to this provision is subject to the Joint NLPSC-FA/NTPA agreement.
- c. The assembly time for flag retreat every Friday shall be at 4:45 in the afternoon.

2. Flexi-time Schedule

- a. The college shall allow flexible working hours for permanent faculty members subject to the following conditions:
 - a. It is allowed only on activities along instruction, research, extension, production, administration and other academic-related assignments;
 - b. A permission is sought in writing, endorsed by concerned college officials through channels and approved by the College President;
 - c. The letter-request is forwarded not less than thirty (30) calendar days before the start of the requested schedule for flexible working hours;

- d. The requested schedule of flexible working hours as to the time of the day of the week shall be fixed, regular and definite for a minimum period of one (1) school term and said schedule shall necessarily jibe with the said school term; and
- e. The total number of service hours per week shall not be less than the regular workload as set forth herein.

B. Faculty Workload

1. Regular Workload

- a. The regular faculty workload shall be twenty one (21) units per week but not more than twenty five (25) hours of service per week. Actual classroom teaching and hours of preparation which include the preparation of test questions or examinations, checking of test papers, critiquing students' reports and theses, computing and preparing reports of grades, and other similar academic activities should be observed by each faculty member.
- b. Clinical instructors with administrative functions shall only be given one (1) clinical duty in as much as an hour of duty is equivalent to one (1) unit load.
- c. The total workload shall include 85 percent instruction, 10 percent research, 5 percent extension or production. This shall be reflected in the Position Description Form (PDF). Other administrative and academic-related functions are likewise performed when necessity arises.
- d. In the teaching load to be signed by each faculty member, consultation hours should be reflected therein. The consultation hours of at least three (3) hours a week shall be devoted to resolve problems besetting students. The consultation schedule shall be posted in conspicuous places preferably in front of the door of the faculty room.
- e. Every faculty member duly designated to administrative position shall be entitled to a reduction of teaching load.
- f. Teaching load shall be, as much as possible, equitably distributed and assigned among the members of the faculty.
- g. Expertise or field of specialization shall always be the primordial basis to be considered in assigning teaching loads.

- h. Teaching load assignments shall be limited, if possible, to four (4) preparations, but could be increased due to exigency of the service.
- i. Rest period between lecture classes be given weight in the preparation of teaching loads to be assigned to faculty members.
- j. During summer term, faculty on vacation-sick leave (VSL) status shall be given priority in the assignments to teaching loads except when the subject offering requires a faculty with specialization; thus, faculty on teachers' leave (TL) status shall be considered. Part time instructors could be tapped as well to augment the teaching force during summer.

2. Overload

- a. When funds are available, overload shall be paid or compensated with honorarium based on the basic monthly salary of the concerned faculty member during the time said overload is rendered; provided that no faculty member in the same department/unit is under loaded.
- b. Overload shall be limited to three (3) to six (6) units depending on the exigency of the service;
- c. When funds are not available, overload shall be granted creditable service leaves or compensatory time-off in lieu of said overtime service rendered without pay in accordance with the CSC-DBM Joint Circular No. 2, s. 2002.

3. Emergency Load

- a. When no qualified faculty member is available to teach a subject, an additional load of no more than three (3) unit's emergency load may be given to a faculty member.
- b. Emergency loads shall be justified by the Department Dean in writing and approved by the Director for Academic Affairs or to be justified by the Director for Academic Affairs and approved by the College President.
- c. The schedule for emergency load shall be outside of the official working hour.
- d. The faculty, even when already overloaded, shall be given preference to teach emergency loads before anybody else from the ranks of the academic non-teaching personnel.

- e. When duly arranged and approved, services for emergency load shall be considered as part of the teaching load and shall be given an honorarium or service credit.

4. Substitution

- a. Substitution is given to faculty members who shall take over for those on short-term leave such as maternity/paternity leave, vacation/sick leave and on official business.
- b. Without proper arrangement with and the permission of the Department Dean and the Director for Academic Affairs, substitution cannot be effected. Substitution through internal arrangement between and among faculty members is strictly prohibited.
- c. When duly arranged and authorized, services for substitution shall be considered as part of the teaching load.

5. Outside Teaching Load

- a. Outside teaching load for faculty members is allowed on part-time basis only and classes should be done on week-ends or outside official time.
- b. It is a must therefore on the part of the faculty member concerned to secure permission and approval from the College President coursed through channels if he intends to teach in other schools.
- c. Outside teaching load shall not be in conflict with the faculty members' duties and responsibilities, which are given first and foremost priority.
- d. Faculty members on study leave with pay or on scholarship, fellowship or training grant are not allowed to render outside teaching loads. Those found guilty of violating this provision will be asked to resign or be dismissed from the service after due process of law.

C. Guidelines in Determining Total Workload

The following guidelines shall apply in the computation of total workload per semester for purposes of determining under-load and overload.

1. Instructional Activities (IA)

a. Classroom Instruction (Undergraduate Level)

Lecture- 1.0 unit per contact hour
 Laboratory- 0.75 unit per contact hour
 Clinical Duty- 1.0 unit per contact hour

b. Student Advising/Thesis Advisorship

- a. Undergraduate Thesis
 b. Coordinators in OJT, student teaching and similar activities

2. Research, Extension and Production Activities (REPA)

a. Research*

Program/Project Leader

With 5 or more projects - 9 units (must conduct at least 1 study)
 With less than 5 projects - 6 units (must conduct at least 1 study)

b. Extension*

- 1) Subject Matter Specialist
 Skills and Technology Transfer - 1 unit per contact hour
- 2) Extension Program/Project Leader
 Skills and Technology Transfer - same as in research

* Approved research or extension proposal and/or MOA and official designation from the College President are required.

3. Administrative Assignments (AA)*

Directors - 9 units
 Department Deans - 6 units
 Coordinators - 3 units

*In multiple designations, only the highest will count. The College President has the discretion to determine the load of the faculty member.

Chapter VI
RIGHTS AND PRIVILEGES OF THE FACULTY

A. Rights of Faculty

In addition to those provided for in the CNA between NLPSC and FA as well as by relevant laws, rules and regulations, all faculty members of NLPSC have the following rights:

1. They are deemed persons in authority, entitled to protection and due respect, when acting in the discharge of lawful duties and responsibilities.
2. They serve with a Security of Tenure. A tenure, once acquired, is permanent unless removed for cause of death, resignation or retirement.
3. They have the right to free expression of opinions and suggestions and to avail of effective channels of communication with the academic and administrative bodies of the College.
4. They can seek for free legal service by the appropriate government office when charged with administrative, civil and/or criminal proceeding by a party or parties other than NLPSC or regulatory government authorities concerned for any action committed directly in the lawful discharge of professional duties and/or in defense of NLPSC policies.
5. They can establish, join or maintain labor organizations and/or self-regulating professional organizations of their choice to promote their welfare and defend their interests.
6. They are free from involuntary contributions, except those approved or imposed by their own organizations.
7. They are free from any compulsory assignments not related to their duties as defined in their appointment or employment contracts, unless compensated therefore in accordance with existing laws.
8. They are covered with rights for intellectual property as provided by applicable laws.
9. They can choose alternative career channels either in school administration or classroom teaching, or other lines of endeavor in the College, for purposes of career advancement.
10. They have rights to sufficient administrative discretion necessary for the efficient and effective performance of their duties and responsibilities, if and only when assigned with or designated to administrative and/or supervisory functions.

11. They can enjoy equitable safeguards at each stage of any disciplinary procedure and shall have the right to be informed in writing, of the charges; to have full access to the evidence in the case; to defend himself/herself or to be defended by a representative of his/her choice and/or by his/her organization; to be given adequate time for the preparation of his/her defense, and to appeal to duly designated authorities.
12. They have right to be granted with free annual medical and dental examination spearheaded by the College.
13. They must be protected against the consequences of employment injuries in accordance with existing laws, rules and regulations.
14. They must receive a compensation based on the national standardized salary scheme for SUCs.
15. Their overload teaching, lectures, consultations and others shall be paid in accordance with existing laws, rules and regulations.
16. They have the right to enjoy academic freedom.

Generally, it is the right of the faculty, as scholar and private citizen, to pursue the truth and express freely what holds to be true either individually or collectively.

Specifically, it is the right of the faculty to teach the subjects of his specialization according to his best lights, to hold, in other subjects, such ideas as he believes sincerely or be right; and to express his opinions on public questions in a manner that shall not interfere with his duties as a member of the faculty or jeopardize his loyalty to NLPSC. It also involves among others, freedom to perform, as a member of the community of scholars, the primary functions of instruction, research, extension and publication without constraints and interferences from any individual, organization or constituted authority.

Within this framework, the following principles are hereby declared:

1. The College shall not impose any limitations upon the faculty's freedom in the classroom or in addresses and publications.
2. The College shall not place any restraint upon the faculty's freedom in the choice of subjects for research and investigation undertaken with his own initiative.

3. The College shall recognize that the faculty, in speaking or writing outside of the NLPSC upon the subjects beyond the scope of his/her own field of study, is entitled to the same freedom as all other citizens and is subject to the same responsibilities as such.
4. The College shall assume no responsibility for views expressed by members of the faculty. In this regard, the faculty shall make clear that they are expressing their personal opinions.
5. The College shall impose sanctions in accordance with existing laws, rules and regulation upon any member of the faculty who inculcates sectarian tenets in any of his teachings or use his/her position directly or indirectly to influence students for or against a particular church or religious sect, ideology or political party as approved by the BOT.

The above principles are best served through the exercise and enjoyment of the faculty of, but not limited to, the following:

1. Teach and discuss the topics in the field of his/her competence including controversial matters relevant to the subject taught.
2. Explore and try-out different methods which can best facilitate learning.
3. Research and disseminate findings through publications and other forms; provided that such activity does not interfere with his/her teaching performance and that, if it involves pecuniary return, the agreement should conform to the existing NLPSC policies.
4. Express freely one's opinions, thoughts or ideas in both oral and/or written forms within or outside of the NLPSC; provided that he/she assumes full responsibility for such personal actions and; provided further that these action do not violate public good and social order.
5. Accept outside work such as speaking, writing and research provided that the preference of his/her job in NLPSC is not sacrificed.
6. Participate in decision-making and policy formulation processes within the bounds of NLPSC policies.
7. Be consulted and/or be heard individually or collectively in matters that affect the faculty.

8. Right to petition for redress of grievances.

B. Privileges of Faculty

In addition to those provided for by the Government Service Insurance System (GSIS), the Home Development Mutual Fund popularly known as PAG-IBIG, the CNA between NLPSC and FA and other relevant laws, rules and regulations, faculty members of NLPSC have the following privileges:

1. Welfare Services

To maintain a high level of productivity and morale among the faculty, the College shall:

- a. make arrangements for annual medical and dental check-up;
- b. provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;
- c. facilitate the dissemination of information and discussion of ideas among the Department Deans and faculty members. It shall encourage their participation in the formulation of policies, procedures and other matters affecting them and their work; and
- d. encourage voluntary activities whether athletic, social, recreational or financial; provided that these are conducive to their well-being and consistent with the objectives of personnel welfare.

2. Educational, Social, Cultural and Athletic Functions

- a. At all educational, cultural and social affairs and athletic events held in or sponsored by the College, faculty members are to be admitted free of charge unless specified otherwise. When admission fee is required, the College shall endeavor as much as possible to provide special and adequate seating arrangements for the members of the faculty.
- b. During State Colleges and Universities Athletic Association (SCUAA) meets in Region I held in SUCs other than NLPSC, the members of the faculty are allowed to attend such meets for at least one (1) day on official time. If available, the school vehicle shall be used to ferry the faculty to and from the venue.

Chapter VII

LEAVE BENEFITS AND SERVICE CREDITS

A. Leave Benefits

1. Designated officials and employees of the government, whether permanent, temporary, or casual, who render work during the prescribed working hour, shall be entitled to fifteen (15) days vacation and fifteen (15) days sick leave annually with full pay exclusive of Saturdays, Sundays and holidays, without limitations as to the number of days of vacation and sick leave that they may accumulate.
2. Emergency, contractual and part-time employees hired through a contract of service or job order are not entitled to leave benefits.
3. If an employee has been allowed to work in two (2) or more shifts or rotations, the period of actual service covered by each shift or rotations could be added together to determine the number of years, months and days during which leave credit is earned.
4. An employee who is still on probation may already avail of whatever leave depending upon the leave credits he has earned during said period. Accordingly, any leave of absence without pay incurred during the period of probation shall extend the completion thereof for the same number of days of such absence.

B. Leave of Absence

1. Leave of absence benefits include vacation leave, sick leave, special privilege leave, maternity leave, special leave, academic leave for faculty administrators, and other types of leave benefits as may be provided for by laws or both.
2. All kinds of leave of absence should be applied for through a duly accomplished CSC Form 6 and submitted to the HRMO for appropriate action.
3. The employee's immediate supervisor or the HRMO, to facilitate teaching adjustments, should be informed about his intended leave either done personally or thru a representative.
4. A regular official or employee who is continuously absent without approved leave of absence for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the roll without prior notice. A notice of separation for service shall be sent to his/her last known address not later than five (5) days.

5. If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work order shall be served at the known on record. Failure of the faculty to report for work within the period stated in the order shall be a valid ground for dismissal from the service.

Policies on Leave of Absence Benefits:

1. Vacation Leave

- a. All applications for vacation leave of absence for one (1) day or more shall be filed in advance, whenever possible five (5) days before the effective date of such leave.
- b. Except in the case of secondment, vacation leave without pay is not granted whenever an official or employee has vacation leave or service credits.
- c. Vacation leave without pay affects the grants of length of service step increment if such leave within the three-year period exceeds fifteen (15) days. The said grant may be delayed for the same number of days an official or employee was absent without pay.

2. Sick Leave

- a. Approval of sick leave, whether with pay or without pay, is mandatory as long as proof of sickness or disability is attached to the application.
- b. All applications for sick leave of absence for one (1) full day or more shall be filed immediately upon the employee's return from such leave. Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate.
- c. Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or be advised to rest in view of ill health duly supported by a medical certificate.
- d. In ordinary application for sick leave already taken not exceeding five (5) days, the head of department or agency concerned may duly determine whether or not the granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required.

- e. When an official or employee had already consumed all his sick leave credits, he can use his vacation leave credits but not vice versa.
- f. In no case shall sick leave be used as a reason for seeking employment anywhere.

3. Special Privilege Leave

- a. Special privilege leaves are granted to all employees under cumulative leave for a maximum of three (3) days within a year. Faculty members with special designations can avail of the special privilege leaves.
- b. An employee can avail of the special privilege leave for three (3) days or a combination of any of the following three leaves for a maximum of three (3) days in a given year:
 - 1) Personal milestones such as birthday, wedding, anniversary (an employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or holiday either before the occasion.)
 - 2) Parental obligations such as attendance in school programs;
 - 3) Filial obligations (to cover the employee's moral obligation toward his parents and siblings);
 - 4) Domestic emergencies such as sudden urgent repairs needed at home;
 - 5) Personal transactions (to cover the entire range of transactions an individual does with government or private agencies); or
 - 6) Calamity, accident and hospitalization leave pertaining to force majeure events that affect the life, limb and property of the employee or his immediate family.

4. Maternity Leave

- a. Married female faculty members who are regulars are entitled to maternity leave of sixty (60) calendar days with full pay over and above the vacation and sick leave granted to her.
- b. If the period of delivery occurs during the long vacation, both the maternity benefits and the proportional vacation pay are due and payable to the faculty concerned.

- c. Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service is computed in proportion to the length of service based on the ratio of sixty (60) days to two (2) years of service; thus

$$X = Y / 12$$

Where: X = number of days to be paid

Y = number of days in the service.

- d. Those who have served for less than one (1) year are entitled to 60 days maternity leave with half pay.
- e. Its enjoyment cannot be deferred but it should be availed of either before or after the actual period of delivery, in a continuous and uninterrupted manner, not exceeding sixty (60) calendar days.
- f. It is granted to married female faculty in every instance of pregnancy irrespective of its frequency.
- g. When the faculty wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so; provided that she presents a medical certificate that she is physically fit to assume the duties of her position. The commuted money value of the unexpired portion of the leave need to be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports for work.
- h. Maternity leave with pay is granted even if delivery occurs just a few days before and not more than 15 calendar days after the termination of employee's service.
- i. If already entitled, a female faculty can still avail of sixty (60) days maternity leave with pay even if she is on an extended leave of absence without pay.
- j. A married female faculty is entitled to maternity leave of absence with pay even if she has pending administrative case.
- k. A married contractual female faculty whether or not receiving twenty percent (20%) premium on her salary is entitled to maternity leave benefits like regular faculty in accordance with the provisions of items (1), (3), (4), and (5) hereof.

1. For purposes of clarity, a faculty under contractual status is considered as such when she receives her salary from the General Appropriations Act (GAA) specifically in the Personal Services (PS).

5. Special Leave Benefits for Women

- a. Any female faculty member, regardless of age and civil status, shall be entitled to a special leave of a maximum of two (2) months with full pay based on her gross monthly compensation; provided that she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders. The special leave may be availed for every instance of gynecological disorder requiring surgery for a maximum period of two (2) months per year.
- b. Generally, availing of the said special leave benefits shall be in accordance with Annex "A" (List of Surgical Operations for Gynecological Disorders) of CSC MC No. 25, s. 2010. The said list reflects, among others a classification of the procedure based on the patient's estimated period of recuperation, defined as follows:
 - 1) Minor - surgical procedures requiring a maximum period of recuperation of two (2) weeks.
 - 2) Major - surgical procedures requiring a maximum period of recuperation of three (3) weeks to a maximum period of two (2) months.
- c. Other surgical operations for gynecological disorders which are not found in said Annex "A" may be allowed subject to certification of a competent medical authority and submission of other requirements.
- d. The earned leave credits may be used for preparatory procedures and/or confinement prior to the surgery. Moreover, should the period of recuperation after the surgery exceed two (2) months, the female official/employee may use her earned sick leave credits for the same. If the sick leave credits have been exhausted, the vacation leave credits may be used.
- e. This special leave is non-cumulative and non-commutative.

6. Paternity Leave

- a. Married male faculty is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting; provided that a duly accomplished CSC Form 6 is filed and the child's birth certificate is submitted, or a certificate of delivery or a certificate of miscarriage issued by the attending physician, midwife or other competent medical practitioner, whichever is applicable, is given.
- b. Paternity leave is non-cumulative and non-commutative.
- c. Enjoyment of the paternity leave could be either in a continuous or in an intermittent manner by the married male faculty on the days immediately before, during or after the child-bearing or miscarriage of his legitimate spouse.

7. Rehabilitation Leave

- a. Officials and employees, except consultants and persons hired under contracts of service and job orders, may be entitled to the rehabilitation privilege for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency and terms of availing of the privilege shall be based on the recommendation of a medical authority. Hence, availing of the privilege may be for less than six months, or may be a half-time basis or an intermittent schedule as determined by medical authorities provided that the cumulative total period of availing of the privilege will not exceed 6 months. Illness or sickness resulting from/or aggravated by working conditions or the environment cannot be a basis for availing of the rehabilitation privilege even if the same may be compensable under the laws and regulations of the Employees Compensation Commission (EEC).
- b. For availing oneself of the rehabilitation privilege, performance of duty means situations wherein the official or employee was already at work. The same privilege may be extended to officials and employees in situations wherein the official or employee meets an accident while engaged in activities inherent to the performance of his/her duties, including being on official business outside of his/her work situation, official travel, authorized overtime, detail order, and special assignment orders. Injuries from accidents that occurred while the official or employee was going to work and going home from work are not considered sustained while the performance of official duties.
- c. Absence from work during the period of rehabilitation privilege shall not be deducted from the accumulated vacation or sick leave credits of the

official/employee. However, officials and employees while on rehabilitation privilege do not earn and accumulate vacation and sick leave credits.

- d. Officials and employees availing of the rehabilitation privilege shall receive their salaries and regular benefits such as Personnel Economic Relief Allowance (PERA), additional compensation, year-end bonus, and cash gift mandated by law. They are not entitled, however, to benefits and privileges that are enjoyed based on the actual performance of duties of positions entitled to these benefits such as representation and transportation allowances (RATA).
- e. To avail of the privilege, concerned officials and employees should first make a letter of application for rehabilitation privilege. Said letter must be supported by relevant reports such as police report, and a medical certificate that specifies the nature of injuries, the course of treatment and the need to undergo rehabilitation. In case the attending physician is a private practitioner, a written concurrence of a government physician on the recommendation for rehabilitation must be obtained.
- f. The application for rehabilitation privilege should be made within one week from the time of the accident. Any member of the employee's immediate family can make the application in behalf of the employee.
- g. Application of officials and employees for leave of absence on account of wounds or injuries incurred in the performance of duty must be made on the prescribed form, supported by proper medical certificate as evidence showing that the wounds or injuries were incurred in the performance of duty.
- h. The head of department of agency concerned shall direct that the absence of an employee during his period of disability thus occasioned shall be on full pay, but not to exceed six (6) months.

8. Academic Leave for Faculty Administrators

- a. Faculty members with administrative designations like directors, deans and coordinators may be entitled to academic leave of five (5) days for every year of administrative service, which is non-cumulative, non-commutative and availed of only during summer and Christmas vacations in block or staggered basis.

- b. When the administrative service is less than a year, the academic leave shall be pro-rated accordingly.
- c. Academic leave should be applied for at least a week prior to availment. Schedule of such availment should not prejudice the operations of the office.
- d. The unspent accumulated academic leave credits within a year are deemed forfeited upon resignation from office.
- e. Only an active faculty administrator may avail of academic leave. Should he/she resign from office within one (1) month after the availment, the said leave shall be charged against his/her regular leave credits.
- f. This academic leave privilege for faculty administrators is subject to the approval of the BOT.

C. Monetization of Leave Credits

- 1. Officials and employees in the career and non-career service whether permanent, temporary, casual, or co-terminus, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days; provided that at least five (5) days is retained after monetized and provided further that a maximum of thirty (30) days or more may be monetized in a given year.
- 2. Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for availed and justified reasons such as:
 - a. Health, medical and hospital needs of the employee and the immediate members of his family.
 - b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family.
 - c. Educational needs of the employee and the immediate members of his/her family.
 - d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family.

- e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing.
 - f. Other analogous cases as may be determined by the CSC.
3. The monetization of 50 percent or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

D. Mandatory Leave

All officials and faculty members with designations with ten (10) days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

1. The College President shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees. Provided that they may, in the exigency of service, cancel any previously scheduled leave.
2. The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of service by the College President, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.
3. Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
4. Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of fifteen (15) days who availed of monetization for 10 days shall still be required to go on forced leave.

E. Leave Status of Faculty

1. Vacation-Sick Leave Status

- a. Faculty members with administrative and supervisory functions whose services are regularly necessary in the management of the affairs of the College or engaged in assignments which involve reporting for work beyond the normal office hours shall fall under the vacation-sick leave (VSL) status.
- b. Like any other government employees, they are required to report during summer and Christmas vacations.
- c. They shall be entitled to cumulative 15 days vacation and 15 days sick leave annually provided that:
 - 1) The administrative or supervisory function or engagement in special assignments is covered by a designated or office order; or
 - 2) The faculty carries an official designation or office order as program, project or study leader in research, development and extension.

2. Teacher's Leave Status

- a. Faculty members who do not have administrative or supervisory functions or special assignments shall be under the Teacher's Leave (TL) status.
- b. Faculty members under TL status are not entitled to the usual vacation and sick leave benefits. Instead, they are entitled to proportional vacation leave with pay of seventy (70) days of summer vacation and fourteen (14) days of Christmas vacation.
- c. The inter-semester period shall not be a vacation for faculty members under TL status but shall be for the purpose of giving them time to check examination papers and other student requirements, prepare and submit reports of grades, clear up all other pending academic and committee work, and help in the student registration for the following semester.
- d. Faculty members under TL status can be converted into a VSL status when:
 - 1) He/she is duly designated to administrative position by the College President; or
 - 2) He/she has an approved project along instruction, research, extension and production; provided that the conversion of leave

status is recommended by the Director concerned and approved by the College President; or

- 3) He/she is elected as President of FA and consequently become a member of the BOT representing the faculty sector; or
- 4) Other cases and circumstances as recommended by the College President and approved by the BOT.

F. Service Credits

1. Whenever a regular faculty member is required to perform regular functions and/or assigned important tasks/jobs to work on including other emergency assignments on Saturdays, Sundays, holidays or outside of the regular official time during week days by school officials due to exigency of the service, the faculty shall be granted service credits upon recommendation of the said college officials and approved by the College President.
2. In case budget allocated for honoraria is insufficient, service credit shall be given in lieu of all unpaid or uncompensated overloads.
3. For conversion purposes, five (5) contact/service hours shall be equivalent to one (1) day of service credit.
4. Service credit can be used as sick leave.

Chapter VIII FACULTY DEVELOPMENT PROGRAM

A. Human Resource Development Program

The Human Resource Development (HRD) programs of NLPSC include the following:

1. Degree Programs in the Undergraduate, Graduate and Post-Graduate Levels
 - a. Scholarship Grants
 - b. Fellowship Grants
3. Non-degree Programs
 - a. Short-term Training Courses

- b. Conferences/Seminars/Workshops
 - c. Exchange Programs
 - d. Educational Tour
 - e. Sabbatical Leave
4. Personally-Initiated or -Solicited and/or Self-Financed Schooling/Professional Enhancement Programs

B. Policies and Guidelines

1. All HRD programs of NLPSC shall be pursued and/or awarded primarily for and in the interest of public service, secondarily in relation to the needs of and impact of the said program to NLPSC, and lastly for professional and personal enhancement of the concerned faculty.
2. Except for competitive scholarship, fellowship, training, exchange program, and educational tour grants, presidential discretion may apply in the selection of grantees; provided that the Faculty and Staff Development Committee (FSDC) is informed in writing about the exercise of said discretion for records purposes; provided further that the number of cases shall not exceed ten percent (10%) in a given school year.
3. All scholarship, fellowship, training, exchange program and educational tour grants, both local and foreign, whether fully or partially funded by NLPSC or by other benefactors shall be covered by a contract duly signed by the grantee and the College President together with two (2) guarantors who are the Dean of the Department where the grantee belongs and immediate member of his/her family and two (2) witnesses from the FSDC.
4. Unless otherwise stipulated in the scholarship, fellowship, training, exchange program and educational tour grant, all necessary incidental expenses incurred by the grantee as stipulated in item 11 herein shall be borne by NLPSC.
5. Except on exchange program and educational tour grants, awarding of scholarship, fellowship and training grants shall be governed by and subject to the following conditions:

- a. Grantee shall be on permanent status at the time of the award except on highly technical fields where a contractual employee is qualified and no qualified contractual employee grantee could meet the requirement stipulated in item (c) hereof and could abide by the conditions and other requirements as may be set by the FSDC to ensure his/her return to NLPSC.
 - b. Grantee shall be not be more than 45 years old of the time of the award except on highly meritorious cases when the interest of the service so requires; provided that the grantee is not more than 50 years old, has rendered at least fifteen (15) continuous years of service in NLPSC and, will not retire before the service repayment stipulated in item 13 hereof is complied with.
 - c. Grantee shall have served NLPSC for at least two (2) consecutive years in any capacity with a very satisfactory performance in the last two (2) evaluation periods before the award is given except in highly competitive scholarship, fellowship or training grants.
 - d. Grantee shall be physically and mentally fit as certified by an authorized physician.
 - e. Grantee is not a recipient of any grant for the last two(2) years.
 - f. The scope of the grant shall be along the field of specialization and/or relevant to the work, position and/or designation of the grantee.
 - g. In case two (2) or more qualified employees are relatively equal in terms of the above conditions and when the available slot is limited due to budgetary constraints and other reasons, preference shall be given to the one who has not or those who have not attended any or least of the HRD programs.
6. After due process, grants awarded shall be withdrawn, suspended, or terminated only when any of the provisions of the contract is violated by the grantee including other relevant instances, cases, or reasons as defined in the proceeding item.
 7. After due process, a grantee shall be considered and classified as delinquent in any of the following instances, cases, or reasons:
 - a. willful abandonment of the grant without an approved leave of absence, or dropping of courses without the approval of the College President;

- b. failure to render service repayment;
 - c. grave misconduct which puts NLPSC in bad light;
 - d. failure to finish the grant within the allowable period, that is, prescribed duration in the contract plus approved extension and/or deferment, if any, subject to the conditions stipulated in items 9 and 12 herein, respectively; and
 - e. other unjustifiable instances, cases, or reasons as may be determined by the FSDC.
8. A delinquent grantee shall be disqualified for future grants and shall be required to reimburse the total value or cost of the grant to NLPSC including necessary incidental expenses received pursuant to items 4 and 11 hereof except salary and other employment benefits and entitlements received during the duration of the grant.
9. Depending on the merits on a case-to-case basis, an extension for a maximum of one (1) year to two (2) years to finish the scholarship or fellowship grant shall be granted under justifiable instances, cases, or reasons as may be determined by the FSDC; provided that the grantee shall forward a letter-request to the College President through the FSDC at least one (1) month before the expiration of the prescribed duration with the following attached documents:
- a. an endorsement letter from the thesis/dissertation adviser and approved by responsible school officials of the institution where the grantee is enrolled;
 - b. a certified true copy of grades from the start to the latest semester enrolled in;
 - c. Gantt chart of the remaining schedule of activities; and
 - d. other documents as may be required by the FSDC.
- Denial or disapproval of said request by FSDC may be appealed to the College President, whose decision is final.
10. Acceptance of any HRD program shall be voluntary; hence, no employee shall be sanctioned for refusing to accept said program.

11. NLPSC shall pay the salary including other employment benefits and entitlements lawfully due to the grantee during the duration of the scholarship, fellowship, training, exchange program and educational tour grant and may provide the pre-departure expenses which include among others clothing allowance, local travel expenses and airport tax, if such are not provided for by the sponsoring agency.
12. A grantee may request the College President through the FSDC for deferment of the scholarship, fellowship, training, exchange program or educational tour grant when he/she is injured, sick, ill or pregnant subject to the following conditions:
 - a. Deferment shall not be more than one (1) year, otherwise such excess period of rest or recuperation shall be counted as part of the prescribed duration within which to complete the said grants;
 - b. Pertinent CSC policies, rules and regulations shall apply; and
 - c. Only one (1) request for deferment due to pregnancy is allowed within the prescribed duration of the said grant.
13. A scholarship, fellowship and sabbatical leave grantee shall be required to render service repayment to NLPSC after the grant is completed and reports back for duty according to the following schedule:
 - a. Two (2) years of service for every year of scholarship enjoyed or fraction thereof; and
 - b. Two (2) years of service for every year of fellowship or sabbatical leave enjoyed or fraction thereof. In case of conflict in service repayment with sponsoring agency in fellowship grants, this NLPSC policy shall prevail.
14. Attendance to any of the HRD programs of NLPSC shall be construed as actual service rendered; thus, a grantee shall earn the usual leave credits if he/she is under the vacation-sick leave (VSL) status; and other leave benefits due during the duration of the said HRD programs.
15. Upon recommendation by the FSDC, scholarship and fellowship grantees who are contractual with relevant degree shall be given a permanent status subject to the availability of a plantilla item or position and in accordance with the requirements per CSC rules and regulations upon completion of the grant and submission of official transcript of records, diploma/certificate of

- completion, and hard and soft copies of thesis/dissertation including other requirements.
16. In cases of personally-initiated or -solicited and/or self-financed schooling/professional enhancement programs, these policies and guidelines shall not apply unless otherwise specifically provided hereof.
 17. Self-financed schooling/professional enhancement programs are encouraged and recognized by NLPSC; provided that the concerned employee shall seek prior permission and approval by the College President through the FSDC if he/she wishes to enjoy the hereunder privileges.
 18. Employees who finance their own schooling/professional enhancement program shall be entitled of the following privileges:
 - a. reduced load for faculty;
 - b. flexi-time for non-teaching staff;
 - c. one (1) day official time during weekdays preferably on Fridays; and
 - d. subject to the availability of funds, thesis/ dissertation aid of Php 7,000 to 10,000 for masteral and Php 10,000 to 20,000 for doctorate, depending on the scope of the study and as determined by FSDC.
 19. Except when specially identified in the invitation letter, selection of attendees to seminars, conferences, workshop, short-term courses and training shall be the sole responsibility of the College President or his duly authorized representative; provided that the scope of said seminars, conferences, workshop, short-term courses and trainings is along the field of specialization and/or relevant to the work, position and/or designation of the attendee.
 20. Availing of sabbatical leave of one (1) year with full payment of salary including other employment benefits and entitlements lawfully due to faculty members shall be governed by and subject to the following conditions:
 - a. The faculty member has demonstrated above average ability in instruction, scholarship, research, or other creative accomplishments as seen in one's publication, teaching, exhibition or performance;
 - b. The faculty member is at least an Associate Professor who has rendered a minimum of seven (7) years of continuous service;

- c. Services outside of NLPSC are considered part of the 7 year requirement; provided that they are rendered by the faculty member on secondment, and that the year immediately before the filing is spent in NLPSC;
 - d. The required continuous service for the subsequent sabbatical leave shall be counted from the date of return; and
 - e. The sabbatical leave shall be devoted to any one of the following options:
 - 1) to finish post-graduate studies;
 - 2) to conduct research;
 - 3) to write or translate a book in relation to one's field of specialization;
or
 - 4) to write and produce a play or engage in any artistic production.
21. A sabbatical leave grantee shall be required to submit a written report detailing his/her accomplishments in terms of benefits accruing to NLPSC. Said report shall be presented in an appropriate forum.
22. Competitive NLPSC scholarship grants shall be available to all employees subject to the following conditions:
- a. Applicant shall be endorsed by his/her immediate supervisor or by anybody with a higher rank in the Department where he/she belongs;
 - b. Applicant shall file an applicant letter to the College President through the FSDC at least one (1) academic year prior to the start of the grant;
 - c. Grantee shall be on permanent status and not be more than 45 years old at the time of the award;
 - d. Grantee shall have rendered at least two (2) continuous years of service in NLPSC in any status or capacity with a very satisfactory performance in the last two (2) evaluation periods before the award is given;
 - e. Grantee shall be academically capable as well as physically and mentally fit as certified by an authorized physician;
 - f. Grantee shall be a full time scholar with an academic load of not less than 15 units per semester;

- g. Grantee is not a recipient of any grant for the last two (2) years and shall not be eligible for other grants during the duration of the scholarship; except on highly meritorious and justifiable cases as determined by FSDC;
 - h. Grantee shall enroll in graduate programs in colleges and universities recommended by the College President through the FSDC; provided that such graduate program falls along the field of specialization and/or relevant to the work, position and/or designation of the grantee, except on highly meritorious and justifiable cases as determined by FSDC;
 - i. Grantee shall maintain a grade point average (GPA) not lower than 1.75 and 1.5 for masteral and doctorate, respectively. Otherwise, the grantee shall lose the grant and be required to reimburse to NLPSC the total cost of the grant incurred; and
 - j. All other policies and guidelines pertaining to grants herein and consistent with the above also apply.
23. Other requirements and criteria in the selection and/or screening of grantees shall be promulgated by FSDC whose decision may be appealed to the College President, whose decision is final.
24. The number of competitive NLPSC scholarship slots shall not exceed ten percent (10%) of the total number of permanent employees at any given time distributed proportionally between faculty and non-teaching staff.
25. Competitive NLPSC scholarship grantees shall have the following benefits and privileges:
- a. Free tuition and other school fees;
 - b. Monthly stipend of PhP 3,000.00;
 - c. Book allowance of PhP 2,000.00 per semester to be liquidated by official receipts;
 - d. Actual transportation allowance not to exceed PhP 1,000.00 per semester; and

- e. Thesis/dissertation aid of 7,000.00 to 10,000.00 for masteral and PhP 10,000.00 to 20,000.00 for doctorate, depending on the scope of the faculty and as determined by FSDC.

Chapter IX AWARDS AND INCENTIVES

Through the NLPSC's Program on Awards and Incentives for Service Excellence (PRAISE), due recognition, awards and incentives to deserving faculty members shall be given.

A. Policies and Guidelines

1. There shall be a PRAISE Committee to be created and composed of the following:
 - a. College President or his/her duly authorized representative as Chairman;
 - b. Director for Academic Affairs as Co-Chairman;
 - c. Director for Administration and Financial Services as member;
 - d. Director for Research and Extension as member;
 - e. Senior Faculty/Senior Non-Teaching Personnel representative as member for teaching and non-teaching staff, respectively; and
 - f. FA/NTPA representative as member for teaching and non-teaching staff, respectively.

The senior faculty and non-teaching personnel representatives shall be elected preferably through secret balloting from among the qualified faculty members and non-teaching personnel. To ensure continuity, an alternate representative shall also be elected. The said election shall necessarily coincide with the first FA/NTPA general assembly called for after the effectivity of the NLPSC-FA/NTPA CNA and every two (2) years thereafter.

2. The PRAISE Committee shall be responsible for the development, administration, and monitoring and evaluation of awards and incentive system of NLPSC. It shall have the following duties:
 - a. to establish a system of incentives and awards to recognize and motivate employees for their best performance and conduct;
 - b. to formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
 - c. to determine the form of awards and incentives to be granted;
 - d. to monitor the implementation of approved suggestions and ideas through feedback and reports;
 - e. to prepare plans, identify resources and propose budget for the system on annual basis;
 - f. to develop procedure, distribute a system policy manual and orient the employees on the same;
 - g. to document best practices, innovative ideas and success stories which shall serve as promotional materials to sustain interest and enthusiasm;
 - h. to submit annual reports on awards and incentive system to the CSC on or before the 30th day of January;
 - i. to monitor and evaluate the system's implementation every year and make essential improvement to ensure its sustainability;
 - j. to address issues relative to awards and incentives within fifteen (15) days from date of submission;
 - k. to recommend appropriate award to be granted to the employee for his idea or suggestions subject to the established criteria;
 - l. to recommend amendments on the system on program for incentives and awards; and
 - m. to perform such other related functions which may be necessary.

3. The PRAISE is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding employees individually or in groups for their suggestions, inventions, superior accomplishments and their other personal efforts which contribute to the efficiency, economy or other improvement in the government service and operations or for other extra ordinary acts or services in the public interest.
4. It shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
5. It shall give emphasis on the timeliness of giving award or recognition. Aside from the conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
6. It shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. The President shall, upon recommendation of the respective heads of offices through the PRAISE Committee, may consider an employee for both monetary and non-monetary awards.
7. Under the PRAISE, monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts shall not exceed twenty percent (20%) of the savings generated, where at least five percent (5%) of the Human Resource Development Fund shall be allocated for the PRAISE and incorporated in NLPSC'S annual work and financial plan and budget.
8. It shall encourage the grant of non-monetary award in recognition of exceptional or meritorious individual or group achievement or accomplishment in the form of medal, certificates, and others. Non-monetary award may be granted independently of, or in addition to the monetary award.
9. The College President or his/her duly authorized representative shall be responsible in overseeing the operation of the PRAISE and the HRMO shall serve as the secretariat.
10. It shall be the basis of the grant of the Productivity Incentive Bonus (PIB), and other awards and incentives. The annual PRAISE shall be submitted by the College to the Civil Service Commission Regional Office/Field Office on or

before the 30th day of January to qualify for the nomination to CSC sponsored national awards.

11. Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.
12. Under the PRAISE, any of the following types of contribution shall be entitled to any award.
 - a. Idea type - this shall refer to an idea, a suggestion or an invention for improvement to effect economy in operation; to increase efficiency or production; to improve working conditions or services; or other similar acts that benefit the government officers and employees.

Officers and employees who, by nature of their duties and responsibilities, are required to make suggestions, formulate plans or make recommendations to achieve greater efficiency and economy in government operations. To improve working conditions shall not, however, be eligible for awards under this type of contributions.

- b. Performance Type Contribution - this shall refer to performance of an extraordinary act of service in the public interest in connection with, or related to, one's official employment; outstanding community service or heroic acts in the public interest; and sustained work performance for a minimum period of one (1) year which is over and above the normal position requirements of the individual or group.
13. Under the PRAISE, award shall consist of honor awards in the national level, agency level and other incentive awards.

a. Honor Award at the National Level

NLPSC shall participate in the search for deserving employees who may be included in the screening for candidates for awards given by other government agencies, private entities, NGO's and other award-giving bodies. Officials and employees nominated for the award must:

- 1) have been employed in NLPSC for at least one (1) year at the time of nomination;
- 2) have been rated at least very satisfactory or its equivalent for two evaluation periods immediately preceding the nominations; and

- 3) have not been found guilty of any criminal or administrative offense or do not have pending case against them at the time of nomination.

Honor Award shall consist of:

- 1) **President or Lingkod Bayan Award.** This award is conferred to an individual for consisted dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.
- 2) **Outstanding Public Official/Employee or Dangal ng Bayan Award.** This is an award granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his/her observance of the eight (8) norms of behavior described under RA 6713 or the Codes of Conduct and Ethical Standards for Government Official and Employee.
- 3) **Civil Service Commission or the Pag-asa Award.** This award is conferred to an individual or group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.
- 4) Other awards given by other government agencies, private institutions or NGO's to an individual or team for contributions of an idea or performance that directly benefited the government.

b. Agency Level Awards

NLPSC shall develop programs and guidelines and initiate the search for deserving employees who may be included in the screening of candidates for incentive awards in the agency level. It shall consist of the following:

1. Outstanding Faculty Member
2. Outstanding Researcher - a regular research staff or faculty researcher

3. Outstanding Extension Worker - a regular staff or faculty extension worker
4. Outstanding Auxiliary Services Worker - a regular staff of the auxiliary services
5. Outstanding Support Staff for General Administration - academic and general administration staff
6. Outstanding Support Staff for Research, Production and Development - research, production and extension services staff
7. Gantimpala Award - an award given outright to employees commended by clients for their courtesy, promptness, efficiency or dedication to duty
8. Exemplary Behavior Award - an award based on the eight norms of conduct as provided under the RA 6713
9. Cost Economy Measure Award - an award granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions that result in monetary savings
10. Best Organizational Unit Award - shall be granted for retirees whether under optional or compulsory retirement schemes held during a performance targets and other pre-determined criteria
11. Service Award - shall be granted to retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement
12. Such other incentive awards which the PRAISE Committee may decide to give, for each idea or accomplishment subject to the approval of the College President

c. Incentives Awards

NLPSC shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. Incentive awards shall consist of, but not limited to, the following:

1. Loyalty incentive shall be granted to an employee who has completed at least ten (10) years of continuous and satisfactory service in the particular office granting the award. The grant shall be in accordance with CSC rules and regulations. A cash award plus certificates and other tokens may be given.
2. Length of service incentive shall be given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustment following the joint CSC-DBM Circular No. 1, s. 1990.
3. Productivity incentive shall be given to an employee whose performance is at least Very Satisfactory for the year covered in accordance with the agency's CSC-approved PES. This incentive shall follow relevant existing guidelines. The basis of awards shall be the performance rating.
4. Career and self-development incentive shall be granted in recognition of an individual who has satisfactorily completed an advanced course or degree within or outside the country at one's own expense. A plaque of recognition shall be given to qualified individual during NLPSC Foundation Celebration.
5. Retirement Award shall be given to a retiree who rendered at least fifteen (15) years of satisfactory government service, the last five (5) years of which was spent with NLPSC. This award shall be in the form of a plaque of recognition and a cash gift of Php10,000.00.
6. College Outstanding Awards shall be given to faculty/employees whose ideas or accomplishments have been found to meet the criteria for awards. The names shall be submitted by the PRAISE committee to the College President for approval.
7. Other incentives which the PRAISE Committee may recommend on the basis of innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

14. Under the PRAISE, the following may be granted in recognition of the contribution made by employees:

- a. Personal Growth Opportunities - incentives which may be in the form of attendance in conferences on official business, membership in

- professional organization, books, journals, travel packages, lakbay aral and other learning opportunities;
- b. Trophies, plaques and certificate;
 - c. Salu-salo Together - meal hosted by superiors or supervisors for employees who made significant contributions;
 - d. Monetary Award - cash award shall be granted in accordance with DBM rules and regulations;
 - e. Non-Monetary Award - incentives in kind which may be in the form of certificates, medals, merchandise, and other similar materials;
 - f. Other Incentives which may be in the form of recognition posted in streamers, feature in agency publication and others.
15. The nomination, screening and awarding processes shall be done in accordance with the following:
- a. Forms and set criteria for each award category shall be established by the PRAISE Committee;
 - b. Announcement for nomination shall be given wide publicity to encourage full employee participation;
 - c. Any official or employee may be nominated for his suggestion, idea or invention for outstanding accomplishment beneficial for government service to any available award in writing on a prescribed form;
 - d. All supporting documents as may be required by the PRAISE Committee shall be submitted;
 - e. Nominees shall undergo screening by the PRAISE committee;
 - g. The PRAISE Committee shall determine the incentive awards to be granted;
 - h. Nominees, after final selection and evaluation, shall be endorsed by the PRAISE to the College President for approval; and
 - i. Awards may be given during the College Foundation Day or any other appropriate occasion.

16. NLPSC shall set aside in its annual budget the necessary appropriations to cover whatever necessary expenses and non-monetary awards.
17. The policies and guidelines hereof not consistent with and/or not contained in the Policies of PRAISE shall be considered approved and the proposed amendments/revisions of the said awards and incentives system shall be forwarded to the BOT for appropriate action.

Chapter X

COMPLAINTS AND GRIEVANCE MACHINERY

A. Policies and Guidelines

1. All grievances or disputes in the College shall be resolved through the Arbitration Committee, the Grievance Machinery, or the Union-Management Consultative Body (UMBC), whichever is applicable.
2. When the said grievance or dispute has become hardened and irreconcilable and remains unresolved after exhausting all the available remedies, it shall be forwarded by any of the parties to a third party arbitrator for compulsory resolution and disposition in accordance with CSC MC Nos. 45, s. 1989; 47, s. 1990; 55, s. 1990; and 2, s. 2001 and other laws, rules and regulations.
3. The rights of the accused shall be respected.
4. The Grievance Machinery shall be institutionalized and implemented through the creation of the Grievance Committees composed of the following:
 - a. Faculty Association Grievance Committee
 - 1) Vice President of the Faculty Association as Chairman
 - 2) Two (2) regular faculty members appointed by the FA Board
 - b. College-Wide Grievance Committee
 - 1) Chairman, to be designated by the College President
 - 2) Director for Academic Affairs as Co-chairman
 - 3) One (1) senior faculty member
 - 4) One (1) senior non-teaching personnel

- 5) FA President or his/her representative
 - 6) NTPA President or his/her representative
 - 7) Dean of the College where the employee-complainant belongs or his/her representative
5. Permanent officials and employees whenever applicable shall be appointed as member of the grievance committee. In their appointment or election, their integrity, probity, sincerity and credibility shall be considered.
 6. Any complaint or grievance shall necessarily pass through the lowest organizational unit Grievance Committee.
 7. The grievance committee shall be responsible for carrying out the provisions of the grievance machinery for expeditious, fair and equitable settlement of complaints and grievances of any official or employee of NLPSC. Specifically, it shall:
 - a. conduct investigation and hearing ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the Grievance Committee, the aggrieved party may submit the grievance to the Office of the College President;
 - b. establish its own internal procedures and strategies;
 - c. interrogate any office, committee or employee who may be involved in a complaint or controversy;
 - d. submit the result of the investigation to the College President, recommend any action which the committee deemed necessary and appropriate subject to existing policies and CSC rules and regulations;
 - e. inform the complainant of its decision and recommendation as well as the final action the College President has made about the matter of the complaint or grievance;
 - f. issue the Certification of the Final Action on the Grievance (CFAG) which shall contain among others the history and the final action taken; and

- g. submit a quarterly report of its accomplishments and status of unresolved grievances to the CSC Field Office through the College President.
8. All employees shall have the right to present their complaints or grievances orally or in writing and have these resolved as expeditiously as possible in the best interest of the employees concerned and the whole academic community.
9. An employee may, without resorting to a formal grievance procedure, discuss informally with his immediate supervisor any problem relating to the conditions of his employment.
10. In presenting a complaint or grievance, the employee shall be assured freedom from coercion, discrimination, refusal and of speedy and impartial resolution of such complaint or grievance.
11. Complaints and grievances shall be resolved at the lowest possible level. An aggrieved party shall present his/her grievance step by step following the hierarchy of positions. However, if the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.
12. Grievance proceedings shall not be bound legal rules and technicalities. Even verbal grievance shall be acted upon expeditiously. Employing services of a counsel shall not be allowed.
13. An employee shall have the right to appeal decisions on his/her complaints or grievance to higher level authorities in accordance with Secs. 14 & 20 hereof.
14. All appeals to the committees shall be considered as appeal to the College President. An appeal submitted to the College President shall be coursed through the system-wide committee provided that, for the purpose of computing the periods of decision, the actual date of transmittal to the said committee shall be reckoned with.
15. School officials who refuse to take action on the grievance brought to their attention shall be liable for neglect of duty in accordance with existing civil service law, rules and regulations. If the immediate supervisor of the complainant unreasonably refuses to endorse the complaint or grievance, the complainant may directly file his appeal to the committee indicating therein the reasons for said direct appeal.

16. A complaint against an employee who does not belong to the same college or unit shall be referred to the said employee's immediate supervisor. If the grievance is not resolved within the level of the immediate supervisor, the complainant shall elevate the same to the Grievance Committee which has jurisdiction over the ground.
17. Complaints and grievance cover the following cases:
 - a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;
 - b. Non-implementation of policies practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-off, and other related issues that affect them;
 - c. Poor interpersonal relationship and linkages such as unreasonable refusal to give information by one employee to another;
 - d. Inadequate physical working condition such as lack of proper ventilation in the work place, an insufficient facilities/equipment necessary for the security and protection of employees whose nature and place of work are classified as high risk or hazardous;
 - e. Disciplinary cases;
 - f. Sexual harassment case as provided for in RA 7877;
 - g. Union-related issues and concerns; and
 - h. Any and all matters giving rise to employee's dissatisfaction except promotional appointments.
18. A written grievance/complaint shall contain the following information which the complainant shall fill up in a form provided for this:
 - a. Name of the complaint
 - b. Position/Title
 - c. Designation (if any)

- d. Present Section or Division Assignment
 - e. Immediate Supervisor
 - f. Present Department or Unit of Assignment
 - g. Higher Supervisor
 - h. Nature/Brief Description of the Grievance
 - i. Settlement Desired
 - j. Signature of Employee
 - k. Signature of Association Official/Representative
 - l. Date of filing with the FA Grievance Committee
19. Complaints and grievances shall undergo and proceed with the following step-by-step procedure:
- a. The complainant shall present the grievance to the immediate supervisor. If the object of the grievance is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor.
 - b. The complainant shall have to discuss the object of the grievance with the immediate supervisor who shall make a verbal decision right there and then, otherwise shall conduct his/her own investigation and shall inform the aggrieved party of the corresponding action within three (3) working days from the date of the grievance presentation.
 - c. If the aggrieved party is not satisfied with the decision of the immediate supervisor, he/she may submit through the union representative his/her grievance in writing within five (5) working days to the next higher supervisor who shall render decision within five (5) working days from receipt of the grievance, otherwise, the aggrieved party may elevate the case to the FA Grievance Committee.
 - d. In case the said aggrieved party is still not satisfied with the decision, he/she may elevate the case to the College-Wide Grievance Committee which shall take final action over the object of the complaint. The College-Wide Grievance Committee, before formally having cognizant of the complaint shall determine whether: it has jurisdiction over the

matter; it needs further information from the complainant or from the FA Grievance Committee; and if other forum or committee is in better position to settle the complaint.

- e. When the college-wide Grievance Committee finds that the complaint/grievance is not within its jurisdiction or finds that another forum or committee is in a better position to settle the object of the complaint, it shall dismiss the same and shall properly endorse the matter to the proper forum. In such case, it shall inform the complainant of its action.
- f. When the College-Wide Grievance Committee finds that the complaint/grievance is within its jurisdiction, it shall conduct an investigation and hearing within ten (10) working days from receipt of the grievance and shall render decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the Grievance Committee, the complainant may elevate his/her grievance to the College President through the union representative.
- g. If the complainant is still not satisfied with the decision of the College President, either or both parties may request the conciliation/mediation of the CSC which shall render its decision within ten (10) working days.
- h. If there is a deadlock, either or both parties may appeal to PSLMC through the Office of Personnel Relations which in turn shall submit to PSLMC its comments within five (5) working days after receipt of the complaint. The PSLMC shall render its decision within thirty (30) working days thereafter. The decision of the PSLMC is final, binding and executor unless appeal is brought to the proper courts.
- i. Appeal to the courts shall be in accordance with the Rules of Court.

Chapter XI **RESTRICTIONS, CONDUCT AND DISCIPLINE**

A. Restrictions

1. No member of the faculty, official or employee of NLPSC shall publish or discuss publicly charges or complaints against any member of the faculty, officer or employee concerning his official duties or public life or conduct. Any such complaint or charges shall be addressed to proper authorities in the

College for action before resorting to any other remedy available to the complaining party.

2. No member of the faculty, official or employee of NLPSC shall enter into deals with any student of NLPSC involving money, property or other valuable considerations which might influence the scholastic standing of the student.
3. No solicitation for funds, canvassing for the sale of merchandise, subscriptions for securities, insurance, publications, sale of tickets, and any other promotional or charity schemes shall be conducted within the College without a written approval of the College President.
4. No faculty member should directly or indirectly solicit, require, collect or receive any money, service or anything of value from any person or entity in exchange for grades or for promotion of any political, religious or other partisan interests.
5. Faculty members are not allowed to conduct personal tutorial services of any kind for a fee within the College. They should not require their students to attend other tutorial services elsewhere, if with a cost.
6. No book, outline, compilation or syllabus, whether printed or duplicated, shall be used as a basis or required textbook in any class unless approved by the Instructional Materials Development Committee in accordance with the rules prescribed by the College President. Prices shall be determined in accordance with the rules issued by the textbook committee.

The Instructional Materials Development Committee shall be composed of the following:

- a. The Director for Academic Affairs, as Chairman;
 - b. The Dean of the Faculty who submits materials for evaluation, as member;
 - c. A Senior Language Faculty, as member; and
 - d. A representative of the area of specialization or discipline.
7. No faculty member shall enroll as a student in NLPSC or in an outside institution without the permission of the College President.
 8. Faculty members are not allowed to smoke inside the classrooms, cafeterias, shops, laboratories, libraries, halls, corridors or any enclosed areas. NLPSC is

a smoke-free-zone; however, a reserved space for smokers is allocated in a specific place in the college.

B. Conduct and Discipline

1. Code Ethics for Teachers

All faculty members of NLPSC are required to strictly adhere to the Code of Ethics for Professional Teachers (see Appendix A) promulgated by the Board for Professional Teachers through Resolution No. 435, s. 1997.

2. Policy on Sexual Harassment

The College adopts R.A. 7877 or the Anti-Sexual Harassment Act of 1995 (see Appendix B) which condemns any unwelcome sexual advances, requests or demands for sexual favor or other verbal or physical behavior of sexual nature, committed by a faculty in the College to any member of the academic community, including students.

3. Dress Code

- e. Faculty members shall dress themselves in appropriate business attire. Long or short polo shirt or barong tagalong is preferred for male faculty. The college is a reputable educational institution and therefore the faculty is encouraged to act as a model of appropriate dress code. Ostentatious display of jewelry and wearing of heavy or theatrical make-up and tattoos are prohibited.
- f. The following attire shall be prohibited when performing official duties in the College:
 - 1) gauzy, transparent or net-like shirt;
 - 2) blouse with over-plunging necklines;
 - 3) sando, strapless or spaghetti-strap blouse (unless worn as undershirt);
 - 4) tank-tops;
 - 5) micro-mini skirt;
 - 6) walking shorts;

- 7) cycling shorts, leggings and tights; and
 - 8) rubber sandals, rubber slippers and bakya.
- g. Exemptions for the above dress requirements are allowed for the following cases:
- 1) when the nature of work of the faculty demands that he/she wears clothing other than those prescribed above;
 - 2) when religious affiliations or creed or any legitimate practice by the faculty in relation thereto requires him/her to wear a particular clothing;
 - 3) when in physical disabilities and other legitimate health reasons;
 - 4) when pregnancy so demands; or
 - 5) when mourning for the loss of a loved one.

5. Attendance in NLPSC Activities

The attendance of all regular faculty members shall be required in all college activities. These activities include college affairs and occasions among others but not limited to:

- a. One (1) week prior to the opening of the first semester and one (1) week after the commencement exercises whenever necessary.
- b. Convocations. From time to time, the College invites distinguished guests and individuals to speak before the student body on some topics of current interest. If a faculty member receives a notice to attend the convocation, he/she may opt to dismiss the class or if the attendance of the class is required, the faculty member may bring the whole class to the program. If the faculty member attends the convocation, then the credit is the same as having conducted the class. Notably, however, not all classes suspended during convocations may be admitted in view of the limited capacities of the assembly room. Only those classes having a more direct bearing upon the topic of the speaker may attend. If the faculty member receives no notice, he/she should first consult his/her immediate supervisor as to whether dismiss or bring the class to the convocation.

- c. Foundation Day Celebration where all faculty members are required to report and participate in the activities.
 - d. Commencement Activities. All faculty members are required to attend the commencement activities such as:
 - 1) Awards/Recognition Program
 - 2) Baccalaureate Program
 - 3) Graduation Ceremonies
- Attendance in all of the above activities is compulsory and monitored by the Dean of the faculty members concerned.
- e. Academic Council Meetings. These meetings are attended only by faculty members with ranks of at least Assistant Professor and above. Attendance to these meetings is a must.
 - f. The immediate supervisor shall issue a memorandum of announcement to all meetings and shall clearly state the agenda.
 - g. College-wide General Assemblies. Attendance is a must.

5. Invitations for Extension Services

Faculty members are allowed to accept invitations and engagements to speak in symposia, act as judges in competitions, LET reviewers, and others outside the College; provided that these activities are not in conflict with their duties in the College. As much as possible, the invitation should not disrupt the normal flow of classes. Otherwise, concerned faculty members shall arrange make-up classes with their students. The number of accepted engagement should not exceed twenty percent (20%) of the total number of days in a semester.

Formal letters of invitations from outside the College shall be coursed through the College President, the Director for Academic Affairs, the Dean concerned, and finally the faculty member. In accepting invitations, faculty members should send to the Office of the Director for Administration and Finance Services the details of the invitations together with other relevant documents.

6. Use of NLPSC Name, Logo and Insignia

The NLPSC name, logo, insignia and similar materials that are used to announce, advertise and/or publicize events, products or the like shall be posted only after a written permission from the College President is obtained.

7. Table of Offenses and Sanctions

After due process and without prejudice to related laws, rules and regulations, a faculty member who commits any of the following offenses may be disciplined in accordance with the following penalties:

Offense	Occurrence and Corresponding Penalty			
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1. Tardiness - less than 10 times a month - ten (10) times for at least two (2) consecutive months during the year or at least two (2) months in a semester	1 2	2 3	3 4	4
2. Undertime - less than ten times a month - ten (10) times for at least two (2) consecutive months during the year or at least two (2) months in a semester	1 3	2 4	3	4
3. Repeated and unjustified failure to submit report of grades and other required documents according to deadlines	1	2	3	4
4. Non-attendance in meetings and other official activities without justification	1	2	3	4
5. Absence for at least a week without prior notice or arrangement with and approval by the Dean except for emergency cases	1	2	3	4
6. Inflicting bodily injury on a faculty member or administrative personnel or a student within the campus	2	3	4	
7. Teaching in other school and/or working full-time in other institutions without permission	2	3	4	
8. Making malicious, obscene or libelous statements about any member of the academic community	2	3	4	
9. Disorderly behavior or promoting or participating in gambling during class or office hours	2	3	4	

10. Consuming intoxicating liquor or alcoholic beverage	3	4		
11. Misuse of NLPSC name, property of equipment for personal and/or commercial purposes	2	3	4	
12. Grave public scandal	3	4		
13. Unauthorized and unjustified possession of final examination questions	3	4		
14. Plagiarism and falsification of any document and other forms of dishonesty	3	4		
15. Illegal possession of prohibited drugs or deadly weapons in the campus	3	4		

Legend: 1-Warning
 2-Reprimand
 3-Suspension
 4-Dismissal

8. Adjudication

- a. There shall be an Adjudication Board which shall be responsible in matters relative to disciplinary actions against faculty members.
- b. Disciplinary action against any faculty shall be governed by existing laws, rules and regulations.
- c. Appeals from the decisions of proper authorities shall be addressed in accordance with existing laws, rules and regulations.

Chapter XII ACADEMIC PROCESSES

A. The Academic Council

1. The Academic Council (AC) has the sole and exclusive authority to approve all academic matters, concerns and affairs of the College.
2. The AC shall be composed of all regular faculty members with ranks of Assistant Professor and above. It is chaired by the College President or his/her duly authorized representative.

B. The School Calendar, Scheduling and Conduct of Classes

1. School Calendar

- a. The school calendar shall be prepared by the Director for Academic Affairs following the CHED-prescribed format and approved by the College President at least one (1) month before the opening of classes for the first semester.
- b. The school calendar should be widely disseminated in the College for everybody's information and guidance.
- c. Should there be any deviation or alteration to be made in the approved school calendar by any of the departments in the College, the Director for Academic Affairs and the College President should be informed first before such deviation is implemented.

2. Course Scheduling and Change of Schedule

- a. At least two (2) months before the opening of the school term, the Office of the Registrar shall prepare the list of course offerings to be furnished to the Deans of the different colleges. Said list will be used in determining faculty teaching load assignments.
- b. The Dean shall prepare the faculty assignments and schedules in consultation with the faculty concerned.
- d. Teaching loads and room assignments are considered final once approved by the Director for Academic Affairs and a copy is furnished at the Registrar.
- e. Approved class schedules shall not be changed or moved in another room, time and day without consultation with and consent of the students affected and the approval of the Director for Academic Affairs.
- f. Faculty members are required to conduct their classes on the approved schedule as to time, day and venue. Internal arrangement between the faculty and students is not allowed whatever the reasons may be.
- f. In cases where a change of class schedule is imperative and inevitable, prior approval of the Dean is required. The DAA and the Registrar should be informed of any deviation or changes to be made in the approved schedule of classes.

3. Class Size

- a. The College shall observe the following scheme in determining the number of students per class while scheduling classes:

Lecture/Discussion - not less than 10 but not more than 50 students

Laboratory - not less than 10 but not more than 50 students

- b. Class size below the lower limit may be allowed under the following conditions:
 - 1) the course is a regular offering; and
 - 2) enrollees are graduating students.
- a. Should the class size fall below the minimum number and the above conditions are not met, the Deans should be informed immediately to decide whether to dissolve the class or to maintain it as a special class to be approved by the Director for Academic Affairs. Should the class be dissolved, the faculty concerned shall advise the students to transfer to other classes.

4. First Day of Classes

- a. On the first day of classes, the faculty members should sign the registration forms of their students to check if these students are officially enrolled in their class.
- c. The first day of classes should be devoted to the general orientation of the students about the vision, mission, goals and objectives of the College, the objectives, content and requirements of the subject they are enrolled in, and the bases of giving them their grades.
- d. The faculty members should provide the students a copy of the course syllabus for their reference and guidance.

5. Class Meetings and Dismissal of Classes

- a. Faculty members should observe punctuality in conducting their respective classes. If the class starts at 7:30 in the morning, the faculty should be in his class before the said class.
- b. Faculty members are required to begin their respective classes promptly. In cases when they are late due to unavoidable circumstances, they should

have informed their students during the first day of classes not to leave the class until after fifteen (15) minutes shall have been lapsed.

- c. Faculty members should dismiss their classes five (5) minutes before the end of each period to allow the students to move and transfer to their next class.
- e. No one is allowed to disrupt the class by calling on the faculty or any student during class hours without an official call slip issued by the Dean of the concerned faculty or student.

6. Make-Up Classes

- a. Non-regular faculty members who miss their classes due to absences shall conduct make-up classes to offset said missed classes and complete the required contact hours per term.
- b. Before the approval of the authority to travel, the concerned faculty member shall report to his/her Dean about the schedule of make-up classes.

7. Substitution

- a. Except on emergency cases, a faculty who will go on a scheduled leave of absence shall inform his/her Dean by way of filing his/her Form 6 in advance in order for the latter to assign another faculty to substitute.
- b. Priority shall be given to an under-loaded faculty who is competent to teach the course and whose schedule is not in conflict with that of the substitute class.
- c. Substitute classes shall be considered as part of the teaching load.

8. Suspension of Classes

- a. Classes shall not be suspended without prior announcement from proper school authorities.
- b. During typhoons, the following guidelines for the suspension of classes shall be followed:
 - 1) Classes at all levels are automatically suspended if PAGASA has declared typhoon signal no. 3 or higher.

- 2) Classes at all levels may be suspended at the discretion of proper school authorities if flooding, road damage and other adverse circumstances prevail within the locality.
- c. Not later than 5:00 in the morning, school authorities shall make the announcement for the suspension of classes using all means of public or broadcast communication systems.
- d. Students who are unable to report or participate in scheduled activities such as examinations due to inclement weather or other acts of God shall be given consideration and be allowed to make up for the missed class or activity, even without the suspension of classes.
- e. In case of a sudden suspension of classes as declared by proper school authorities, faculty members shall stay in their respective workplace until further notice is received.

C. Evaluation of Student Performance

1. Examinations and Quizzes

- a. Faculty members shall evaluate objectively the academic performance of students by constructing valid and reliable tests and examinations.
- b. All corrected or checked test papers and quizzes shall be returned promptly to the students.
- c. It is the duty of the faculty member concerned to give regular feedback to students regarding their academic performance.
- d. A copy of the midterm and final examinations shall be submitted to the Deans and the Director for Academic Affairs at least one (1) week before the scheduled date of examination.
- e. Exemptions from taking the final examinations may be extended to deserving students.
- f. No co-curricular and extra-curricular activities shall be allowed to take place one (1) week before any scheduled long examination (midterm and finals) to enable students to concentrate on their academic requirements and review for the examination.

- g. It is the obligation of faculty members concerned to identify students with academic difficulty such as those who are failing in an examination, having excessive number of absences, and failing to submit a required paper and others, and to inform them their class standing.
- h. Faculty members shall be sympathetic to students who seek their assistance to improve their performance.
- i. A faculty member shall have the sole and exclusive authority to determine and give grades to his/her students using the criteria set in his/her syllabus.

2. Schedule of Examinations

- d. The schedule for the midterm and final examinations shall be prepared by the Office of the Director for Academic Affairs. The said schedule shall be posted at least one (1) week in advance.
- e. Faculty members shall personally administer their own examinations following the said schedule.
- f. Any deviation or alterations in the said schedule shall be communicated to and approved by the Deans and the Director for Academic Affairs.

3. Types of Examinations

- a. Faculty members are given the prerogative to decide what type of examinations to give to their students. However, they are advised to prepare examinations that will assess the significant learning outcomes covered in the course syllabus particularly the Higher Order Thinking Skills (HOTS) such as creative and critical skills.
- b. Faculty members should prepare a Table of Specifications (TOS) for all the summative examinations they will administer to students.
- c. Performance-based examinations shall be scored by using rubrics.

4. Preparation and Reproduction of Examination Papers

- a. Each faculty member shall prepare his/her own examination questions which shall be forwarded through electronic copy/hard copy to the Deans at least one (1) week prior to the schedule of examination.

- b. Prior to the reproduction of the test materials, the Dean shall sign the original copy of the test paper and the faculty member concerned shall reproduce the test paper.
- c. The students are not required to pay the test paper except when it is reproduced outside the College.

5. Examination Proctors and Correctors

Faculty members shall act as proctors of their respective classes and correctors of their examinations. In case that they are not available due for an official business, they should inform the Dean concerned or the Director for Academic Affairs so as a substitute faculty can act as proctor of their examinations.

6. Reporting Cases of Cheating and Other Forms of Dishonesty

Faculty members shall be responsible enough to report to higher school authorities any form of dishonesty or deceit committed by students such as cheating during examination or in any class work, which shall be subject to penalty after due process and in accordance with the provisions of the Student Manual on student conduct and discipline.

D. Grading System

1. Rating Scale

- a. The numerical rating computed by the faculty is to be adopted in the College. This should be reflected in the Report of Grades that the faculty shall submit to the Registrar's Office, to wit:

Numerical Rating	Descriptive Rating
97-100	Excellent/Very Superior
94-96	Superior
91-93	Very Good
88-90	Very Good
85-87	Very Good
82-84	Good/Average
79-81	Good/Average
76-78	Satisfactory/Fair
73-75	Satisfactory/Fair
72 and below	Failure

b. If a student has not satisfactorily completed a subject within a term, the following remarks shall be used:

- 1) INC. It stands for “incomplete” which means that the student fails to submit a requirement, fails to undertake an activity or any failure to comply with what are required in the subject.
- 2) IP. It stands for “in progress” which means that the grades can not be released by the faculty, not because the student has deficiencies but because the final requirement is yet to be completed. This kind of rating is prevalent in the thesis writing class.
- 3) UD. It stands for “unofficially dropped” which means that the student fails to attend his/her classes from the midterm period until the finals.
- 4) OD. It stands for “officially dropped” which means that the student has secured an approval from his/her instructor/s for dropping his/her subject/s. This remark shall guarantee that the student will not be given a failing mark in his/her Official Transcript of Records (OTR).

d. The final rating of students for any given subject shall be computed as follows:

$$\text{Final Rating} = 30\% \text{ of midterm grade} \\ + 70\% \text{ of final term grade}$$

e. The midterm and final term grades shall be computed by the faculty concerned using the criteria set in the syllabus.

1) For subjects without laboratory (e.g. Lit 101):

Class Standing		60%
<i>Quizzes</i>	20%	
<i>Assignments/Seatwork</i>	20%	
<i>Recitation</i>	15%	
<i>Attendance</i>	5%	
<u>Long Examinations</u>	<u>40%</u>	
Total		100%

2) For subjects with laboratory (e.g. Chem, 101) under research-oriented curricula such as BS Crim:

a) Lecture

Class Standing		60%
<i>Quizzes</i>	20%	
<i>Assignments/Seatwork</i>	20%	
<i>Recitation</i>	15%	
<i>Attendance</i>	5%	
<u>Long Examinations</u>		40%
	Total	100%

Grade in laboratory is distinct and separate from the lecture.

b) Laboratory

Quality of Exercise/Plates	40%
Timeliness of Submission	20%
Attendance	10%
<u>Attitude</u>	30%
Total	100%

2. Failing Grade of 72 or Below

- a. A failing grade is given to students who do not perform satisfactorily according to standards required by the course. The faculty, however, shall render all possible assistance to help and encourage them to pass the course by way of giving special projects or additional assignments designed to compensate or make up for any deficiency.
- b. In the Report of Grades, a final rating of 72 or below shall be followed by the remark "Failed" and the faculty shall be ready to present evidence/s of the student's unsatisfactory performance.

3. Final Rating of Incomplete

- a. A final rating of "Inc" is given under the following circumstances:
 - 1) When the student's class standing throughout the semester is passing but failed to take the final exam due to valid reasons as enumerated in the succeeding item; or
 - 2) When the student's class standing throughout the semester is passing but failed to submit on time any of the class requirements.

- b. Some of the valid reasons for not taking the final exam are: grave illness as certified by a physician, death of an immediate relative as supported by a death certificate, for being an official representative of the College in conferences or contests with supporting documents, and other similar reasons as determined by the faculty member in consultation with the Dean concerned. Otherwise, the student shall be given a grade of 72 or below for the final term examination and the final rating is computed as described above.
- c. Completion of "Inc" rating shall be done within one (1) academic year by passing the final exam, or by submitting all course requirements; otherwise, said "Inc" rating automatically becomes 72 or below, which will be effected by the Office of the Registrar even without the consent of the subject instructor.

5. Dropping from a Course

- a. Dropping of students from a course may be done with a cause by the faculty, or voluntarily by the student.
- b. Without justifiable reason, a faculty may drop a student if the latter has been absent for more than ten (10) consecutive class meetings or has accumulated absences of at least twenty percent (20%) of the total number of class hours for classroom and laboratory instruction in a semester before the conduct of the midterm examination. In this regard, the faculty shall indicate in the Report of Grades the Remarks "Dropped with Cause on (date)".
- c. Students may voluntarily drop from a course, provided it is done before the conduct of the midterm examination and after duly accomplishing a Dropping Form and paying the required fee. Otherwise, a failing grade of 72 or below is given.

E. Submission of Grade Sheets and Class Records

- 1. Only duly registered students whose names appear in the official class list electronically generated at the Office of the Registrar shall be given ratings in the Grade Sheets.
- 2. Grade Sheets shall be submitted to the Deans, duly noted by the Director for Academic Affairs at least five (5) days (Saturdays and Sundays excluded) after the last day of final examination for graduating students and seven (7) days for non-graduating students, respectively. A penalty of fifty pesos

(Php50.00) per day shall be imposed for non-compliance. Collected money shall be used as petty cash.

3. For records purposes, at the end of the semester, class records of all faculty members shall be submitted to and compiled by the Director for Academic Affairs after all the Grade Sheets of the concerned faculty shall have been submitted. These shall be a requirement for clearance. In case of infraction of this policy, the salary of the concerned faculty shall be withheld until a clearance from the Director for Academic Affairs is secured.

F. Rectification of Errors in the Grade Sheets

1. No faculty member shall be allowed to change any grade to the prejudice of the students after the Grade Sheet has been submitted to the Deans and the Director for Academic Affairs.
2. Rectification of erroneous rating given to a student shall be approved by the Director for Academic Affairs through channels, subject to the following conditions:
 - a. The request shall be officially made by the concerned faculty stating therein the circumstances and reasons behind the error.
 - b. The request shall be done within one (1) semester following the semester when the student takes the subject.

G. Academic Honors and Awards

1. Academic Honors

- a. The College provides a system of conferring honors to students with excellent academic performance according to the following schedule of weighted grade point average (WGPA):

Academic Honors	Weighted GPA for	
	All Courses	Major Courses
Summa Cum Laude	94-100 with no grade lower than 85	94 or better
Magna Cum Laude	91-93 with no grade lower than 82	91 or better

Cum Laude	88-90 with no grade lower than 79	88 or better
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- b. An honoree for academic excellence who is disqualified due to weighted GPA requirements above shall be awarded the honors where he/she qualifies; provided that he/she has not incurred an "Inc" grade. Otherwise, a "With Distinction" award is conferred.
- c. For transferees, conferment of academic honors shall be limited to "Cum Laude" only, subject to the following conditions.
 - 1) Honoree shall have completed in the College at least seventy five percent (75%) of the total number of academic units required for graduation;
 - 2) Honoree shall have been in residence in the College for at least two (2) years immediately prior to graduation;
 - 3) Honoree shall have not incurred "Inc", dropped or failed subject from any of the schools where he/she previously attended; and
 - 4) Only resident units shall be included in the computation of the weighted GPA.
- d. All honorees for academic excellence shall satisfy all of the following criteria:
 - 1) enrolled on full load during all the semesters except when the under-load occurred during the last semester of schooling and the units enrolled are only units left to complete the degree;
 - 2) has shown exemplary behavior and character as attested to by the Dean, Guidance Counselor and/or the Committee on Discipline; and
 - 3) has actively participated with distinctive achievement in co-curricular activities.

2. Merit Awards

- a. Awards in the form of certificates and medals shall be given to deserving students during the Recognition Program, such as:

- 1) With Distinction - for graduating students who are disqualified for academic excellence honors but have excellent academic performance and for those whose weighted GPA is 85 to 87 with no Inc, dropped or failing grade.
- 2) Leadership Award - for a graduating student who served as President of the Student Government and has outstanding performance in co-curricular and extra-curricular activities for at least two (2) consecutive school years.
- 3) Meritorious Award - for those whose exemplary performance in various fields that give credit or distinction to the organization where they belong or to the benefit of the College; provided that said exemplary performance was done or exhibited during the time they are pursuing their respective degrees. This includes the following:
 - a) Literary Achievement Award - for students who won in the national or international literary contests.
 - b) Academic Achievement Award - for students who won in national or international academic contests.
 - c) Achievement Award in Research - for students who presented papers in the national or international conferences.
 - d) Achievement Award for Culture and Arts - for students who won in national and international talent search or talent competitions.
- 4) Special Award - given to students, whether graduating or not, who won in local, regional, national or international competitions that brought prestige to the College. This includes the following:
 - e) Athletic Award - for students who participated and won in sports competitions like the SCUAA for at least two consecutive years.
 - f) Cadet/Cadette Award - for students who served the Reserved Officers Training Corps as Battalion Commander.
 - g) Journalism Award - for students who served as member of the editorial staff of the Northern Collegian, the official student publication of NLPSC, for at least two consecutive years.

- h) Best in Clinical Duty – for a student who performed best in his/her clinical duty during his/her internship course in cooperating clinics, hospitals, and Rural Health Units and in barangays during immersion programs of the Midwifery Department.
 - i) Best in OJT – for students who displayed outstanding performance during their on-the-job training to cooperating agencies of the Business Education and Information Technology Departments.
- 5) Consistent Director’s Lister Award – for non-graduating students who are Dean’s Lister for at least two (2) consecutive semesters.

3. Dean’s List Awards

- a. The College also recognizes top performing students in academics through a dean’s list award in accordance with the following criteria:

<u>WGPA</u>	<u>Tuition Fee Discount</u>
94-100	100%
91-93	50%

- b. Dean’s Listers shall satisfy both of the following qualifications:
- 1) He/she has no grade of 75, dropped or Inc during the semester.
 - 2) He/she is a regular student and carries the prescribed regular load of the program enrolled in.
- c. The tuition fee discount shall be availed of only on the immediate succeeding semester. Otherwise, it is forfeited.

H. Student Advising

1. Class Adviser

- a. The Deans shall assign their respective class adviser to each year level every semester who shall monitor the student’s academic progress and ensure that they live up to the College’s standards of excellence.

- b. The class adviser shall necessarily be one of the professors of the advisory class during the semester and shall be responsible on all matters, concerns and affairs affecting their advisees.

2. Thesis, Practicum and OJT Adviser

- a. Except practicum or On-the-Job (OJT) adviser, the selection of thesis adviser is a right vested on the student-researcher. However, he/she shall select only from among the official list prepared by his/her Thesis Writing Professor or the Dean concerned.
- b. The field of specialization and expertise of the thesis adviser shall necessarily be along the student's field of specialization. This requirement shall be given emphasis in the approval of the nomination form submitted by the student-researcher.
- c. The thesis adviser may be substituted only due to valid reason as determined by the Thesis Writing Professor and the Dean concerned and this will be approved by the Director for Academic Affairs.
- d. The practicum or OJT adviser shall be appointed by the Dean concerned.

3. Student Organization Adviser

- a. Each student organization accredited and recognized by the College shall have a regular faculty adviser.
- b. For the Student Government, the adviser shall be designated by the College President as stipulated under the SG's constitution and by-laws.
- c. For co-curricular clubs and other student organizations, the College President shall choose the adviser from among the three (3) faculty members being recommended by the student organization officers.
- e. The faculty adviser/s shall perform the following duties and tasks:
 - 1) Be available for consultation of the officers and members.
 - 2) Attend the meetings of the organization and, if unable to attend, be informed about the minutes of the meeting.
 - 3) Be well-versed with the constitution and by-laws of the organization.

- 4) Be consulted and shall assist in the planning of activities, ensuring that said activities will attain the organization's objectives.
- 5) Require parent's permission to students who join off-campus activities.
- 6) Check and approve the posters, notices, announcements and other forms of communication.
- 7) Evaluate the performance of the organization and submit a report to higher school authorities, which shall be used as one of the bases for re-accreditation and/or determining awards.
- 8) Liaise with the College administrators and shall sign the organization's communications.
- 9) Be responsible for all programs, projects, activities, and actions of said organization.

I. Classroom Regulations and Management

1. Student Attendance and Absences

- a. The standards of student attendance shall be strictly adhered to by faculty members to prevent the giving of academic credits to students who do not meet the minimum requirements.
- b. Students who are absent for whatever reason are taken against them, whether they are excused or not. Thus, absence is recorded as such for record's purposes.
- c. Student absences shall not exceed twenty percent (20%) of the required number of class hours for classroom and laboratory instruction in a semester; otherwise, except for valid reasons, the student shall be:
 - 1) Dropped from the subject if the accumulated absences occur before the conduct of the midterm examination.
 - 2) Given a final rating of 72 or below if the accumulated absences occur after the conduct of the midterm examination.
- d. Habitual absenteeism shall be reported by the faculty to the Guidance Counselor who will then conduct counseling on the concerned student. The Guidance Counselor may call upon the concerned student and/or

his/her parents or guardians for a conference. At the discretion of the Guidance Counselor, a pass slip may be issued to the concerned student.

- f. For an excused absence other than the activities mentioned in the succeeding item, a student may make up for any quiz or class work missed and be given a special quiz or class work within one (1) week after the student returns to class. If the student fails to take the special quiz or class work during the prescribed period, he/she shall be given a failing mark in the said missed quiz or class work.
- g. In cases where students are absent due to participation in NLPSC-sanctioned activities such as athletic meets, conferences, trainings, workshop and similar activities wherein they represent the College shall not be considered absent. Missed quizzes or class works shall not be included in the computation of their grades. As much as possible, their grades shall be maintained or may even be increased depending on their performance in the said activities, but they should report back to their classes after the said activities.
- h. Any absence incurred immediately after a short vacation (Christmas, Election Day) is normally considered unexcused unless there is a clear and valid reason for the absence.
- i. A student who arrives within the first fifteen (15) minutes of the class period shall be marked late; otherwise, he/she will be marked absent even though he is allowed to join the class for the remainder of the period.
- j. If a student is habitually late, the faculty shall refer said student to the Guidance Counselor for counseling.
- k. A student who leaves the class after the roll call and never returns toward the end of the period shall be considered absent.
- l. Time lost due to late enrolment shall be considered time lost by absence.

2. Classroom Discipline

- a. Faculty members are persons in authority and shall have the right to discipline students who commit infractions such as cheating, shouting, and making unnecessary noise, using vulgar language, impolite and other unacceptable behaviors. No faculty, however, shall inflict corporal punishment on offending students nor shall he/she make deductions in

the students' scholastic ratings for acts that are clearly not manifestations of poor scholarship.

- b. Faculty members shall discourage disruptive student behavior and strictly ban indiscriminate use of cell phones and other electronic devices inside the classroom.
- c. Faculty members shall ensure that students are doing meaningful tasks inside the classroom during their vacant periods.
- d. Faculty members shall ensure cleanliness inside the classroom and its vicinity. Chalkboards shall be cleaned before leaving the classroom.

J. Medium of Instruction

1. The College adopts multilingual education policy and the use of English, Filipino and the mother tongue is allowed for instruction in definite subjects.
2. Outside the classroom, faculty members are encouraged to maintain cordial conversations especially when they are talking to students.

K. Preparation of Course Syllabi

1. Faculty members are required to prepare their course outcomes-based syllabi every semester and submit a copy to their Dean who shall compile them for record's purposes.
2. The course syllabus shall serve as guide in the teaching-learning process; thus, students shall be given a copy for their guidance and reference.
3. Faculty members handling the same subject shall cooperate with each other in updating and enhancing their course syllabus in terms of content and form.
4. In case of standard course syllabi updated and issued by CHED, the faculty shall be furnished a copy through their Dean for the former's guidance, reference and enhancement.

L. Involvement in Ad-hoc Committees

1. From time to time, the College creates ad-hoc committees that need the involvement of faculty members who shall take the responsibility in planning, implementing and evaluating activities such as foundation's day celebration,

college week, commencement exercises, athletic meets and other extra-curricular and co-curricular activities.

2. Communications requiring the involvement of the faculty in any ad-hoc committee shall be coursed through the Deans, and then to the faculty concerned.
3. Involvement in ad-hoc committees shall not interfere with the faculty member's classroom instruction functions. Otherwise, make-up classes shall be conducted, which shall be considered part of the total work load.

M. Guidance and Counseling Services

If not trained as a counselor, the faculty shall not take on the role of a Guidance Counselor. Instead, faculty members shall listen and be sympathetic to students who have problems and shall refer them to the Guidance Counselor.

N. Student Projects and Thesis

1. All projects of student organizations including donations of outside benefactors shall become the property of the College; unless otherwise stipulated in the deed of donation.
2. Prototypes of students' theses shall become the property of the College after these are presented to and accepted by the Faculty of the College as one of the requirements for graduation. However, the copyrights or patents of said theses shall remain the property of the author/s.

O. Conduct of Official Business

1. Travels

Whenever a faculty goes off-campus on official time or on official business for any activity contingent upon the needs of the service, an approved authority to travel or travel order shall be secured beforehand from higher school authorities. This will secure them from any untoward incident that may happen during the said travel.

2. Educational Field Trips

- a. Faculty members are encouraged to plan and conduct educational field trips which are related to the subject matter of the course for ocular and on-the-spot education of students.

- b. Before finalizing any educational field trip, the faculty shall submit in writing its details to secure the permission of higher school authorities at least one (1) week before the planned activity.
- c. The faculty in-charge of educational field trips shall require the students who will join the trip to secure and submit a written consent or waiver of parents at least three (3) days before the said trip.
- d. Fees to be collected from students relative to educational field trips shall be reasonable as agreed upon by the students themselves.
- e. Attendance in educational field trip is voluntary; hence, students who may not join the trip for any reason shall not be sanctioned. Instead, they shall be given special assignments to work on while the class is out of the campus.
- f. After the trip, students who joined may be required to submit a report on their experiential learning. On the other hand, faculty members who joined the trip shall, within one (1) week, submit an accomplishment report to the Dean concerned and the Director for Academic Affairs.
- g. At all costs, faculty members should refer to the CHED Memorandum regarding the conduct of field trips for proper guidance.

P. Utilization of College Properties

- 1. All College properties, such as but not limited to farmlands, buildings, vehicles, facilities, tools and equipment, shall be made available free of charge to faculty members and their students for instruction, research, extension and/or production purposes on a first-come-first-served basis; provided a permit to use is secured from higher school authorities.
- 2. The faculty in-charge of such activity shall assume responsibility to ensure the proper use of said properties while being used by his/her students.
- 3. Sharing of resources between and among the departments shall be practiced to maximize their utilization.

Chapter XIII
ACADEMIC RITES AND RITUALS

A. Baccalaureate Program and Commencement Exercises

1. At least three months before the program, various committees shall be formed along Executive, Program and Awards, Finance, Publicity and Documentation, Invitation and Reception, Stage and Hall Preparation, Meals and Refreshments, Rehearsals and Security. These committees shall set to work on their respective areas of responsibility to ensure the smooth operation of the overall program.
2. The details of the baccalaureate program and commencement exercises shall be decided by the Academic Council.
3. The main participants and the audience shall be seated according to a plan prepared by the rehearsals committee.
4. The baccalaureate program and commencement exercise are solemn activities; thus, it shall be non-boisterous and quiet, as much as possible. Therefore, care will be taken that noise is greatly minimized.
5. The following order of the processional shall be followed:
 - a. Candidates for Graduation in the Degree Programs and Certificate Programs
 - b. Faculty Members per Department
 - c. Department Deans
 - d. Directors
 - f. Members of the Board of Trustees
 - g. Chairman of the Board of Trustees with the College President and the Commencement Speaker
 - h. Grand Marshal and Colors
5. The principle of "last one in, first one out" shall be followed in the recessional.
6. There shall be no impromptu speeches during baccalaureate program and commencement exercises. The only persons with speaking parts are: the Master of Ceremonies, the College President, the Director for Academic

Affairs, the Deans, the Registrar, the Readers, the President of the NLPSC Alumni Association, and of course, the Commencement Speaker, at particular points in the program, in the performance of their respective roles.

7. The various committees shall set to work on their respective areas of responsibility to ensure the smooth conduct of the baccalaureate program and graduation exercises.
8. Rehearsals shall be conducted where the guests, the college officials, and the faculty may not be present. The rehearsals will be prescribed over by the Rehearsals Committee assisted by the following committees: Reception, Stage and Hall Preparation, and Security.
9. The plans designed by the various committees will see fruition on graduation day. It is to be expected that the graduation ceremonies will be performed with aplomb.
10. As the oath taking for membership in the NLPSC Alumni Association will not be rehearsed, the procedure for rendering this activity will be carefully planned, its proper execution, ensured.
11. The Master of Ceremonies shall control the program scenario. He/she will constantly be on the stage so that he/she will have full view of everything, from physical resources to human factors such as audience and participants.
12. All participants in the processional shall be in their respective places at least thirty minutes before the processional. The Grand and College Marshals will be with the graduates to oversee the proper conduct of the activity.
13. At the remarks of the master of ceremonies to start the program, everybody will gear up for the processional. The order of the processional will be as indicated above.
14. The graduates shall remain standing until the last person on the processional has entered and has gone to his/her place and until the national anthem has been sung.
15. The emcee announces the entrance of the officials of the College, saying their positions first and followed by their names.
16. The program scenario shall be strictly executed and shall be done with extreme care.

B. Installation/Investiture of the College President

1. Installation/investiture of the College President shall be carried out with aplomb. At the choice of a newly designated or appointed College President, the date of installation/investiture with his/her office will be determined.
2. The citation to be inscribed on the Plaque will address the College President; hence, the second person will be used in the wording.
3. The Presidential Collar will be custom-made. It will be gold-plated. Its style will follow what has been traditionally agreed upon. However, certain uniqueness will be allowed as long as it will not destroy the essence of the collar.
4. The College President reserves the right to approve the guest list. Invitations should be sent out early enough for obvious reasons. Since investitures are occasions for camaraderie and for both long and would-be established linkages, people in the guest list would be extensive.

C. Protocols in Academic Activities/Gatherings

To instill order and to follow the traditions of courtesies in the conduct of ceremonies and gatherings, the following protocols shall be observed:

1. At college-wide programs such as commencement exercises, awarding ceremonies and the like and other programs where there is participation of outside guests will be so designed that the welcome remarks shall be delivered by the College President. The closing remarks shall be by any of the Directors.
2. At department-level programs, the welcome remarks shall be delivered by any of the Deans. The closing remarks shall be done by any of the faculty of the said department.
3. At any program, the College President shall be the one to introduce the Guest Speaker whose position equals or is above his/her level. Otherwise, the highest school official shall do the honors.
4. As regards to seating arrangements on stage, the College President and the Guest of Honor shall sit in the middlemost position. The Directors and other distinguished guests may join them. The emcee sits on stage near the microphone.

5. At official parties and gatherings, the College President with the Directors, the Deans and other college officials, standing as in reception line, welcome the guests and are not to sit themselves until after all guests have been properly seated.