

# UNP FACULTY MANUAL

(2020)

## FOREWORD

The 2017 Edition of the Faculty Manual has finally seen print. This will guide the faculty in their pursuit for excellence in all areas of their life.

This is also in conjunction with the Quality Policy of The University which calls each academic and non-academic personnel to live a University life that is committed to provide excellent service towards the development of globally competitive graduates and the total satisfaction of stakeholders.

This manual shall serve as reliable source of information of every faculty to develop the timeless values of excellence, professionalism, ethics and integrity, transparency, creativity and productivity, synergy and initiative.

This manual contains important information which includes the duties and responsibilities of faculty, recruitment and selection, loading, promotion and rewards system, and other concerns vital to the faculty.

May this manual remind every faculty that there is time to spark the energy if hard work; time to connect with other professionals towards maturity, and time to relish the silence of the heart in celebration of the days well-lived and fruitfully shared.

(SGD) GILBERT R. ARCE, Ed.D.

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## **FACULTY MANUAL INTRODUCTORY PROVISIONS**

### **1.1 Profile of the University of Northern Philippines**

The University of Northern Philippines (UNP) holds the distinction of being the first state university in Northern Luzon. It was created through the enactment of Republic Act 4449 authored by the late Congressman FLORO. S. CRISOLOGO and approved on June 19, 1965. The said Act converted the Ilocos Sur School of Arts and Trades in the Municipality of Vigan, Province of Ilocos Sur, into a University.

The Governance of the University is vested in the Board of Regents. The first board was constituted on October 14, 1965.

#### **The Historical Background of the University**

1906 - The Vigan High School, now Ilocos National High School, was established.

1910 - The Vigan High School was converted into the Vigan Trade School.

1912-1917 - The school was under the three American Principals; Messrs. Kurt, Aishurt and Hoffstetter.

1920 - Due to the increasing population of the school, the provincial government rented an old warehouse, now a Chinese warehouse, situated just west of the residence of Atty. Primitivo Singson. The building was barely enough to accommodate two classes.

1927 - The Secondary Level of the Vigan Trade School was opened and had its first graduates in 1931.

1928 - The Vigan Trade School was renamed, Ilocos Sur Trade School. The Secondary Classes were opened.

1930 - The Trade School's Academic Department was transferred from the Old Warehouse to the Florentino Building

1932 - The Ilocos Sur Trade School had its first secondary graduates.

1936 - Pre-military training course was offered for the first time. This time, the Academic Department was moved from the Florentino Building to the Old Provincial Dormitory and later, was transferred to the Old Vigan High School Building vacated by the Northern Luzon College of the University of the Philippines which was transferred to Baguio City.

1937 - The four-year auto-mechanic Course was offered.

1940 - Due to the inability of the provincial government to extend financial aid to the trade school, Mr. Genero Pedro, who was assigned in Vigan for the second time, proposed the establishment of a regional/national trade school in Vigan.

1941 - (April 10) By virtue of Commonwealth Act no. 313, ten provincial schools from all over the Philippines were converted into Regional School of Arts and Trades. One of them was the Ilocos Sur Trade School. Through the help of Assemblyman Benito Soliven backed up by Ilocos Sur Governor Pedro S. Reyes and two other board members, Hon. Domingo Furtuna and Jesus Serrano, President Manuel L. Quezon approved the establishment of a regional/national trade school in Vigan with an appropriation of P 228,000.00. However, the outbreak of WWII in December prevented its implementation.

1941-1945 - The trade school was closed during the whole span of the Japanese Occupation. Practically, all books were either lost or destroyed. The shop department was utilized by the Japanese soldiers as a repair shop and the Academic Building was made as a warehouse.

1945 - Classes resumed immediately after Vigan was liberated.

1949 - Sheet metal work was added to the exploratory courses. The former Christian Hospital now belonging to Dr. Vicente Verzosa was rented for academic classes until 1954 when the Quirino Stadium was used for more than a year for academic classes.

1951 - (June 14) By virtue of R.A. 647 (H.B. No. 1129) sponsored by then Cong. Floro S. Crisolago, the Ilocos Sur Trade School was converted into the Northern Luzon School of Arts and Trade (NLSAT) by then President Elpidio Quirino with P 350,000.00 appropriation for maintenance and operation.

1952 - The Ilocos Sur Trade School assumed its new name, the Northern Luzon school of Arts and Trade (NLSAT).

1953 - Construction of new buildings in the new site began in October of this year when the main shop building was started.

1954 - The school organized its first year college technical courses.

1955 - The Northern Luzon School of Arts and Trades transferred to its new and present site, an 8-hectar campus in Tamag, Vigan. The power house, canteen and the guard house were completed.

1956 - The new machine shop and automechanic shop buildings amounting to 108,000.00 was reconstructed out of the bricks masonry ruins of an old distillery. The NLSAT celebrated its Golden Anniversary.

1958 - R.A. 647 was fully implemented with the appointment of Mr. Apolinario Apilado as the first Superintendent, Mr. Genero Pedro as first Principal, and Atty. Andres Asistin as the first registrar.

1960 - R.A. 2700 also known as the General Appropriations Act of 1960 converted the NLSAT back to the Ilocos Sur School of Arts and Trade.

1965 - Universityhood (June 19) President Macapagal signed House Act No. 9251 into R.A. 4449, converting the Ilocos Sur School of Arts and Trade (ISSAT) to the University of Northern Philippines. The Cong. Floro S. Crisolago authored the bill. (October 14) the University of Northern Philippines began implementing its charter by constituting its first set of Board of Regents and held its first BOR Meeting. Pastor M. Obien was the chairman of the board, while Mr. Bonifacio Rosales became the secretary. Other members of the Board were: Gov. Carmeling P. Crisolago, Atty. Victorino A. Savellano and Atty. Andres R. Asistin. (15 November) UNP celebrated its first foundation day.

1966 - (July 17) BS in Industrial Education, the first degree program of the University was introduced. (18 August) The Academic Building, the only two storied building which house the library and chemistry Laboratory was gutted by fire. The Colleges of Arts and Sciences and Engineering was established.

1967 - The Bachelor of Arts (with English, Political Science, Psychology, History and Guidance as majors) were offered in the University.

1968 - The BS Engineering and Nursing were offered.

1969 - The Bachelor of Science in Education program was offered.

1970 - Electronics was offered as a shop course in Industrial Education. The first Capping Ceremony of the College of Nursing was held. The College of Industrial Education was changed to College of Education.

1971 - (June 25) The BS in Business Administration, Architecture and Fine Arts (CAFA), Certificate in Midwifery and Grade V and VI were offered in the High School Department to serve as a training ground for future teachers.

1972 - The BS in Architecture was offered.

1973 - Reyes' Presidency (1972-1978) (October 18) Dr. Dedication Agatep-Reyes was installed as the First President of the University of Northern Philippines.

1974 - The Graduate School opened with MAT as its first degree program, and with fields of specialization like; English, Filipino, Home Economics, Practical Arts, Health Education, Physical Education and Elementary Agriculture.

1975 - The Master of Arts in Education with major fields in Administration and Supervision, and Guidance was offered.

1976 - The Bachelor of Science in Criminology was offered Social Work was offered in the College of Arts and Sciences as one of the B.A Majors. The Iloko Studies Center was established. The GUMIL-UNP Chapter was established.

1977 - The Master in Public Administration with Local Governance and Governmental Administration as majors was offered. A comedia entitled Minervina was presented by the University of Northern Philippines at the UP Theater, Diliman, Quezon City. A museum was inaugurated

1978 The Graduate School started offering the Doctor of Education Program with Educational Administration as major. Social Work became a full degree program with establishment of the institute of Social Work and Community Development (ISWCD) P.D. 1847 better known as the "Omnibus Law" was proclaimed by then Prime Minister Ferdinand E. Marcos providing for a change in governance of all state colleges and universities all over the country. Prime Minister Marcos appointed Dr. Romualdo B. Tadena as UNP's second president. Dr. Romualdo B. Tadena was made 'Acting President' and later installed as the Second President of the University of Northern Philippines. Tadena's Presidency (1978-1985) The Bachelor of Science in Social Work was introduced. The College of Teacher Education was established with two additional courses, aside from the B.S. Industrial Education, namely; B.S. Education and The Languages & Humanities, Socio-Behavioral Sciences, Mathematics and Physical Education Departments were created to recognize the General Education programs of the University.

1979 - The doctoral degree in Education was introduced.

1980 - Bachelor of Sciences in Biology and Mathematics were added to the College of Arts and Sciences. The complete elementary curriculum was offered. The College Architecture and Fine Arts (CAFA) was split into two distinct academic units. The GUMIL-UNP Chapter was recognized.

1982 - Bachelor of Science in Physics was offered. The Institute of Nursing became the College of Nursing.

1983 - (April 28) The Bachelor of Science in Sanitary and Associate in Geodetic Engineering were introduced by the College of Engineering. Physics and Chemistry were added to the existing majors under the MAT Programs in the Graduate School. A one-year special course in Ceramics was offered at the ISPECID.

1985 - The M.A. Mathematics Education was offered with the assistance of Ateneo de Manila University and FAPE.

1986 - Filart's Presidency (1986-1998) (October 12) Dr. Dorotea Compos-Filart was installed at the third president of the University of Northern Philippines. She was assisted by Prof. Leo O. Oandasan as Executive Secretary and Dr. Pacita B. Antiporda as Vice President of Academic Affairs. The department system was abolished; instead, the general education supervisors (GES) were created, which was also later abolished by President Filart.

1987 - The two departments (B.A. Program and B.S. Program) in the College of Arts and Sciences were created. The Teaching Physics and Chemistry under the MAT program was separated and made the two distinct majors. ITE was restructured with three programs, namely; Technical Education, Midwifery and Secretarial.

1988 - Through the congressional initiative of Congressman Eric D. Singson of the Second District, R.A. 6744 incorporated the Candon Community College (CCC) into the University of Northern Philippines, acting as a semi-autonomous unit. The secretarial program from ITE was

transferred to CBAA. The institute of Sub-Professional Education and Cottage Industries (ISPECID) was converted into the Institute of Technical Education (ITE) headed by Prof. Wilhelmina E. Vergara. Some courses under were distributed to different institutes/colleges.

1990 - The College of Business Administration was renamed College of Business Administration and Accountancy and offered the said course in this same year. The University celebrated its silver anniversary (25 years).

1992 - The B.A. Major in English Communication was offered in CAS. (April 14) The Step Ladder Medical Curriculum was established. (May 05) The Institute of Nursing was converted into the College of Health Sciences with two academic units: Institute of Nursing and Institute of Community Health.

1993 - The Step-Ladder Health Sciences Program of the University was declared as one of the DOH's Pilot Project. (Nov 09) The College of Health Sciences was established.

1995 - B.S. Industrial Technology (Ladder-Type Curriculum) was offered. The College of Business Administration and Accountancy was accredited by the AACCCUP, the first Business Education to be accredited.

1996 - B.S. in Computer Science, Environmental Science, Psychology, B.A. Political Science/History, Tourism and Marine Biology were offered by the College of Arts and Sciences.

1997 - The Center for Gender and Development was established.

1998 - Tacbas' Presidency (1998-2011) (July 01) Dr. Lauro B. Tacbas was installed as the Fourth President of the University of Northern Philippines. The College of Health Sciences, the tallest building in the University was finally completed and inaugurated, although construction started during Filart's administration.

1999 - (June 30) The University Computer Center was established with Dr. Milagros R. Remular as its first Director. (July 01) The Open University was established as a separate academic unit from being an Institute of Distance Learning of the Graduate School. The Bachelor of Library Information Science (BLIS) was introduced.

2000 - The Bachelor of Science in Hotel and Restaurant Administration was offered with the University Guestel as the students' training ground.

2001 - The B.S. Entrepreneurship and B.S. Cooperative Management were offered.

2002 - (March 05) The UNP BOR approved the establishment of the College of Law.

2003 - The Center for Human Rights Education was established in the University, which later became the Center for Human Rights, Drug and Peace Education.

2004 - The Doctor of Business Administration (DBA) was offered. The UNP Quimmarayan Satellite Campus was launched.

2006 - The Criminology Program was made ladderized. The Institute of Technical Education was renamed College of Technical Education. All academic units that were once institutes were converted to colleges. The University celebrated its Centennial Anniversary.

2007 - The CTech offered Automotive and Electronic Technology at Lidlidda, Ilocos Sur as a result of the MOA forged between UNP and the Cluster of Upland Municipalities.

2008 - (July 16) The College of Arts and Sciences Building (Burgos Hall) gutted fire. The University FM radio Station's DWNP was re-launch. The Criminology Building was inaugurated.

2009 - The Administration and the College of Arts and Sciences buildings got burned. The College of Communication and Information Technology (CCIT) was created to house the B.S. Computer Science from the College of Arts and Sciences.



2010 - The same congressional initiative that incorporated the Candon Community College (CCC) into the University of Northern Philippines was used to separate it and converted into the North Luzon Polytechnic State College (NLPSC) through R.A. 10085. Dr. Lauro B. Tacbas was awarded the title Professor Emeritus. The University Code was approved.

2011 - (July 05) Dr. Lauro B. Tacbas leaves the presidency after almost 13 years in office. (July 06,) Dr. Jimmy R. Soria becomes officer in-charge of the University. Arce's Presidency (2011-2019) (August 23) Dr. Gilbert R. Arce was chosen as the fifth president of the University of Northern Philippines. The New Administration Building was inaugurated. The Center for Ilokano Studies was established.

2013 - Bachelor of Public Administration is offered in the University. The offering of the B.S. Midwifery is approved. The offering of B.S. Law Enforcement Administration is approved. The members of the administrative council went to Singapore. The Grandstand was officially inaugurated. The University Hospital was officially inaugurated. Vertical articulation of member was implemented. Bachelor of Public Administration was offered.

2014 - UNP produced a board topnotcher administered by the Indian Medical Council (Dec 2) The 2nd Public hearing on the House Committee on Higher and Technical Education (CHTE) on House Resolution 574 was conducted.

2015 - The University celebrated its golden anniversary, drawing together the UNP community and alumni.

2016–2019 - Faculty development program was intensified through the CHED K to 12 Transition Program. More buildings were established to support the facility needs of the different degree programs. Degree programs kept on scoring high in their respective licensure examinations. Three research centers were approved.

2019 - Cadorna's Presidency (2019-present) Dr. Erwin F. Cadorna was designated the sixth president of the University.

2020 - COVID-19 struck the whole world, forcing faculty and students to shift to flexible learning.

#### **The University Presidents**

- Mr. Pastor M. Oblen, Officer-in-Charge, October 14, 1965 – May 3, 1972
- Dr. Dedicacion A. Reyes, June 1, 1972 – August 17, 1978
- Dr. Romualdo B. Tadena, August 18, 1978 – May 12, 1985
- Dr. Dorotea C. Filart, May 13, 1985 – June 30, 1998
- Dr. Lauro B. Tacbas, July 1, 1998 – July 6, 2011
- Dr. Jimmy R. Soria, Officer-in-Charge, July 7, 2011 – August 22, 2011
- Dr. Gilbert R. Arce, August 23, 2011 to date

#### **The Satellite Campuses**

- Upland Research and Development Center, Poblacion, Sinait, Ilocos Sur
- Environmental Research and Training Center, Quimmarayan, Sto. Domingo, Ilocos Sur
- Marine Research and Development Center, Nalvo, Sta. Maria, Ilocos Sur

#### **The Academic Units**

**The University has 17 colleges and four departments, namely:**

1. College of Medicine

2. College of Law
3. College of Architecture
4. College of Engineering
5. College of Arts and Sciences
6. College of Business Administration and Accountancy
7. College of Communication and Information Technology
8. College of Criminal Justice Education
9. College of Fine Arts and Design
10. College of Health Sciences
11. College of Hospitality and Tourism Management
12. College of Nursing
13. College of Public Administration
14. College of Social Work
15. College of Teacher Education
16. College of Technology
17. Open University
18. Department of Languages and Humanities
19. Department of Mathematics and Natural Sciences
20. Department of Physical Education
21. Department of Social Sciences and Philosophy.

**The Administrative Units**

The University has the following administrative units, namely:

1. Office of the President
  - Offices under the Office of the President
    - Office of the University of the Board Secretary
    - Campus Security Services Office
    - Center for Gender & Development
    - Center for Ilokano Studies
    - Infrastructure Planning & Development Office
    - Internal Control Office
    - PASUC Zonal Faculty Evaluation Center
    - Quality Assurance & Accreditation Task Force
    - Records Office
    - University Legal Office

- Bids & Awards Committee Office
- Public Information Office
- University Planning & Information System Management Office
- UPISM-Planning
- UPISM-Data & Statistical Services
- UPISM-Management Information System
- UPSM-Computer & Network Maintenance

2. Office of the Vice President for Academic Affairs

Academic Support Units

- Office of the Registrar
- National Service Training Program
- Laboratory Services
- Library Services
- Center for Local Government (CBAA)
- Center for Alternative Learning (OU)

3. Office of the Vice President for Research & Extension

Offices under Office of the Vice President for Research & Extension

- University Research Office
- University Extension Office
- Intellectual Property Office

4. Office of the Vice President for Student & External Affairs

Offices under Office of the Vice President for Student & External Affairs

- Student Welfare Programs
- Information & Orientation Services
- Guidance & Counselling Services
- Career & Job Placement Services
- Economic Enterprise Development Services
- Student Development Programs
- Student Government Organizations & Activities
- Student Discipline

- Student Leadership Training and Exchange
- Student Publications
- Institutional Student Programs
- Testing Services
- Scholarships & Financial Assistance
- Social Community Involvement & Multi-Faith Services
- International Student Services
- Students Special Needs with Disabilities
- Food, Health, Safety & Housing Services
- Sports Development Services
- Sports, Culture & Arts Programs
- Culture & Arts
- External & International Relations
- Center for International Studies

5. Office of the Vice President for Finance & Administration

Under Office of the Vice President for Finance & Administration

- Office of Administrative Services
- Human Resource Management Office
- Property Management Unit
- Transport & Motorpool Management Unit
- Building & Water Supply Management Unit
- Electrical Maintenance Unit
- Aircon Maintenance Unit
- Telecommunication Maintenance
- Office of Financial Management Services
- Accounting Unit
- Budget Unit
- Cashiering Unit
- Office for Production & Auxiliary Services
- Medical & Dental Service Unit

- Janitorial Service Unit
- Facilities & Management Unit
- Publication Service Unit
- Men's Dorm
- Ladies' Dorm
- Guestel
- Agribusiness
- Ceramics Center
- Groceria de la Universidad
- Training Center
- UNP Hostel
- UNP Hospital

### 1.1 Vision, Mission, and Core Values

#### **Vision**

The University of Northern Philippines envisions itself to be a global university anchored on excellence.

#### **Mission**

To produce globally competitive and pro-active professionals through excellent instruction, Research, Extension, and Production.

#### **Core Values**

In pursuing the Vision and Mission, we, in this institution resolve to live by the following core values:

**Excellence.** By invoking the aid of Divine Providence, we commit ourselves to be the best that we can be and do by continuously learning and enhancing our skills and developing proper attitudes towards work and people.

**Professionalism.** We endeavour to set and abide by high work standards and always be guided by the principles of objectivity and fairness.

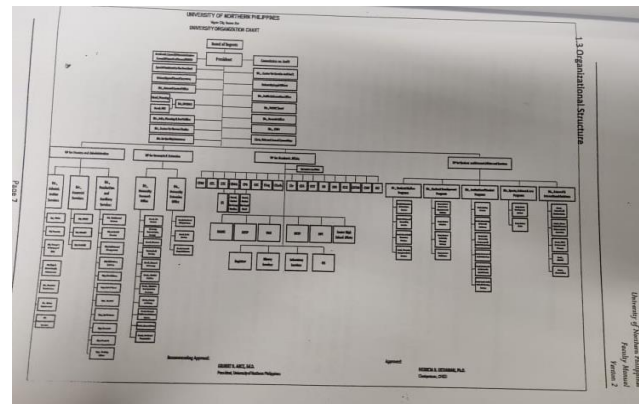
**Ethics and Integrity.** We pledge to serve with honor and humility always cognizant of the principle that "Public Office is a Public Trust".

**Transparency.** We endeavour to make all transactions, deals, records or any activity open and known by all people concerned.

**Creativity and Productivity.** We offer efficient and effective interventions to varying needs of our clients. We shall remain dynamic, open-minded and innovative workforce, responsive to changing times and circumstances constantly challenging the status quo and ever willing to face risk and confront uncertainties.

**Synergy and Community.** We believe in and practice teamwork. We regard ourselves as a family providing one another support and inspiration in our work.

**Initiative.** We commit ourselves to act on our own, responsive to a given situation.



## CHAPTER I

### GOVERNANCE OF THE UNIVERSITY OF NORTHERN PHILIPPINES

#### 1) Board of Regents

The governing body of the University is vested in the Board of Regents which shall be composed of the following:

- a. Chairman of the Commission on Higher Education (CHED) as Chairperson;
- b. President of the University, as Vice Chairperson;
- c. Chairman of the Congressional Committee on Education and Culture;
- d. Regional Director of the National Economic Development Authority-1 (NEDA);
- e. Regional Director of the Department of Science and Technology -1 (DOST);
- f. President of the Faculty Union;
- g. President of the Student Council;

h. President of the Alumni Association; and

i. Two prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among a list of at least five qualified persons in the city or in the province where the university is located, as recommended by the search committee constituted by the President in consultation with the Chair of the Commission on Higher Education (CHED) based on the standards and qualifications for the position.

The faculty and the students shall be represented by the presidents of their respective organizations.

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

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

(2) Receive and appropriate all sums as may be provided, for the support of the university in a manner It may determine, in its discretion, to carry out the purposes and functions of the University:

(3) Receive in trust legacies, gifts, and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university, subject to the limitations, directions, and Instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor; and

(4) Fix the tuition fees and other necessary school charges, such as, but not limited to matriculation and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors.

**b. Promulgation and Implementation.** The governing body shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture, and sports; as well as the policies, standards and thrusts of the CHED under Republic Act 7722.

**2) President.** The administration of the University shall be vested in the President of the University who shall render full-time service. He/she shall be appointed by the Board of Regents, upon the recommendation of a duly constituted search committee. He/she shall have a term of four years and eligible for reappointment for another term; provided, that this provision shall not adversely affect the terms of incumbents.

**3) Vice President.** The President shall be assisted by the Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Research and Extension and Vice President for Student and External Affairs Vice Presidents whose designations shall be approved by the Board of Regents.

**4) Administrative Council.** There shall be an Administrative Council with the President of the University as Chairperson, the four (4) Vice Presidents, Deans, Directors, and other officials as regular or provisional members. The council shall have the power to review recommend to the Board of Regents policies governing the administration, management, and development planning for appropriate action.

**5) Academic Council.** There shall be an Academic Council with the President as Chair and the Vice President Academic Affairs as Co-chair, and all faculty with the rank of Assistant Professor I and higher as members. The Academic Council shall:

- a) Review and recommend the curricular offerings and rules of discipline of the University for appropriate action by the Board of Regents;
- b) Fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents through the president of the university;
- c) Formulate, decide, and recommend to the board for approval, all other issues, matters, and concerns pertaining to academics.

## CHAPTER II

### FACULTY RESPONSIBILITIES, RIGHTS AND ACADEMIC ACTIVITIES

#### Faculty

Faculty refers to University personnel engaged in Instruction, research, extension and production and may either be permanent, temporary, contractual, part-time, or substitute as defined in Chapter IV of this manual.

#### Responsibilities of a UNP Faculty Member

1. Perform duties and responsibilities with zeal in accordance with the vision and mission of the University;
2. Judiciously use the funds and/or property of the Institution;
3. Avoid actions to the Institution;
4. Support all institutional activities;
5. Commit a reasonable amount of service to university-wide committees;
6. Observe protocol in making public utterances or views;
7. Act with decency, Integrity, and professionalism at all times;
8. Be updated with trends and Issues related to the field of specialization;
9. Demonstrate commitment to quality instruction, relevant research, responsive extension programs, and sustainable production activities;
10. Create learning opportunities; and
11. Design and implement learning conditions and experiences in order to maximize student potential.

#### Rights and Privileges

1. security of tenure in accordance with law and employment status;
2. equal opportunities for promotion;
3. benefits as provided for by law;
4. opportunity for professional advancement and development;



5. access and use of university facilities;
6. decent working condition;
7. appropriate compensation for services rendered;
8. gender equality;
9. Right to organize and join duly recognized associations/unions:
10. Right to seek redress of grievances;
11. Right to participate in decision-making processes;
12. Right to due process and assistance of a legal counsel;
13. Right to free expression and assembly within the bounds of law;
14. Academic freedom within the bounds of law;
15. Freedom of Religion;
16. Exercise of profession in accordance with law, and  
 Other applicable rights as provided for by the Constitution of the Republic of the Philippines, existing statutes, and International legal orders.

**Chapter III**  
**QUALIFICATION STANDARDS**

**Policy**

The qualification standards for appointment and other personnel actions for faculty those provided for under CSC MC No. 1, s. 1997 and such other issuances that may forth be issued.

The minimum qualification standards appointment that are provided for under CSC MC No. 10, s. 2012 and CSC MC No. 17, s. 2013:

**Instructor I to II**

Education	:	Master's degree in the area of specialization or its allied/related fields
Experience	:	None required
Training	:	None required
Eligibility	:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

**Instructor III to Assistant Professor III**

Education	:	Master's degree in the area of specialization or its allied/related fields
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

**Assistant Professor IV**

Education : Master's degree in the area of specialization or its allied/related fields  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
Eligibility : None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

**Associate Professor I to III**

Education : Relevant master's degree  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
Eligibility : None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

**Associate Professor IV to V**

Education : Relevant master's degree  
Experience : 3 years of relevant experience  
Training : 16 hours of relevant training  
Eligibility : None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

**Professor 1**

Education : Relevant master's degree  
Experience : 4 years of relevant experience  
Training : 24 hours of relevant training  
Eligibility : None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

**Professor II to III**

Education : Relevant master's degree  
Experience : 4 years of relevant experience  
Training : 32 hours of relevant training  
Eligibility : None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

**Professor IV to VI**

Education	:	Relevant doctorate degree
Experience	:	5 years of relevant experience
Training	:	32 hours of relevant training
Eligibility	:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

**University Professor**

Education	:	Relevant master's degree
Experience	:	5 years of relevant experience
Training	:	32 hours of relevant training
Eligibility	:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

Moreover, the hiring of new applicants for a teaching position shall be in compliance with applicable existing CHED Memorandum Orders and/or other pertinent issuances. The National Budget Circular shall govern the compensation and position classification of faculty positions in SUCs.

**CHAPTER IV  
RECRUITMENT, SELECTION AND APPOINTMENT**

**General Policy**

The University, through its governing board, shall establish its own internal policies, procedures, and guidelines in the recruitment and appointment of faculty members, which shall be submitted to the Civil Service Commission for approval.

The established University policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service policies and procedures:

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.
2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the University.
3. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the University for at least ten (10) calendar days and should be sent to other educational Institutions within the region to inform other Interested people. Other appropriate modes of publication are considered.

The filling of vacant positions in the University shall be made after ten (10) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled but not beyond six (6) months reckoned from the date the vacant position was published.

In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

Should there be no appointment issued within the nine-month period, the University has to cause the re-publication of the vacant position. Appointment to a faculty rank shall be made strictly on the basis of merit and fitness.

A tenure, once acquired, is permanent unless separated by reason of death, resignation, or retirement.

The Initial appointment in the University to a faculty rank shall be temporary in character for a period not exceeding one year.

A change of status from temporary to permanent shall be based on existing University policies and/or other pertinent government rules and regulations.

A faculty member loses his/her academic rank once appointed as President. However, he/she can reacquire said rank after the term. If the Presidency is a designation, the faculty rank is retained.

Nothing herein provided precludes the University from extending appointment to a faculty on a contractual basis for a fixed term.

#### **Procedure on Recruitment**

The University shall recruit and appoint faculty in accordance with the following procedure as set forth in the UNP Faculty Merit System:

1. Identification and preparation for filling of positions;
2. Publication of vacant positions in accordance with RA 7041 (Publication Law) for transparency. The published vacant positions shall also be posted in three (3) conspicuous places in the University for at least ten (10) calendar days and should be sent to other educational institutions within the region for the information of other Interested people. Other appropriate modes of publication shall be considered.
3. Receipt of application and listing of applicants for a vacant position;
4. Conduct of preliminary evaluation of the qualification of all candidates/applicants based Qualification Standards and job requirements;
5. Notification of applicants who passed the preliminary evaluation;
6. Conduct of assessment (Interview, teaching demonstration and psychological tests);
7. Ranking and preparation of selection line-up;
8. Deliberation/Selection Decision;
9. Submission of the list of candidates recommended for appointment;
10. Final selection;
11. Submission of the Promotional Result for Board Action and Issuance of Board Resolution;
12. Appointment preparation;
13. Announcement of appointment, and
14. Employee orientation.

#### **Appointment Types and Other Personnel Actions**

1. **Original Appointment** refers to the initial entry into the career and non-career service.
2. **Promotion** is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary.

3. **Transfer** is the movement of a faculty from one position to another which is of equivalent rank, level or salary without a break in the service involving the issuance of an appointment.
4. **Reemployment** is the reappointment of a faculty who has been previously appointed to a position under permanent status but was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or of any non-disciplinary actions such as dropping from the rolls and other modes of separation. Reemployment pre-supposes a gap in the service. (as amended by CSC MC No. 15, s. 1999)
5. **Reinstatement** is the issuance of an appointment to a faculty who has been previously appointed to a position in the career service and who has, through no delinquency or misconduct, but has been separated therefrom or to one who has been exonerated of the administrative charges unless the decision exonerating him specifies restoration to his previous position.
6. **Renewal** refers to the subsequent appointment issued upon the expiration of the appointment of the contractual or temporary faculty.
7. **Demotion** is the movement of a faculty from a higher academic rank to a lower one with corresponding reduction in duties and responsibilities.
8. **Upgrading** refers to the change in academic rank with corresponding increase in salary grade.
9. **Appointment Status**
  - a. Permanent Status is issued to a faculty who meets all the minimum qualification requirements of the position.
  - b. Temporary Status is issued to a faculty who meets the education, experience and training requirements except for the appropriate eligibility.
  - c. Substitute Status is issued to a faculty when the regular incumbent of a position is temporarily unavailable to perform the duties of his/her position.

Contractual/Part-time Status is issued to a faculty who shall undertake a specific work or job for a limited period not to exceed one year.

## **Chapter V**

### **ACADEMIC POLICIES AND PROCEDURES**

#### **Faculty Workload**

Faculty workload is mainly based on the teaching load of a faculty. However, research, extension and production activities may be credited as part of the workload at the option of the faculty.

Designation(s) given to a faculty may form part of the workload with the corresponding reduction in the teaching load.

**The faculty workload as provided for in the UNP Code of 2015 is as follows:**

1. **Regular Workload.** Full load is twenty one (21) units with one (1) or two (2) preparations; eighteen (18) units with three (3) or four (4) preparations; and fifteen (15) units with five (5) or more preparations. Laboratory and lecture are two separate preparations.
2. **Computation of the Workload.** In the computation of the workload, five main factors shall be considered, namely: 1) instructional activities; 2) research activities; 3) extension activities, 4) academic-related activities; and 5) administrative designations.
3. **Instructional Activities (IA).** Instructional activities shall consist of classroom instruction.

Graduate	Lecture	1.5 units per contact hour plus 0.05 units per students in excess of 20 students but not to exceed 30 students
Undergraduate	Lecture	For General Education (GE) subjects, 1.0 unit per contact hour plus 0.05 unit per student in excess of 45 but not to exceed 50 students except those with CHED Memorandum Orders (CMOs)
	Laboratory	For professional subjects, 1.0 unit per contact hour plus 0.05 unit per student in excess of 30 not to exceed 40 except those with CMOs 0.75 unit per contact hour plus 0.03 unit per contact per student in excess of 45 but not to exceed 50 students for GE subjects; In excess of 30 but not to exceed 40 students for professional subjects except those with CMOs

4. **Instruction-related Assignments (IRA).** The credit for instruction-related assignments shall be as follows:

1. Coach/Trainer of Varsity Team * (*Submission of training program is a required)	Sports	3.0 units per semester
Supervisor/Coordinator of On-the-job training (OJT)/ Student Teaching/Internship	<ul style="list-style-type: none"> <li>• Medical Laboratory</li> <li>• Criminal Justice Education</li> <li>• College of Social Work</li> <li>• Public Administration and Governance</li> <li>• Fine Arts and Design</li> <li>• Law</li> <li>• Hospitality and Tourism Management</li> <li>• College of Technology</li> <li>• Engineering</li> <li>• Computer and Information Technology</li> <li>• Business Administration and Accountancy</li> <li>• Teacher Education</li> <li>• College of Arts and Sciences</li> </ul>	0.15 unit for 20 students or less plus 0.05 unit per students in excess of 20 students/semester <b>(or as per Program CMO)</b>

**Guidelines on the Grant of Service Credits**

1. A faculty member assigned as adviser of the Student Council shall be given service credits of six (6) days per semester.
2. A faculty member assigned as adviser of mandated and accredited organizations/formations shall be given service credits of (5) per semester.

3. A faculty member assigned as adviser of the University Student Publication shall be given five (5) days service credits per semester.
  4. A faculty member assigned as class adviser shall be given five (5) days service credits per semester.
  5. A faculty member assigned as review coordinator in a licensure examination shall be given service credits computed by the actual number of days rendered divided by two (2).
  6. A faculty member assigned as Associate Editor of the UNP Research Journal shall be granted three (3) days service credits.
  7. A regular faculty who undertakes a research which is presented in colloquia or conferences may be given twenty (20) days service credits if he/she opts not to avail of the 3-unit reduction in load.
- Administrative Designations. The workload of faculty with Administrative Designation shall be as follows:

**1. Multiple Designations.** In multiple designations, only the highest designation shall count.

Administrative Designation	Number of units as an Administrator	Instructional/Research/Extension and Academic Related Activities
1. Vice President with Faculty rank	18	3
2. Special Assistant to the President	15	6
3. Special Assistant to the VP for Academic Affairs	12	9
4. University Legal Officer	15	6
5. Deans	15	6
6. Assistant Deans	9	12
7. Department Chair	15	6
8. Department Vice-Chairs	9	12
9. Principal of Laboratory Schools	15	6
10. Directors (under the Office of the President, Office of the Vice President for Academic Affairs, Vice President for Student and External Affairs, Vice President for Finance and Administration)	12	9



11. Directors of University Planning and Information Systems Management, Center for Gender and Development and External Affairs, Infrastructure Planning and Development Office	15	6
12. Assistant NSTP Director	9	12
13. Extension/Research Director	15	6
14. Assistant Extension Director	12	9
15. Head, Library Services	15	6
16. Program Coordinator/Program Head	6	15
17. Coordinator/Head (Students and External Affairs, Transport & Motorpool, Production)	9	12
18. Assistant Head Motor pool Supervisor/ Band technician/ Students and External Affairs)	6	15
19. Research Coordinators	9	12
20. Head, Laboratory Services	9	12
21. University Extension Coordinators (for Livelihood and Services Training; Community and Social Services)	9	12
22. Technical Staff of Infrastructure and Project Development Office (University Geodetic Engineer)	12	9
23. Accredited Assessors of Persons with Disabilities	3	18
24. Faculty Regent	15	6
25. Alumni Regent (if faculty member)	15	6

2. **Computation of Total Workload (TWL).** The computation of the total workload shall be equal to the sum of the following: Instructional Engagement, Instruction-Related Activities, Research Engagement, Extension Engagement, Production Activities and Administrative Designations.
3. **Overload.** The overload shall be equal to the number of units in excess of TWL. Teaching Overload shall not exceed 3 units except in cases where there are no qualified faculty to teach the course or in cases where the course is more than 3 units.

**Working Hours**

1. Faculty members shall serve 40 hours a week.
2. All faculty members shall submit duly accomplished daily time record within five days upon receipt of the print out to HRMU through the head of the unit.

**Examination**

Examinations shall be administered by the instructors/proctors subject to existing policies/rules for the purpose of formative and/or summative evaluation of student's performance.

**Submission of Test Questions and Grade Sheets**

1. All final test questions and test papers shall be submitted together with the grade sheets at the end of every term.
2. Grade sheets shall be submitted within ten (10) working days after the final examination. Late submission of grade sheets shall be fined P100.00 per day.

**Academic Calendar**

The Academic calendar shall be approved by the Board of Regents upon the recommendation of the Academic Council. The first and second terms shall each consist of 18 weeks; the midyear term is equivalent to one (1) term.

**Suspension of Classes**

Classes may be suspended at the discretion of the President in case of fortuitous events and for such other reasonable causes. Suspension of classes does not cover suspension of work. However, work may also be suspended upon the declaration of the President and/or other duly constituted authorities.

**Wearing Uniforms**

Faculty members shall wear the prescribed uniforms for the day except:

- a. Those in mourning or on the family way;
- b. Those in official business; and
- c. Those in fieldwork (off-campus) or if within the campus;
- d. When the nature of their work makes it impractical to be in uniform.

**Attendance in University Activities**

A faculty shall be excused from attending University activities and functions when he/she is on official business/leave or performing assigned task; otherwise, he/she shall be fined.

### **Evaluation of Faculty Performance**

1. A faculty shall be evaluated every term based on teaching performance.
2. The weight of the evaluation shall be:

Student	- 40%
Dean	<u>- 60%</u>
	100%
3. A faculty shall be observed by the head of an academic unit to determine teaching performance.
4. A faculty shall also be evaluated based on the level of achievement/compliance of the targets as reflected in the submitted Individual Performance Commitment Review (IPCR).

### **Academic Freedom**

1. A faculty shall enjoy academic freedom which accords him/her the right to:
  - a. Teach the subjects of specialization according to a manner deemed best;
  - b. Hold, express, or ventilate ideas or opinions in accord with what is believed to be right and does not interfere with duties or jeopardize loyalty to the university.
2. Within this specific framework, the following principles are hereby declared:
  - a. No faculty shall inculcate sectarian tenets in teaching;
  - b. No faculty shall directly or indirectly influence students to act for or against any church or religious sect, ideology, or political party;
3. The University shall assume no responsibility for any view or opinion expressed by a faculty not in accord with the foregoing, and the vision, and mission of the University.

## **CHAPTER VI PROMOTION**

1. A faculty member may be considered for promotion on the basis of the minimum requirements (education, training and scholarship grants, and others) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
6. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two- ratings Immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

The Faculty Selection Board (FSB) shall make its activities and decisions as transparent as possible.

**Procedure**

1. The Human Resource Management Unit (HRMU) shall cause the publication and posting of all vacant positions or ranks to be filled.
2. The Faculty Selection Board shall evaluate the candidates' credentials or documents and submit a comprehensive evaluation report to offices concerned. The HRMU shall inform the candidates of the results of the evaluation.
3. All promotional appointments shall be posted in conspicuous places throughout the University to enable aggrieved parties, if any, to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

**Composition of the Faculty Selection Board**

The University shall create a "Faculty Selection Board" herein referred to as FSB. This body shall assist the University President in selecting applicants or candidates for recommendation to the Board of Regents, who shall confirm the appointment of faculty members to positions/ranks.

The members of the FSB of the University are the following:

1. The Vice President for Academic Affairs as Chairperson;
2. The Dean/Department Head where the vacancy exists;
3. The Human Resource Management Officer as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the Chairperson in determining qualified insiders who may be considered for appointment. The HRMO shall keep records and proceedings of the FSB and maintain all records and documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
4. The President of the CSC-accredited Faculty Union;
5. A ranking faculty member chosen by the University President;
6. A ranking professor whose specialization is in line with the nature of the teaching position to be filled and who shall be chosen by the Dean or Department Head requiring such expertise.

**Modes of Promotion for the Faculty**

**1) National Budget Circular (NBC) 461**

General Guidelines:

- a) All faculty members in higher education programs and heads/administrators of public higher education institutions (HEIS) composed of the State Universities and Colleges (SUCs) and CHED supervised Higher Education Institutions (HEIS) including TESDA Technical Education Institutions (TEIs) shall be evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).
- b) All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.
- i) All supporting documents should bear the certification of relevance and authenticity by the head of the agency or his/her authorized official. Relevance is the applicability of the credentials to the faculty's assignment, his/her professional background, or the institutional thrusts.

ii) The certification should read as follows:

Certified Relevant and Authentic Claim  
The Document is a True Copy of the Original

\_\_\_\_\_  
President (or authorized official)

iii) The Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to before the person authorized by the head of the institution. The following procedures shall be observed:

iv) The HEI concerned shall reproduce the Personal Data Sheet (PDS);

v) The faculty member or administrator shall accomplish the form and attach all supporting documents;

vi) The HEI shall form two (2) Committees - one of (FOR) Evaluators (local) which shall come from each academic and one for Reviewers (Institutional) which shall sit en banc to evaluate and review faculty credentials;

vii) The local evaluators shall conduct the initial review of documents at the academic unit level including assignments of points and accordingly indicated in the summary sheet as prescribed by the guidelines.

viii) The Secretariat (HRMU) shall attest to the authenticity of all documents submitted by the college.

ix) The Review Committee shall review the evaluation of all documents and submit the evaluated PDS and supporting documents to the Head of the Institution for official transmittal to the PASUC Zonal Center which shall process such documents;

x) The Institutional review committee shall re-evaluate the documents and finalize the assignments of points. The results of the final evaluation of the personal data sheet and supporting documents shall be submitted to the Head of the institution for official transmittal to the PASUC Zonal Center which shall process such documents.

In case of differences in the faculty assessment made by the local and institutional committees, they shall decide en banc. The decision of the majority prevails.

xi) xi) The official print-out from the PASUC Zonal Center shall be released to the Head of the Institution concerned.

xii) For purposes of evaluation, the cut-off date shall mean the most recent date of documents considered in a particular evaluation cycle; The official print-out shall be the basis for hiring and promotion. For entry in a public HEI, no Qualitative Contribution Evaluation (QCE) is required;

xiii) For upgrading and/or promotion to any sub-rank in the Instructor, Assistant Professor and Associate Professor positions, a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus the qualitative contributions in the area of instruction measured in terms of the Teaching Effectiveness;

xiv) For upgrading and/or promotion to the rank of full-pledged Professor I to VI as well as College/University Professor, a faculty should satisfy the CCE points corresponding to the rank/sub-rank plus qualitative contributions in at least three (3) of the four (4) functional areas, namely: Instruction, Research, Extension and Production.

xv) The Faculty Positions as provided for in the National Budget xv) Circular No. 461 dated June 1, 1998 is hereby adopted.

FACULTY RANK	SUB-RANK	SALARY GRADE	POINT BRACKET
Instructor	I	12	65 – below
	II	13	66 – 76
	III	14	77 – 87
Assistant Professor	I	15	88 – 96
	II	16	97 – 105
	III	17	106 – 114
	IV	18	116 – 123
Associate Professor	I	19	124 – 130
	II	20	131 – 137
	III	21	138 – 144
	IV	22	144 – 151
	V	23	152 – 158
Professor	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		30	195 – 200

**Criteria for Evaluation of Faculty Classification.**

All faculty members shall be classified according to their appropriate academic rank based on the modified Common Criteria for Evaluation (CCE) of the faculty positions (NBC No. 461 s. 1998) and Qualitative Contribution Evaluation (QCE) jointly formulated and prescribed by the Chairman of CHED and the President of Philippine Association of State Universities and Colleges (PASUC).

**2) Chain Promotion**

Another mode of promotion is the Chain Promotion undertaken when there are unfilled positions due to retirement, resignation, separation, or being dropped from the rolls.

**CHAPTER VII**  
**FACULTY BENEFITS AND PRIVILEGES**

**1. Leave Privileges**

In general, appointive officials up to the level of heads of executive departments, heads of departments, undersecretaries and employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to fifteen (15) days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays and Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate. (Amended by CSC Nos. 41, s. 1998 and 14 s. 1999)

Faculty members of state universities and colleges are covered by special leave laws pursuant to Section 4 (h) of the Higher Modernization Act of 1997 (RA 8292). The act states that the salaries of faculty members, administrative officials and employees shall be fixed and adjusted subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law."

a. The kinds of leave are as follows:

- 1) **Sick Leave.** Leave of absence granted only on account of sickness or disability on the part of the faculty concerned or any member of his Immediate family.
- 2) **Vacation Leave.** Leave of absence granted to faculty members with designation for personal reasons, the approval of which is contingent upon the necessities of the service.
- 3) **Maternity Leave.** Leave of absence granted to every married or unmarried woman in the government service who has rendered an aggregate of two (2) or more years of service, In addition to her vacation and sick leave is entitled to maternity leave of sixty (60) calendar days with full pay. For those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided that those who have served for less than one (1) year shall be entitled to 60 days maternity leave with half pay. Enjoyment of maternity leave 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 60 calendar days. It may be granted in every instance of pregnancy irrespective of its frequency (non-cumulative/non-commutative). Miscarriage is covered in this leave privilege.
- 4) **Paternity Leave.** It refers to the privilege granted to every married male government employee allowing him not to report for seven (7) days for the first four deliveries of his legitimate spouse with whom he is cohabiting; the definition of "delivery" includes either childbirth or miscarriage. Married male employee with more than one (1) legal spouse shall be entitled for an absolute maximum of four deliveries regardless of whichever spouse gives birth (Provided for CSC MC No. 41, s. 1998).
  - a) CSC Resolution No. 1501531 promulgated on Dec. 21, 2015.
  - b) Section 20 of the rules now reads as: "Paternity leave of seven days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days Immediately, before, during,

and after the childbirth or miscarriage of his legitimate spouse. Said leave shall be availed of not later than 60 days after the date of the child's delivery."

- 5) **Special Leave Privileges.** Leave of absence which faculty with designation may avail of for a maximum of three (3) days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.
- 6) **Forced/Mandatory Leave.** All faculty with designations with 10 days or more vacation leave credits shall be required to go on this leave for a minimum of five (5) days whether continuous or intermittent. It shall be forfeited if not taken during the year, however, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the accumulated vacation leave.
- 7) **Rehabilitation Leave.** Leave granted for a maximum of six (6) months for wounds or injuries sustained while in the performance of official duties. Applications must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. Absence in the case contemplated shall not be charged against sick or vacation leave.
- 8) **Parental leave to Solo parent.** Leave of maximum of seven (7) days granted to a solo parent so he/she can perform parental duties and responsibilities where physical presence is required.
- 9) **Ant-Violence against women and their children Act of 2004.** Ten (10) days leave for any female faculty regardless of employment status who is a victim of violence and/or whose child is also a victim of violence whose age is below eighteen (18) or above eighteen (18) but unable to take care of himself/herself. It is non-cumulative and not convertible to cash.

Special Leave benefits for Women (Under RA 9710 (Magna Carta of Women) CSC MC #65, s. 2010) is a benefit for qualified female public sector employees who have undergone surgery caused by gynecological disorders.

Any female faculty, regardless of age and civil status, shall be entitled to a special leave for a maximum of two months per year with full pay based on her gross monthly compensation provided that she has rendered at least 6 months aggregate service in any or various government agencies for the last twelve months prior to undergoing surgery for gynecological disorders.

Classification of the Procedure based on the Patient's Estimated Period of Recuperation if concomitant medical problems **are as follows:**

- a. Minor-Surgical Procedures requiring a maximum period recuperation of 2weeks;
  - b. Major-Surgical Procedures requiring a minimum period recuperation of 3weeks to a maximum of 2months.
- 10) **Terminal Leave** - It refers to monetary value of the total accumulated leave credits of a faculty based on the highest salary rate received prior to or upon retirement date / voluntary separation.
  - 11) **Time off from work** not exceeding six (6) months with pay to qualified faculty to help them prepare for their bar or board examinations or complete their master's degree. For completion of master's degree, the study leave shall not exceed four (4) months. A female employee who is on study leave with pay is not entitled to avail of maternity leave benefits.
  - 12) **Sabbatical Leave** is a privilege to enhance scholarly pursuits and revitalize academic competence which may be granted to permanent Full Professor members of the faculty. Sabbatical leave is granted at least once every seven (7) years subject to return of service of two (2) years. Sabbatical leave lasts for one (1) year with full salary which may be commuted. If sabbatical leave is spent abroad, full transportation and other expenses incidental to this leave privilege shall be provided by the University subject to availability of funds.



- 13) **Cumulative Leave** shall be granted to regular members of the faculty who additionally perform administrative functions covered by an official designation. Administrative functions as used in the preceding sentence shall be construed to mean those functions that are necessary in the management of the University or any of its units.
- 14) **Teacher's Leave** shall be granted to full time members of the faculty who do not normally perform administrative functions. They are not entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A faculty who has rendered continuous service in a school year without incurring absences without pay of not more than 1.5 days is entitled to 84 days of proportional vacation pay.
- 15) **Vacation service credits of faculty** refer to the leave credits earned for services rendered on activities during summer or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a faculty due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons.

**b. Guidelines on the Grant of Vacation and Sick Leave Credits**

A faculty member who meets the following terms and conditions shall be placed under a vacation and sick leave status:

- 1) A faculty member with at least nine (9) units in research, extension and production and/or with administrative designation in which his/her services are needed throughout the school year;
- 2) A faculty member assigned in the maintenance of school buildings, grounds, telecommunications, air conditioning units, electrical, and income generating projects whose service is required on a year- round basis;
- 3) A faculty member assigned to supervise the transport and motor pool services, the UNP band and faculty members assigned to supervise infrastructure projects like the University Architect, Civil Engineers, Structural Engineers and Electrical Engineers whose service is required on a year-round basis;
- 4) A faculty member assigned to supervise on-the-job training, related learning experience and those assigned at the University Hospital whose service is required on a year-round basis;
- 5) A faculty member assigned to supervise/take care of science/engineering laboratories whose service is required on a year- round basis;
- 6) A faculty member assigned in the exigency of the service and in the discretion of the University President whose service is required on a year-round basis.

### c. Limitations on Leave Privileges

Absences may either be Sick Leave or Vacation Leave and may either be with pay or without pay. Faculty with administrative designation is entitled to Vacation/Sick Leave Credits while a full-time faculty is entitled to teachers leave.

CSC MC No. 17, s. 2010 - Policy on Half Day Absence states that "Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions of Habitual Tardiness: and

"Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions of Undertime."

Sec. 34 of the Omnibus Rules on Leave states that Tardiness and Undertime are deducted against Vacation Leave Credits. Tardiness and undertime are deducted from vacation leave credits and shall not be charged against sick leave credits unless the undertime is for health reasons supported by medical certificate and application for leave. (Provided under CSC MC No. 41, s. 1998)

CSC MC No. 23, s. 1998 dated June 15, 1998, categorically provides that: "Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year."

- 1) **Leave without pay.** All of a faculty in excess of his accumulated vacation or sick leave credits earned shall be without pay. When a faculty has already exhausted his sick leave credits, he can use his vacation leave credits but not vice versa. Leave without pay not exceeding one year may be granted, in addition to the vacation and/or sick leave earned. Leave without pay in excess of one month shall require the clearance of the University President. If a faculty who is on leave without pay fails to report for work at the expiration of one year from the date of such leave, he shall be considered automatically separated from the service.
- 2) **Tardiness and Undertime** of faculty shall be deducted from vacation leave credits and shall not be charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave. In the absence of available leave credits, the same will be deducted from salary. Any faculty who is absent in the morning is considered tardy and is subjected to the provisions of Habitual Tardiness. Any faculty who is absent in the afternoon is considered to have incurred undertime and is subjected to the provisions of Undertime. (CSC MC No. 17, s. 2010)
- 3) **Habitual Absenteeism.** A faculty shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the leave law for at least three (3) months in a semester or at least three (3) consecutive months during the year. In case of claim of Ill health, heads of departments or agencies are encouraged to verify the validity of such claim and, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, cases of employees who absent themselves from work before approval of their application should be disapproved outright.
- 4) **Habitual Tardiness.** Any faculty shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.

## **2. Career and Faculty Development**

### **General Policy**

The University shall develop a career and faculty learning and development program which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counselling, mentoring and other human resource development interventions.

The career and faculty learning and development program shall form part of the UNP Faculty Merit System.

### **(a) Human Resource Development Interventions**

To achieve the main objective of the University faculty learning and development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

- 1) The University shall develop and implement a continuing program of learning and development for its faculty members;
- 2) The University shall encourage its faculty members to pursue relevant local and foreign assisted training/scholarship grants, attend seminar, conferences, workshops or related human resource development courses;
- 3) Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities;
- 4) Preference shall be given to candidates with permanent appointment;
- 5) The University may adopt other human resource development interventions such as the following:
  - a) **Counselling** entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem which may either be personal or work related.
  - b) **Mentoring** is a mechanism that guides a faculty member to the Inner network of the University, which may assist him/her in career advancement. It involves investment on a high potential faculty member, providing an objective assessment of one's strength and weaknesses and ensuring opportunities to address them. It also allows the faculty member to clarify ambiguous expectations of the University and facilitates career growth.
  - c) **Job Rotation** is the sequential or reciprocal movement of a faculty member from one office to another or from one college to department within the University as a means of developing and enhancing his/her potentials in an organization by being exposed to the various functions of the University and shall be done within the period prescribed by the University President but shall not exceed twelve (12) months.

### **(b) Faculty Learning and Development Committee (FLDC)**

1. The University shall create a Faculty Learning and Development Committee that shall be composed of the following:
  - a. The Vice President for Academic Affairs as Chairperson;
  - b. The Vice President for Finance and Administration as Member;
  - c. President of CSC-accredited Faculty Union as member;
  - d. Deans/Department Heads as members;
  - e. Director Financial Services;
  - f. Highest Human Resource Officer

The term of its members shall be two (2) years. The Committee shall formulate its own rules for approval by the University President subject to established CHED, CSC and University policies. Its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the University or by other agencies or duly accredited non-governmental organizations, foreign or local.

2. Each dean/department head shall determine the training needs of his/her faculty members through training needs analysis in accordance with organizational priorities. He/she shall submit annually to the President through the FLDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.
3. The FLDC, through the HRMO, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops, and other equivalent programs and activities and Invite qualified faculty members to avail of such program.
4. The participant or recipient of a training grant/scholarship grant, in accordance with existing rules and regulations shall submit a report and certificates of completion copy furnished the HRMO for his/her 201 file. The participant shall also be given the opportunity to share his/her learning in the training attended.
5. In order to maximize the University's financial resources and to enable the university to address the criteria on Horizontal Typology on faculty profile, the Faculty Development Plan for advance education is hereby indicated:
  - a. Educational leave on full time basis shall be exclusively granted to those on Dissertation and Thesis writing;
  - b. All those pursuing either Master's or Doctoral degrees shall be on part-time basis with provision of time-off. Saturday classes usually provide 9 units. With this, the University will not hire additional faculty. No return service will be required.

**General Criteria/Conditions on the Grant of Graduate Program Scholarships:**

1. No age limit;
2. Medically fit to study;
3. Very Satisfactory performance rating
4. Permanent, temporary, or contractual faculty recommended by the Immediate supervisor and endorsed by the Vice-President for Academic Affairs/Chair of the Faculty Learning and Development Committee;
5. Must have an approved permit to study;
6. Must finish the graduate degree program as follows:
  - a. Master's three (3) years Inclusive of thesis writing;
  - b. Doctoral - Four (4) years inclusive of dissertation writing;
  - c. Thesis grant only-One (1) year; and
  - d. Dissertation grant only-One and a half (1.5) years. However, a grantee may apply for an extension not to exceed one (1) year on valid reasons.

Grantee shall refund all expenses incurred by the University for failure to finish the degree within the prescribed period.

7. Enrolled in a program that is vertically articulated with Baccalaureate degree for Master's program, and Master's degree for Doctoral program.
8. Enrolled in at least nine (9) units per semester, where applicable;

Given one (1) day off or a regular workload of thirty two (32) hours per week. Privileges of Faculty Scholarship Grantees

### Privileges of Faculty Scholarship Grantees

	• Not to exceed per semester
Master's	Php15,000
Doctorate	Php20,000
<b>Other Fees</b>	
<b>Qualifying exam</b>	<b>Refer to approved existing guidelines</b>
<b>Public lecture or comprehensive exams are regular fees</b>	
Oral Defense fees	Php10,000
Thesis Aid	Php15,000
<b>Allowances</b>	
Transportation Allowance	Free transportation per meeting
Meal Allowance	Php150/day

### 3. UNP Study Privilege Program

#### 3.1. For Tertiary, Post-Graduate and Graduate Education

##### 3.1.1. **Benefits, Coverage, and Scope**

[3.1.1.1.](#) Free tuition and other regular fees for post-secondary/baccalaureate programs except for fees charged by the college and student organizations.

[3.1.1.2](#) 50% discount on tuition fee beyond the baccalaureate, including medicine and law.

[3.1.1.3](#) RLE, Clinical Work fee for CN and CHS, computer fee for CCIT

[3.1.1.4](#) A faculty cannot avail of the grant for a second baccalaureate/post- graduate program.

[3.1.1.5](#) A grantee who incurs an incomplete remark and/or failing grade can continue availing the program only after completion/ and /or passing the subject/s.

[3.1.1.6](#) A grantee may be allowed to shift to another program once only.

[3.1.1.7](#) A grantee found guilty of grave offense as provided for by the Student Code of Conduct and Discipline shall be disqualified to avail of the grant.

##### 3.1.2. **The Beneficiaries are:**

###### [3.1.2.1.](#) Permanent Faculty

3.1.2.2. Qualified dependents of permanent faculty

- a) legal spouse
- b) legitimate/recognized illegitimate/ legally adopted children enrolled In UNP
- c) other relatives: legitimate brother(s)/sister(s); nephews and nieces from a brother or sister;
- d) Qualified dependents of permanent faculty who become permanently Incapacitated/disabled, died while in service and retired including those who may qualify in the future.

**3.1.3. Number of Beneficiaries**

- 1) All children of a faculty member can avail of the program.
- 2) Maximum of four (4) If not all the beneficiaries are the children of a faculty.

**3.2. For Laboratory Schools (Grade School and Junior High School)**

3.2.1. Qualified dependents of permanent faculty with VS performance rating shall enjoy fifty percent (50%) discount on tuition fee for laboratory schools provided the recipient does not incur any falling mark in the preceding school year. However, if the recipient is able to pass all the subjects in the following school year, the privilege shall be prospectively restored.

3.2.2. The beneficiaries are the legitimate/recognized illegitimate/legally adopted of faculty.

3.2.3. All children of a permanent faculty can avail of the program.

**Chapter IX**

**AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE**

**General Policy**

There shall be an established Suggestions and Incentive Awards System (SIAS) in the University to encourage, recognize and reward officials and faculty members individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts on services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

**Specific Policies**

- 1. The Program of Awards and Incentive for Service Excellence (PRAISE) Committee shall give emphasis on the timeliness of giving award or recognition, it shall focus on the traditional or planned awarding ceremonies, and the spirit of on-the-spot grant of recognition.
- 2. It shall grant both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical faculty members.
- 3. Funds allocated for the PRAISE shall be incorporated in the University's Annual Budget.
- 4. The System shall be institutionalized through the creation of a PRAISE Committee in the University.
- 5. The composition of the PRAISE Committee are the following:
  - a) Vice President for Academic Affairs for academic group as Chairperson
  - b) Director, Financial Services
  - c) Director, University Planning Information System Management
  - d) Highest Human Resource Management Officer

- e) Two (2) representatives from the CSC-accredited faculty association who shall serve for two (2) years and elected among its member.
6. The University President shall be responsible in overseeing the Committee's operation and the Human Resource Management Unit shall serve as the Secretariat.
  7. The Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior are continuously identified, considered, managed and implemented to cover all faculty ranks.
  8. The Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the University.
  9. The University shall encourage improved productivity and efficiency among the faculty through appropriate recognition based on performance, innovations, ideas and exemplary behavior.
  10. A faculty who meet the criteria for each specified award shall be entitled to receive an award.
  11. Recipients of honor awards shall be given preference in promotion, training grants, and scholarships.
  12. The HRMU shall keep a record in the personnel 201 file of any award received by the faculty.
  13. The Annual PRAISE Report shall be submitted by the University to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty to qualify for nomination to the CSC-sponsored national awards.

## **Awards**

### **1. LOYALTY AWARD**

- a. 10 years of service – Cash Award of Php1,000.00 per year, Plaque of Recognition, and Bronze Loyalty Pin
- b. 20 years of service – Cash Award of Php5,000.00 per year, Plaque of Recognition, and Bronze Loyalty Pin
- c. 30 years of service – Cash Award of Php5,000.00 per year, Plaque of Recognition, and Bronze Loyalty Pin
- d. 40 years of service – Cash Award of Php5,000.00 per year, Plaque of Recognition, and Bronze Loyalty Pin and Gold Loyalty Ring

Note: a. Cash award of P 5,000.00 and certificate are given for 15, 25 and 35 years of continuous service

b. An official or employee who incurred an aggregate of not more than 25 days authorized vacation leave without pay within the 5-year period may qualified for the 5-year milestone loyalty award.

- 2. Faculty of the Year** – Cash Award of Php5,000.00 and Plaque of Recognition
- 3. Middle Level Administrator of the Year (Academic)** – Cash Award of Php5,000.00 and Plaque of Recognition
- 4. Dangal ng Manggagawa Award** - Cash Award of Php5,000.00 and Plaque of Recognition

## **INCENTIVES**

1. BONUSSES and ALLOWANCES
  - a. Personal Economic Relief Allowance – Php2,000.00 per month
  - b. Mid-Year Bonus – equivalent to one month salary
  - c. Year-end-bonus - equivalent to one month salary

- d. Cash Gift – Php5,000.00 per annum
- e. Uniform / Clothing Allowance – Php5,000.00 per annum
- f. Anniversary Bonus of P5,000.00 for every milestone anniversary of the university
- g. Productivity Enhancement Incentive – P5,000.00
- h. Performance – Based Bonus

2. OVERTIME PAY

- a. The rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and that non-completion of the same will cause the financial loss to the government, embarrass the government due to its inability to meet its commitments and negate the purposes for which the work activity was conceived;
- b. As a general rule, the remuneration for overtime services shall be through Compensatory Time Off (CTO);
  - 1) Compensatory Time Off (CTO) refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.
  - 2) Compensatory Overtime Credit (COC) refers to the accrued hours earned by an employee who works (with prior authority of agency head) beyond regular working hours or on weekends, holidays, or days-off without the benefit of overtime pay.

**Computation of Compensatory Overtime Credit is as follows:**

If the overtime is rendered on a workday –

$$\text{COC} = \text{No. of OT hours rendered} \times 1.0$$

If rendered on weekends, holidays or day-off –

$$\text{COC} = \text{No. of OT hours rendered} \times 1.5$$

The number of hours of COC an employee can earn in a month is as follows:

An employee can only earn a maximum of 40 hours of COC per month, but the unused/unexpended balance of the employee can in no case exceed 120 hours.

**Expiration of COC's:**

COC must be consumed as CTO within one year from its issuance; otherwise, the COCs are deemed forfeited.

**Offsetting of under time or tardiness through COCs**

There is no offsetting for incurred under time or tardiness through COC.

**Monetary equivalent of the COCs earned if an employee resign/retires/separates from service**

There is no monetary equivalent of COCs because COCs are non-commutative and cannot be converted to cash. Also, COCs are not added to the regular leave credits of the employee and do not form part of the accumulated leave credits paid out to the employee.



**Transfer of COCs if faculty is transferred/detailed/seconded**

If an employee has been transferred or has been detailed or seconded to another agency, he cannot transfer the COCs earned in the previous/mother agency to the new/receiving agency.

**Carrying earned COCs to new position if an employee is promoted**

A faculty shall carry the earned COCs although promoted.

**Availment of a CTO if an employee has only 2 hours of COC**

CTOs can only be availed of in blocks of 4 or 8 hours – half or full day.

**Enjoyment of 10 days of CTOs**

A faculty cannot be enjoy ten (10) days of continuous CTOs if the COCs consist of 80 hours, but can only use the CTOs on a staggered basis or up to a maximum of five (5) consecutive days.

- c. The payment in cash of overtime services through Overtime Pay may be authorized only in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations of the agency.
- d. Priority Activities that May Warrant Rendition of Overtime Services:
  - 1) Implementation of special or priority programs and projects embodied in Presidential directives with specific dates of completion
  - 2) Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
  - 3) Seasonal work, such as but not limited to, preparation of budgets and annual reports in order to meet the scheduled deadlines; and
  - 4) Such other activities as are needed to meet the performance targets or deliver services to the public as may be determined by the agency head.
- e. Period of Overtime Services
  - 1) Those rendered beyond the normal 8 work hours on scheduled workdays or 40 hours a week, and those rendered on rest days or scheduled days off, holidays and special non-working days, both exclusive of time for lunch and rest; and
  - 2) Those rendered by drivers and the other immediate staff of officials who are required to keep the same work hours as these officials, which are beyond 8 work hours or the prescribed work hours in a workday and on rest days or scheduled days off, holidays and special non-working days.

f. Limitations on Overtime Services and Overtime Pay

- 1) Only employees who arrive on or before the start of the workday shall be allowed to render overtime work with pay, provided that at least 2 hours of overtime services are rendered;
- 2) One hour breaks shall be observed for breakfast, lunch or supper and rest, and every 3 hours continuous overtime service or as may be necessary;
- 3) Rendering overnight overtime service shall be resorted to only when extremely necessary. No employee shall be allowed to render overnight service for more than 2 consecutive nights for health reasons and to ensure employee productivity;
- 4) The period of overtime services shall not be used to offset under time;
- 5) Only maximum of 12 hours of overtime services on a rest day or scheduled day off, holiday or special non-working day shall be compensated through Overtime Pay.
- 6) Any excess over 12 hours shall be compensated through Compensatory Time Off (CTO);
- 7) The total Overtime Pay of an employee in a year shall not be exceed 50% of the total basic salary for the year;
- 8) The total amount of Overtime Pay to be spent by an agency shall not be exceed 5% of its total Personal Services (PS) budget for a given year.

3. Monetization of Leave Credits

**Guidelines**

- a. Officials and employees in the career and non-career service whether permanent, temporary, casual, or coterminous, 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 monetization and provided further that a maximum of thirty (30) days may be monetized in a given year. (Provided for under CSC MC No. 41, s. 1998

- 1) Health, medical and hospital and needs of the employee and the immediate member of his/her family;
- 2) 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;
- 3) Educational needs of the employee and the immediate members of his/her family;
- 4) Payment of mortgages and loans which were entered into for the benefit or which injured to the benefit of the employee and his/her immediately family;
- 5) 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;
- 6) Other analogous cases as may be determined by the Commission.

The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

Immediate family is used herein as defined in Rule I (Definition of Terms) of the Omnibus Rules Implementing and the Administrative Code of 1987. (as amended by the CSC Resolution No. 020731 published June 7, 2002 in Today)

- c. Computation of Leave Monetization. Either of the following formula shall be used for the computation of Monetization of Leave Credits:

Monthly salary x No. of days to be monetized x C F\* - Money value of the monetize leave

\*Constant Factor (CF) based on the amended CSC MC No. 2 s. 2016

## **CHAPTER X**

### **PERSONNEL RELATIONS AND WELFARE SERVICES**

#### **General Policy**

The University shall take all proper steps toward the creation of an atmosphere conducive to sound management-faculty relations, which shall improve faculty morale. It shall make provisions for the health, welfare, counseling, recreation, and related services.

1. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examinations
2. Provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;
3. Facilitate the dissemination of information and discussion of ideas among the deans/department heads and faculty members and encourage the participation of faculty members in the development of policies, procedures and other matters affecting them and in their work
4. Encourage voluntary activities whether athletic, social, recreational or financial, provided, these are conducive to faculty members' well-being and consistent with the objectives of personnel welfare; and
5. Encourage faculty members to form and join or assist faculty organization of their own choosing subject to the laws on government service, for the furtherance and protection of their interests. They can also form work council and other forms of worker participation schemes.

## **Chapter XI**

### **General Restrictions and Other Regulations**

1. No faculty shall publish or discuss publicly the proceedings of the Board of Regents or its decision not yet released for publication without the written permission of the President;
2. No faculty shall publish or publicly discuss any Information concerning any unit, not released for publication, without the written permission of the head and the President;
3. No faculty shall publish or discuss publicly charges or complaints against any other faculty, concerning official duties or private life or conduct. Any such complaint or charges shall be addressed to authorities of the University for action before resorting to any remedy available to the complaining party;

4. No faculty shall deal with any student of the University involving money, property, or other valuable consideration which may influence the scholastic standing of the student;
5. No personal teaching material of a faculty shall be required as basic resource unless approved by the proper committee created by the President;
6. A faculty is encouraged to accept invitations to speak at graduation exercises, special convocations, seminars, workshops, conferences, professional association meetings and similar activities for professional growth and community service, and the time spent in going to and returning from the same shall be counted as official. Unless other arrangements are made, transportation to and from the place shall be provided by the University.

**Solicitation within the University**

1. No solicitation for funds, canvassing for the sale of merchandise or services, subscriptions for securities, insurance, publications, tickets, and other promotional or charity schemes shall be conducted in the University without the previous written approval of the president or authorized representative.
2. No announcement, advertisement or publication in any form shall be made without a written permission of the President or duly authorized representative.

**CHAPTER XII**

**COMPLAINTS AND GRIEVANCE MACHINERY AND GRIEVANCE MACHINERY**

**General Policy**

There shall be an established Grievance Machinery (GM) in the University to promote harmony and foster the productivity.

1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the University. However, if not settled at the lowest level possible, an aggrieved party shall present the grievance step by step following the hierarchy of positions.
2. The University shall establish a grievance machinery to address grievance between or among faculty members.
3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
4. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
5. The aggrieved party shall present a grievance verbally or in writing in the first instance to the immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action. If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.
6. Grievance refers to work-related issues giving rise to faculty members' dissatisfaction. The following cases shall be acted upon through the grievance machinery:

- a. Non-implementation of policies, practices and procedures which affect faculty members from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affects them;
- b. 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 related terms and conditions;
- c. Physical working conditions;
- d. Undesirable Interpersonal relationships;
- e. Issues on appointments and promotions; and
- f. All other matters giving rise to faculty dissatisfaction and discontentment outside of those cases enumerated herein.

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

- a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
- b. Sexual harassment cases as provided for in RA 7877(Title of the law) and its implementing rules; and
- c. Union-related issues and concerns.

8. Only permanent officials and faculty members whenever applicable shall be appointed or elected members of the Grievance Committee.

In the appointment or election of the Grievance Committee members, their integrity, probity, sincerity and credibility shall be considered.

9. The University shall constitute a Grievance Committee to receive, hear, and resolve complaints and grievances. This Committee shall be composed of the following:

- a. Vice President for Academic Affairs;
- b. Vice President for Finance and Administration;
- c. University and Board Secretary;
- d. President of the Faculty
- e. Immediate Supervisor of the aggrieved party;
- f. Chief Administrative Officer; and
- g. Head, Human Resource Management Office.

The Grievance Committee shall establish its own internal procedures and strategies in accordance with Civil Service rules and regulations. Membership in the Grievance Committee shall be considered part of the members' regular duties.

### **CHAPTER XIII PUBLIC SECTOR UNIONISM**

#### **General Policy**

Faculty members can form or join faculty association/union of their choice for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and forms of workers' protection schemes to achieve the same objectives.

In no case shall membership in a union consist of both teaching and non-teaching personnel of the University.

1. Faculty members who are designated or appointed to supervisory or administrative positions are eligible to join the Faculty Union.
2. The faculty association/union, which has been extended due recognition by the Board of Regents, shall register with the Department of labor and Employment and the Civil Service Commission.
3. Representatives of the accredited faculty association/union shall sit as members of the different committees such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee, and Performance Management Team.
4. The University shall be governed by the rules and policies on Public Sector Unionism.

#### **CHAPTER XIV DISCIPLINE**

##### **General Policy**

No faculty member shall be removed or suspended, except, for cause as provided by law and after due process.

##### **Specific Policies**

1. The provision of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 1701077 dated July 03, 2017) shall apply in proceedings against members of the faculty.

Each University shall submit its rules and regulations on sexual harassment for approval, including the list of members of the Committee on Decorum and Investigation (CODI), to the CSC Regional Office concerned.

#### **CHAPTER XV SEPARATION FROM SERVICE**

##### **The modes by which a faculty can be separated from service**

1. **Resignation.** It is the voluntary written notice of a faculty informing the University President of relinquishing position and Indicating the effectivity thereof. The President shall indicate the date of effectivity upon the acceptance.  
A faculty under investigation may be allowed to resign pending decision of the case without prejudice to the continuation of the proceedings until finally terminated and the result thereof.  
No resignation of a faculty member shall take effect sooner than sixty (60) days after the same shall have been submitted in writing to the President through channels, unless sooner approved by the President.
2. **Dismissal**
  - a. No regular faculty shall be dismissed except for cause and after due process, without prejudice to preventive suspension issued by Board of Regents through the President within the period provided by law.
  - b. The Board of Regents, upon recommendation of the President, may dismiss after due hearing any faculty of the University. The decision of the Board of Regents shall be automatically forwarded to the Civil Service Commission without prejudice to further judicial remedies.
3. **Retirement.** Retirement may either be compulsory or optional. Compulsory when an officer or employee reached the age of 65 and optional when an employee had rendered at least twenty ( 20 ) years of service in government.

4. **Dropping from the Roll.** Officers and employees who are habitually absent/absence without official leave or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties may be dropped from the rolls subject to the following procedures:

a. Absence Without Official Leave

- 1) An officer or employee who is continuously absent without approved leave (AWOL) for at last thirty (30) working days shall be separated from the service or dropped from the rolls without prior notice. He shall, however, be informed of his separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on his 201 files or to his last known address.

If the number of unauthorized absences Incurred is less than thirty (30) working days, a written Return-to-Work order shall be served on the official or employee at his last known address on record. Failure on his part to work within the period stated in the order shall be a valid ground to drop him from the rolls.

b. Unsatisfactory or Poor Performance

- 1) An official or employee who is given two (2) consecutive unsatisfactory ratings may be dropped from the rolls after due notice. Notice shall mean that the officer or employee concerned is informed in writing of his unsatisfactory performance for a semester and is sufficiently warned that such a succeeding unsatisfactory performance shall warrant his separation in the service. Such notice shall be given not later than 30 days from the end of the semester and shall contain sufficient information which shall enable the employee to prepare an explanation.
- 2) An official or employee, who for one evaluation period is rated poor performance, may be dropped from the rolls after due notice. Due notice shall mean that the office or employee is informed in writing of the status of his performance not later than the 4th month of the rating period with sufficient warning that failure to improve his performance within the remaining period of the semester shall warrant his separation from the service. Such notice shall also contain sufficient information which shall enable the employee to prepare an explanation.

c. Physically and Mentally Unfit

- 1) An officer or employee who is continuously absent for more than one (1) year by reason of illness may be declared physically unfit to perform his duties and the head of office in the exercise of his sound judgement may consequently drop him from the rolls;
- 2) An officer or employee who is intermittently absent by reason of illness for at least 260 working days during a 24-month period may also be declared physically unfit by the head of office and consequently dropped from the rolls;
- 3) An officer or employee who is behaving abnormally for an extended period which manifests continuing mental disorder and incapacity to work as reported by his co-workers or immediate supervisor and confirmed by the head of office may likewise be dropped from the rolls. Notice shall be given to the employee containing a brief statement of the nature of his incapacity to work.

5. **Death.** A notice stating the date of separation shall be submitted to the Civil Service Commission.

6. **Termination/Expiration of temporary appointment.** of faculty under temporary and provisional status shall be effective not beyond the school year during which it was issued. However, the services of those who hold teaching positions under temporary or provisional status may be terminated at anytime by the appointing authority as soon as applicants who fully meet the minimum educational qualifications or who are registered teachers, as the case may be are actually and immediately available.

7. **Filing of Certificate of Candidacy.** A faculty shall cease to be an employee upon filling Certificate of Candidacy for a political position.

**Miscellaneous provisions**

1. A faculty separated from the service through any of the above modes has the right to appeal through any modes authorized by law.
2. The order of separation is immediately executory pending appeal, unless the Commission on meritorious grounds, otherwise.

The mode of separation from the service for unauthorized absences or unsatisfactory or poor performance or physical and mental incapacity is non-disciplinary in nature and shall not result in the forfeiture of any benefit on the part of the official or employee nor in disqualifying him from reemployment in the government.

**CHAPTER XVI**

**APPLICABILITY AND REPEALING CLAUSE**

A. This Manual shall apply immediately upon approval by the Board of Regents (BOR).

B. Provisions of the old Faculty Manual that are inconsistent with this revised Faculty Manual shall be rendered inoperative.

Any provisions of this manual inconsistent with existing rules, regulations, and policies of the University, Board Resolutions, and statutes shall be rendered inoperative.

**REFERENCES**

- A. Republic Act 4449- University Charter
- B. Republic Act 7722-An Act Creating the on Higher Education, Appropriating Funds therefor and for Other Purposes
- C. Republic Act 7041-Publication Law
- D. CSC MC No. 15 S. 1999-Additional Provisions and Amendments to CSC MC No. 41 S. 1998
- E. NBC 461 S. 1998
- F. RA 8292-Higher Education Modernization Act of 1997
- G. CSC Resolution No. 1501531
- H. RA 9292-Anti Violence Against Women and their Children Act
- I. RA 9710-Magna Carta of Women
- J. CSC MC No. 41 S. 1998
- K. CSC MC No. 17 S. 2010
- L. CSC MC No. 14 S. 1999
- M. RA 7877-Anti Sexual Harassment Law
- N. CSC Resolution No. 9919936-URACCS
- O. CSC MC No. 32 S. 1994





- 1906 The Vigan High School, now Ilocos National High School, was established.
- 1910 The Vigan High School was converted into the Vigan Trade School.
- 1912-1917 The school was under the three American Principals; Messrs. Kurt, Aishurt and Hoffstetter.
- 1920 Due to the increasing population of the school, the provincial government rented an old warehouse, now a Chinese warehouse, situated just west of the residence of Atty. Primitivo Singson. The building was barely enough to accommodate two classes.
- 1927 The Secondary Level of the Vigan Trade School was opened and had its first graduates in 1931.
- 1928 The Vigan Trade School was renamed, Ilocos Sur Trade School. The Secondary Classes were opened.
- 1930 The Trade School's Academic Department was transferred from the Old Warehouse to the Florentino Building
- 1932 The Ilocos Sur Trade School had its first secondary graduates.
- 1936 Pre-military training course was offered for the first time. This time, the Academic Department was moved from the Florentino Building to the Old Provincial Dormitory and later, was transferred to the Old Vigan High School Building vacated by the Northern Luzon College of the University of the Philippines which was transferred to Baguio City.
- 1937 The four-year auto-mechanic Course was offered.
- 1940 Due to the inability of the provincial government to extend financial aid to the trade school, Mr. Genero Pedro, who was assigned in Vigan for the second time, proposed the establishment of a regional/national trade school in Vigan.
- 1941 (April 10) By virtue of Commonwealth Act no. 313, ten provincial schools from all over the Philippines were converted into Regional School of Arts and Trades. One of them was the Ilocos Sur Trade School. Through the help of Assemblyman Benito Soliven backed up by Ilocos Sur Governor Pedro S. Reyes and two other board members, Hon. Domingo Furtuna and Jesus Serrano, President Manuel L. Quezon approved the establishment of a regional/national trade school in Vigan with an appropriation of P 228,000.00. However, the outbreak of WWII in December prevented its implementation.
- 1941-1945 The trade school was closed during the whole span of the Japanese Occupation. Practically, all books were either lost or destroyed. The shop department was utilized by the Japanese soldiers as a repair shop and the Academic Building was made as a warehouse.
- 1945 Classes resumed immediately after Vigan was liberated.
- 1949 Sheet metal work was added to the exploratory courses. The former Christian Hospital now belonging to Dr. Vicente Verzosa was rented for academic classes until 1954 when the Quirino Stadium was used for more than a year for academic classes.

- 1951 (June 14) By virtue of R.A. 647 (H.B. No. 1129) sponsored by then Cong. Floro S. Crisologo, the Ilocos Sur Trade School was converted into the Northern Luzon School of Arts and Trade (NLSAT) by then President Elpidio Quirino with P 350,000.00 appropriation for maintenance and operation.
- 1952 The Ilocos Sur Trade School assumed its new name, the Northern Luzon school of Arts and Trade (NLSAT).
- 1953 Construction of new buildings in the new site began in October of this year when the main shop building was started.
- 1954 The school organized its first year college technical courses.
- 1955 The Northern Luzon School of Arts and Trades transferred to its new and present site, an 8-hectar campus in Tamag, Vigan. The power house, canteen and the guard house were completed.
- 1956 The new machine shop and automechanic shop buildings amounting to 108,000.00 was reconstructed out of the bricks masonry ruins of an old distillery. The NLSAT celebrated its Golden Anniversary.
- 1958 R.A. 647 was fully implemented with the appointment of Mr. Apolinario Apilado as the first Superintendent, Mr. Genero Pedro as first Principal, and Atty. Andres Asistin as the first registrar.
- 1960 R.A. 2700 also known as the General Appropriations Act of 1960 converted the NLSAT back to the Ilocos Sur School of Arts and Trade.
- 1965 Universityhood (June 19) President Macapagal signed House Act No. 9251 into R.A. 4449, converting the Ilocos Sur School of Arts and Trade (ISSAT) to the University of Northern Philippines. The Cong. Floro S. Crisologo authored the bill. (October 14) the University of Northern Philippines began implementing its charter by constituting its first set of Board of Regents and held its first BOR Meeting. Pastor M. Obien was the chairman of the board, while Mr. Bonifacio Rosales became the secretary. Other members of the Board were: Gov. Carmeling P. Crisologo, Atty. Victorino A. Savellano and Atty. Andres R. Asistin. (15 November) UNP celebrated its first foundation day.
- 1966 (July 17) BS in Industrial Education, the first degree program of the University was introduced. (18 August) The Academic Building, the only two storied building which house the library and chemistry Laboratory was gutted by fire. The Colleges of Arts and Sciences and Engineering was established.
- 1967 The Bachelor of Arts (with English, Political Science, Psychology, History and Guidance as majors) were offered in the University.
- 1968 The BS Engineering and Nursing were offered.
- 1969 The Bachelor of Science in Education program was offered.
- 1970 Electronics was offered as a shop course in Industrial Education. The first Capping Ceremony of the College of Nursing was held. The College of Industrial Education was changed to College of Education.

- 1971 (June 25) The BS in Business Administration, Architecture and Fine Arts (CAFA), Certificate in Midwifery and Grade V and VI were offered in the High School Department to serve as a training ground for future teachers.
- 1972 The BS in Architecture was offered.
- 1973 Reyes' Presidency (1972-1978) (October 18) Dr. Dedication Agatep-Reyes was installed as the First President of the University of Northern Philippines.
- 1974 The Graduate School opened with MAT as its first degree program, and with fields of specialization like; English, Filipino, Home Economics, Practical Arts, Health Education, Physical Education and Elementary Agriculture.
- 1975 The Master of Arts in Education with major fields in Administration and Supervision, and Guidance was offered.
- 1976 The Bachelor of Science in Criminology was offered Social Work was offered in the College of Arts and Sciences as one of the B.A Majors. The Iloko Studies Center was established. The GUMIL-UNP Chapter was established.
- 1977 The Master in Public Administration with Local Governance and Governmental Administration as majors was offered. A comedia entitled Minervina was presented by the University of Northern Philippines at the UP Theater, Diliman, Quezon City. A museum was inaugurated
- 1978 The Graduate School started offering the Doctor of Education Program with Educational Administration as major. Social Work became a full degree program with establishment of the institute of Social Work and Community Development (ISWCD) P.D. 1847 better known as the "Omnibus Law" was proclaimed by then Prime Minister Ferdinand E. Marcos providing for a change in governance of all state colleges and universities all over the country. Prime Minister Marcos appointed Dr. Romualdo B. Tadena as UNP's second president. Dr. Romualdo B. Tadena was made 'Acting President' and later installed as the Second President of the University of Northern Philippines. Tadena's Presidency (1978-1985) The Bachelor of Science in Social Work was introduced. The College of Teacher Education was established with two additional courses, aside from the B.S. Industrial Education, namely; B.S. Education and The Languages & Humanities, Socio-Behavioral Sciences, Mathematics and Physical Education Departments were created to recognize the General Education programs of the University.
- 1979 The doctoral degree in Education was introduced.
- 1980 Bachelor of Sciences in Biology and Mathematics were added to the College of Arts and Sciences. The complete elementary curriculum was offered. The College Architecture and Fine Arts (CAFA) was split into two distinct academic units. The GUMIL-UNP Chapter was recognized.
- 1982 Bachelor of Science in Physics was offered. The Institute of Nursing became the College of Nursing.
- 1983 (April 28) The Bachelor of Science in Sanitary and Associate in Geodetic Engineering were introduced by the College of Engineering. Physics and Chemistry were added to the existing majors under the MAT Programs in the Graduate School. A one-year special course in Ceramics was offered at the ISPECID.
- 1985 The M.A. Mathematics Education was offered with the assistance of Ateneo de Manila University and FAPE.

1986 Filart's Presidency (1986-1998) (October 12) Dr. Dorotea Compos-Filart was installed as the third president of the University of Northern Philippines. She was assisted by Prof. Leo O. Oandasan as Executive Secretary and Dr. Pacita B. Antiporda as Vice President of Academic Affairs. The department system was abolished; instead, the general education supervisors (GES) were created, which was also later abolished by President Filart.

1987 The two departments (B.A. Program and B.S. Program) in the College of Arts and Sciences were created. The Teaching Physics and Chemistry under the MAT program was separated and made the two distinct majors. ITE was restructured with three programs, namely; Technical Education, Midwifery and Secretarial.

1988 Through the congressional initiative of Congressman Eric D. Singson of the Second District, R.A. 6744 incorporated the Candon Community College (CCC) into the University of Northern Philippines, acting as a semi-autonomous unit. The secretarial program from ITE was transferred to CBAA. The Institute of Sub-Professional Education and Cottage Industries (ISPECID) was converted into the Institute of Technical Education (ITE) headed by Prof. Wilhelmina E. Vergara. Some courses under were distributed to different institutes/colleges.

1990 The College of Business Administration was renamed College of Business Administration and Accountancy and offered the said course in this same year. The University celebrated its silver anniversary (25 years).

1992 The B.A. Major in English Communication was offered in CAS. (April 14) The Step Ladder Medical Curriculum was established. (May 05) The Institute of Nursing was converted into the College of Health Sciences with two academic units: Institute of Nursing and Institute of Community Health.

1993 The Step-Ladder Health Sciences Program of the University was declared as one of the DOH's Pilot Project. (Nov 09) The College of Health Sciences was established.

1995 B.S. Industrial Technology (Ladder-Type Curriculum) was offered. The College of Business Administration and Accountancy was accredited by the AACCU, the first Business Education to be accredited.

1996 B.S. in Computer Science, Environmental Science, Psychology, B.A. Political Science/History, Tourism and Marine Biology were offered by the College of Arts and Sciences.

1997 The Center for Gender and Development was established.

1998 Tacbas' Presidency (1998-2011) (July 01) Dr. Lauro B. Tacbas was installed as the Fourth President of the University of Northern Philippines. The College of Health Sciences, the tallest building in the University was finally completed and inaugurated, although construction started during Filart's administration.

1999 (June 30) The University Computer Center was established with Dr. Milagros R. Remular as its first Director. (July 01) The Open University was established as a separate academic unit from being an Institute of Distance Learning of the Graduate School. The Bachelor of Library Information Science (BLIS) was introduced.

2000 The Bachelor of Science in Hotel and Restaurant Administration was offered with the University Guestel as the students' training ground.

- 2001 The B.S. Entrepreneurship and B.S. Cooperative Management were offered.
- 2002 (March 05) The UNP BOR approved the establishment of the College of Law.
- 2003 The Center for Human Rights Education was established in the University, which later became the Center for Human Rights, Drug and Peace Education.
- 2004 The Doctor of Business Administration (DBA) was offered. The UNP Quimmarayan Satellite Campus was launched.
- 2006 The Criminology Program was made ladderized. The Institute of Technical Education was renamed College of Technical Education. All academic units that were once institutes were converted to colleges. The University celebrated its Centennial Anniversary.
- 2007 The CTech offered Automotive and Electronic Technology at Lidlidda, Ilocos Sur as a result of the MOA forged between UNP and the Cluster of Upland Municipalities.
- 2008 (July 16) The College of Arts and Sciences Building (Burgos Hall) gutted fire. The University FM radio Station's DWNP was re-launch. The Criminology Building was inaugurated.
- 2009 The Administration and the College of Arts and Sciences buildings got burned. The College of Communication and Information Technology (CCIT) was created to house the B.S. Computer Science from the College of Arts and Sciences.
- 2010 The same congressional initiative that incorporated the Candon Community College (CCC) into the University of Northern Philippines was used to separate it and converted into the North Luzon Polytechnic State College (NLPSC) through R.A. 10085. Dr. Lauro B. Tacbas was awarded the title Professor Emeritus. The University Code was approved.
- 2011 (July 05) Dr. Lauro B. Tacbas leaves the presidency after almost 13 years in office. (July 06,) Dr. Jimmy R. Soria becomes officer in-charge of the University. Arce's Presidency (2011-2019) (August 23) Dr. Gilbert R. Arce was chosen as the fifth president of the University of Northern Philippines. The New Administration Building was inaugurated. The Center for Ilokano Studies was established.
- 2013 Bachelor of Public Administration is offered in the University. The offering of the B.S. Midwifery is approved. The offering of B.S. Law Enforcement Administration is approved. The members of the administrative council went to Singapore. The Grandstand was officially inaugurated. The University Hospital was officially inaugurated. Vertical articulation of member was implemented. Bachelor of Public Administration was offered.
- 2014 UNP produced a board topnotcher administered by the Indian Medical Council (Dec 2) The 2nd Public hearing on the House Committee on Higher and Technical Education (CHTE) on House Resolution 574 was conducted.
- 2015 The University celebrated its golden anniversary, drawing together the UNP community and alumni.

2016–2019 Faculty development program was intensified through the CHED K to 12 Transition Program. More buildings were established to support the facility needs of the different degree programs. Degree programs kept on scoring high in their respective licensure examinations. Three research centers were approved.

2019 Cadorna's Presidency (2019-present) Dr. Erwin F. Cadorna was designated the sixth president of the University.

2020 COVID-19 struck the whole world, forcing faculty and students to shift to flexible learning.