



Republic of the Philippines

**UNIVERSITY OF NORTHERN PHILIPPINES**

Tamag, Vigan City

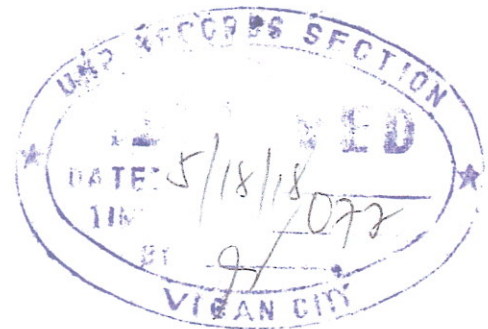
2700 Ilocos Sur

## **MERIT SELECTION PLAN** **for Teaching Personnel**





PRIME



May 16, 2018

**DR. GILBERT R. ARCE, Ed. D.**  
SUC President IV  
University of Northern Philippines  
Vigan City, Ilocos Sur

Dear Dr. Arce:

This refers to your Merit Selection Plan for Non-Teaching and Teaching Personnel (MSP) which you have resubmitted after conforming with the minor corrections/comments made by this office.

Upon final evaluation and review of the said career mechanism, we now found the same to be in consonance with the pertinent provisions of the CSC MC 24, s. 2017 or the Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA). Please be reminded however, to furnish the CSC FO and RO of the Office Order designating the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) of that university for records purposes.

Your MERIT SELECTION PLAN (MSP) is now approved for implementation. It is understood that monitoring on its implementation shall be done by this Office within six (6) months after its approval.

Very truly yours,

**HEDY JOSE B. LARDIZABAL**  
Director IV

cc: ~~Ms. Marichu Y. Cuison~~  
Acting Director II  
CSC Ilocos Sur Field Office

JUN 01 2018

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## FOREWORD

This Merit Selection Plan for Teaching Personnel addresses pressing issues, problems, and the changing needs on policies and procedures related to appointments and other human resource actions.

It features the latest policies on employment status, nature of appointment, probationary period, effectivity and submission of appointments, posting of vacant positions, modes of separation, responsibilities of HR management officers, as well as the latest HR forms.

It also contains provisions on the university merit selection plan and the human resource merit promotion and selection board. It also covers rules on qualification standards, taken from the existing and prevailing policies on education, experience, training and eligibility requirements for positions.

Finally, this merit selection plan serves as a handy reference to help the university navigate the world of HR Policy, directing HR practitioners toward sharp decision making while balancing ethics, discipline and excellence in public service.



**JANE A. LEONES**

Supervising Administrative Officer  
(HRMO IV)



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19. Rank. This refers to the academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.
20. Recruitment. This is the process of searching for and attracting potential applicants through announcements, assessments, and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.
21. Reclassification. This is the process which involves a change in the classification of a position either as a result of change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of reevaluation of a position without a significant change in its duties and responsibilities.
22. Selection. This is the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.
23. SUC. This acronym refers to the chartered state university or college.
24. University. This refers to the University of Northern Philippines.

## **CHAPTER 4. – FACULTY MANAGEMENT SYSTEMS AND STANDARDS**

### **I. Qualification Standards**

#### **General Policy**

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

#### **Policies**

1. Hereunder, as reflected in the Qualification Standards Schedule, are the minimum qualification standards for appointment that are provided for under 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/Assistant Professor I to 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 I**

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 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)

2. The National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in SUCs.

## **II. RECRUITMENT, SELECTION AND APPOINTMENT**

### **A. RECRUITMENT AND APPOINTMENT**

#### **General Policy**

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

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

#### **Policies**

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 is 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 (9)-month period, the University has to cause the re-publication of the vacant position.

4. If a faculty member is appointed as University President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
5. The statuses of appointment for the members of the faculty are the following:
  - a. Permanent appointment is issued to a faculty who meets the qualification standards established for the faculty rank and who shall have completed the probationary period. The probationary period for faculty positions shall be six (6) months as approved by the Board of Regents.
  - b. Temporary appointment is issued to a faculty who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one school year.
  - c. Contractual appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

## **Procedures**

The University shall recruit and appoint faculty in accordance with the UNP Faculty Merit System procedure herein:

- a. The HRMO identify and prepare vacant positions to be filled up.



- b. The HRMO publish vacant positions in accordance with RA 7041 (Publication Law) for transparency. The published vacant positions shall also be posted 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 for the information of other people who may be interested in them. Other appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.
- c. The HRMU receive application either from inside and outside sources and prepare list of candidates aspiring for the vacant position.
- d. The HRMU conducts preliminary evaluation of the qualification of all candidates.
- e. The candidates who passed the preliminary evaluation shall undergo further assessment such as interview, teaching demonstration and psychological tests. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the University for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice. Prior to the interview, a background investigation or reference check shall be conducted by the HRMU to check the veracity of the information in the candidate's application form.
- f. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
- g. The HRMO shall submit the selection line-up to the FSB for its deliberation en banc.
- h. The FSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
- i. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled.

The evaluation report should specify the top five (5) ranking candidates whose overall point scores are comparatively at par based on the comparative assessment in terms of performance, education, training, experience and outstanding accomplishments and other relevant criteria.

To determine candidates who are comparatively at par, the FSB shall set reasonable differences or gaps between point scores of candidates for appointment.

- j. The President shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.



- k. The President shall issue the appointment in accordance with the provision of the Merit Selection Plan for Teaching Personnel as approved by the Board of Regents, and submitted to the CSC.
- l. The HRMU shall post a notice announcing the appointment of a faculty in three (3) conspicuous places in the UNIVERSITY a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- m. The HRMU conducts orientation to appointed personnel.

For upgrading of rank, the criteria and procedures for evaluation provided in the National Budget Circular pertaining to compensation and positions classification plan for faculty positions in SUCs shall be followed.

## **B. PROMOTION**

### **Policies**

- 1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank 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 FSB shall make its activities and decisions as transparent as possible.

#### **Procedures**

- a. The HRMU shall cause the publication and posting of all vacant positions or ranks to be filled.
- b. The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRMRU and submit a comprehensive evaluation report of candidates screened for promotion to the President, after which the HRMU informs the candidates of the results of the evaluation.
- c. All promotional appointments, including upgrading/reclassification of positions/ranks, shall be posted in conspicuous places throughout the University to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

### **C. 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 member;
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.
7. The FSB secretary shall come from the HRMU, 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 HRMU 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;

### **III. 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:

##### **Policies**

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 and Staff Development Committee (FSDC)**

### **Procedures**

1. The University shall create a "Faculty and Staff 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 Management 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 FSDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.
3. The FSDC, 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.

## **IV. PERFORMANCE MANAGEMENT SYSTEM**

### **General Policy**

The University shall develop its own Performance Management System (PMS) through the implementation of the Strategic Performance Management System (SPMS) for faculty ranks and sub-ranks, to be administered, to continuously foster the improvement and efficiency of the faculty members as well as effectiveness of the organization. It shall be an organized, methodical, and standardized system of evaluation for faculty members. The said system shall be administered, in accordance

with the rules and regulations and standards, as established by the civil Service commission. The CSC may assist the University in establishing its PMS.

The CSC-approved SPMS shall form part of the University Faculty Merit System.

### **Policies**

1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.
2. The PMS may provide for at least five adjectival ratings:
  - a. Outstanding
  - b. Very satisfactory
  - c. Satisfactory
  - d. Unsatisfactory
  - e. Poor
3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher ranks or positions.
4. The University shall develop its own SPMS, in accordance with the CSC policies, to be approved by the CSC Regional Office concerned.
5. A Performance Management Team (PMT) shall be created with composition and responsibilities as follows:

### **Composition**

- a. Vice President for Academic Affairs designated as Chairperson
- b. Vice President for Finance and Administration as member
- c. Vice President for Students and External Affairs as member
- d. Vice President for Research and Extension as member
- e. Highest Human Resource Management Officer as member
- f. Highest Human Resource Development Officer as member
- g. Highest Planning Officer as member
- h. Highest Finance Officer as member
- i. Representative, Faculty Union
- j. Representative of the Non-teaching Employees Union
- k. Planning Office Staff as Secretariat

### **Responsibilities**

#### **PMT**

- a. Sets consultation meetings with all Heads of Offices to discuss the office performance commitment and rating system and tools.



- b. Ensures that office performance management targets, measures and budget are aligned with those of goals of the agency.
  - c. Recommends approval of the office performance and rating system and tools.
  - d. Acts as appeals body and final arbiter.
  - e. Adopts its own internal rules, procedures, and strategies to carry out its responsibilities.
6. Other features and details of the performance evaluation system shall be reflected in the system that the University will adopt as approved by the Civil Service Commission.

## **V. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)**

### **General Policy**

There shall be an established suggestions and incentive awards system 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 or 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 PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
2. The PRAISE shall give emphasis on the timeliness of giving award or recognition. It shall not only focus on the traditional or planned awarding ceremonies but the spirit of on-the-spot grant of recognition shall be institutionalized.
3. It shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.
4. The grant of monetary awards is applicable only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20 percent of the saving generated instead non-monetary awards is encouraged.
5. At least five (5) percent of the HRD funds shall be allocated for the PRAISE and shall be incorporated in the University's Annual Budget.

6. The System shall be institutionalized through the creation of a PRAISE Committee in the University.
7. 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 members
  - f. Deans and Department Chairpersons.
8. The University President shall be responsible in overseeing the PRAISE operation and the Human Resource Management Unit shall serve as the System's Secretariat.
9. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.
10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the University.
11. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and functions.
12. The University shall encourage improved productivity and efficiency among the faculty through appropriate recognition based on performance, innovations, ideas and exemplary behavior.
13. All permanent members of the faculty who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the University.
14. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.
15. The HRMO shall keep a record of the in the personnel 201 file any award of honor received of the faculty
16. The University shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating therein the types of incentives that may be given which shall form part of the University's Faculty Merit System.



17. The establishment of a CSC-approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. 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.

## **VI. 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.

### **Specific Policies**

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 faulty 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 5 – WORKING HOURS**

### **General Policy**

Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week may include time for instruction, research, extension, production and other instruction-related activities such



as class advising or student consultation, preparation of lessons, checking of papers, and all other activities which shall be approved by the Board of Regents of the University.

### **Specific Policies**

1. The University shall prescribe its own rules and regulations governing working hours and attendance of its faculty members.
2. It shall be the duty of the dean/department head in the university to require all faculty members under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, class advising or student consultation per week, preparation of lessons per week, research, extension and production activities per week.
3. When the dean or department head, in the exercise of his/her sound discretion, allows members of the faculty to leave the office during office hours not for official business, but to attend social events/functions and/or wakes/interments, the same shall be reflected in their daily time record and charged against their leave credits.
4. Each dean or department head in the university shall require a daily time record of attendance of all the faculty members under him/her to be kept on the proper form and, whenever possible, registered in the biometric machine or other verifiable recording system. The University President or the dean/department head has the prerogative to decide on the proper form of monitoring the daily time records of attendance of all faculty members.
5. When the interest of public service so requires, the daily hours of work of faculty members may be extended by the University President concerned, which extension shall be fixed in accordance with the nature of the work: Provided, that the work in excess of eight (8) hours must be properly compensated.

### **Teaching under Contracts of Service**

1. To maintain the quality of education in teaching areas, the University may hire teaching staff on Contracts of Service or a job order provided that they meet the requirements of the position.
2. Contracts of service is not considered as government service as they do not have employer-employee relationship.
3. Faculty under Contracts of Service may be allowed to render an accumulated twenty (20) hours per week or more provided it is approved by the Board of Regents.
4. Faculty under Contracts of Service may or may not register their attendance in the biometric machine, however they shall be required to keep records of



their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.

5. The University shall establish a mechanism of accountability, with appropriate sanctions, relative to the faculty covered by Contracts of Service or job order.

#### **Flexi-Time Schedule**

Each dean/department head of the University may allow flexible working hours for his/her faculty members so they can perform their four-fold functions of instruction, research, extension and production, provided that the prescribed forty hours of work per week shall strictly be implemented.

### **CHAPTER 6 – LEAVE BENEFITS**

#### **General Policy**

Leave benefits of faculty members of the University shall be at the discretion of the Board of Regents pursuant to Section 4 (h) of the Higher Modernization Act of 1997 (RA 8292). However, in the absence of such specific provisions, the general leave law of the Omnibus Rules on Leave shall be applicable. Hence, the University should promulgate their own implementing rules relative thereto. Said implementing rule should be submitted to the Civil Service Commission for recording.

### **CHAPTER 7 – COMPLAINTS AND GRIEVANCE MACHINERY**

#### **General Policy**

There shall be an established Grievance Machinery (GM) in the University to promote harmony in the workplace, and foster the productivity of each faculty member.

#### **Specific Policies**

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 his/her grievance step by step following the hierarchy of positions.
2. The University shall establish a grievance machinery that is the best way 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 his/her 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. Interpersonal relationships and linkages;
  - e. Protest on appointments; 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 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 "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. This Committee shall be composed of the following:
- a. A ranking officer chosen by the University President as Chairman;
  - b. The Chief Administrative Officer (Administrative);
  - c. The dean/department head of the unit where the complainant is assigned;
  - d. The HRM Officer as Secretary; and
  - e. A representative of the Faculty Union
- If any member of the Committee is the one facing a complaint, another faculty shall be designated in his place.
10. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the members' regular duties.

#### **Procedures**

1. Any faculty member with a complaint or grievance may air his/her complaint or grievance orally to his/her immediate superior who shall resolve the complaint at his level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he/she may request his immediate supervisor to endorse in writing his/her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
2. The Committee shall resolve any complaint within five (5) days.
3. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the University on the grievance.

### **CHAPTER 8 – 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 other 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.

### **Specific Policies**

1. High-level faculty members whose duties are normally considered policy-making or managerial or highly confidential shall not be eligible to join the faculty association/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 9 – 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. 991936 dated August 31, 1999) shall apply in proceedings against members of the faculty.
2. 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 10 – OTHER PERSONNEL ACTIONS**

The University may formulate its own internal rules on the following personnel actions subject to CS rules and regulations on the matter:

1. **Transfer** is the movement of a faculty member from one SUC to another or from one college to another within the same SUC or from one position in the administrative department to a faculty position in the academic department within the SUC without break in the service. It involves issuance of an appointment.
2. **Reassignment** is the movement of a faculty member across the organizational structure within the same SUC, which does not involve a reduction in rank, status or salary, and



does not require issuance of an appointment but an office order by duly authorized official.

3. **Detail** is the temporary movement of a faculty member from department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.

The faculty member who is detailed receives his/her salary only from his/her mother unit/agency.

Detail shall be allowed only for a maximum of one year.

If the faculty member believes that there is no justification for the detail, he/she may appeal his/her case to the CSC. Pending appeal, the detail shall be executory, unless otherwise ordered by the Commission.

4. **Secondment** is the movement of a faculty member from one department or institution to another which is temporary and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation.

Secondment shall be governed by the policies on the matter.

## **CHAPTER 11 – RETIREMENT**

### **General Policy**

Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.

### **Policies**

1. Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty may be allowed to continue in the service in accordance with civil service rules and regulations.
2. Services of the President of the SUC whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search committee concerned, may be extended by the governing board beyond the compulsory age of retirement but not later than the age of seventy (70).

## **CHAPTER 12 – TRANSITORY PROVISIONS**

Except as otherwise provided in this UNP Faculty Merit System, rights vested or acquired under established system prior to the effectivity of this System shall be respected.

### CHAPTER 13 – RESPONSIBILITY

The University President, the Board of Regents, The Vice President for Academic Affairs, the Vice President for Finance and Administration, the deans, the department heads, the directors, heads of administrative units and the Human Resource Management Officers (HRMOs) shall be responsible for the implementation and maintenance of this UNP Faculty Merit System. The initiative and active participation of the HRMO shall be expected in the proper implementation of this UNP Faculty Merit System.

### CHAPTER 14 – AMENDMENT

This UNP Faculty Merit System shall be subject to amendments/revisions by any DBM National Compensation Circulars, DBM National Budget Circulars, CHED Circulars and Civil Service Commission rules and regulations.

### CHAPTER 15 – EFFECTIVITY

This UNP Faculty Merit System shall take effect upon approval of the Board of Regents. The Civil Service Commission shall be furnished a copy of the approved UNP Faculty Merit System.

### COMMITMENT


I hereby commit to implement and abide by the provisions of this Faculty Merit System of the University of Northern Philippines, Vigan City, Ilocos Sur.

Prepared by:

  
**JANE A. LEONES**

Supervising Administrative Officer  
(HRMO IV)

Approved by:

  
**GILBERT R. ARCE, Ed.D.**  
SUC President IV

APPROVED

  
**HEDY JOSE B. LARDIZABAL**  
DIRECTOR IV

16 MAY 2018