

## **PREFACE**

Pursuant to the provision in Item 2, Section 7, Book V of Executive Order No. 292, otherwise known as the *Administrative Code of 1987*; of the Civil Service Commission Memorandum Circular (MC) Number (No.) 38, Series (S.) of 1993, dated September 10, 1993; of the CSC MC No. 40, S. 1998, dated December 14, 1998; of the Commission on Higher Education (CHED) Circular Memorandum Orders (CMOs), and of the Department of Budget and Management (DBM) National Budget Circulars (NBCs), this CTU Faculty Merit

The Board of Regents (BOR) of the University shall approve the CTU Faculty Merit System to be submitted to the CSC.

The University is enjoined to adopt this CTU Faculty Merit System. Non-submission of the CTU Faculty Merit System within a specified period shall be construed as adopting the Model Faculty Merit System established by the CSC.

## **CHAPTER 1. OBJECTIVES**

The state universities and colleges (SUCs) shall strictly adhere to the principles of merit, fitness, and equality. The selection of faculty shall be based on the relative qualifications and competencies to perform the duties and responsibilities required of the position. There shall be no discrimination in the selection of the faculty on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

The objectives of this CTU Faculty Merit System are the following:

- 1.1 To establish a sound procedure for recruitment, selection, and appointment;
- 1.2 To create and provide equal opportunities for career development;
- 1.3 To enhance organizational effectiveness and productivity;
- 1.4 To develop highly educated and motivated faculty;
- 1.5 To act upon fair resolution of complaints and grievances; and
- 1.6 To provide a framework for personal discipline.

## **CHAPTER 2. SCOPE**

This CTU Faculty Merit System shall apply to the closed career positions of the University, with the faculty ranks, as indicated.

| <b>Faculty Rank</b>      | <b>Faculty Sub-Ranks</b> |
|--------------------------|--------------------------|
| 2.1 University Professor |                          |
| 2.2 Professor            | I-VI                     |
| 2.3 Associate Professor  | I-V                      |
| 2.4 Assistant Professor  | I-IV                     |
| 2.5 Instructor           | I-III                    |

The classification of ranks and sub-ranks shall be subject to changes by the Philippine Association of State Universities and Colleges (PASUC) Common Criteria Evaluation (CCE) and Qualitative Contribution Evaluation (QCE) of faculty members and in accordance with the policies that may be prescribed regularly.

### **CHAPTER 3. DEFINITION OF TERMS**

As used in this CTU Faculty Merit System, the given words or terms are defined as indicated.

**3.1 Appointing Authority** is the University President, as authorized by the BOR.

**3.2 Board of Regents (BOR)** is the policy-making body of the University.

**3.3 Career Service** is a position in the civil service, characterized by (1) entrance based on merit and fitness to be determined, as far as practicable, by a competitive examination or based on highly technical qualifications, (2) opportunity for higher career positions, and (3) security of tenure.

**3.4 Closed Career Position** is any faculty position in the University.

**3.5 CTU Faculty Merit System** is a set of guidelines governing the selection, utilization, training, retention, and other faculty actions in the University.

**3.6 Faculty** is the plantilla-based personnel in the University directly engaged in instruction, research, extension, and production services.

**3.7 Faculty Action** describes the movement or progress of the faculty members in the University.

- 3.8 Faculty Rank** is the classification of faculty into University Professor, Associate Professor, Assistant Professor, and Instructor, which is further classified into sub-ranks, pursuant to applicable laws, rules, and regulations.
- 3.9 FLDC** refers to the Faculty Learning and Development Committee designated to plan and design learning programs and activities. Likewise, it is in charge of selecting and recommending faculty members who should attend training programs and activities that are to be conducted by the University or government agencies or duly accredited non-governmental organizations, either local or foreign.
- 3.10 FSB** means the Faculty Selection Board designated to assist the University President in selecting applicants or candidates for recommendation to the BOR, the appointing body of faculty ranks and sub-ranks.
- 3.11 Full Load** covers 40 hours per week in academic/administrative duties.
- 3.12 Insider** describes a non-teaching staff of the University interested to join the faculty workforce.
- 3.13 Nonresident Faculty** is a teaching staff who is hired through a contract of service.
- 3.14 Outsider** pertains to a non-employee applicant interested to join the faculty workforce of the University.
- 3.15 Philippine Association of State Universities and Colleges (PASUC)** is the CHED-recognized organization of all chartered SUCs.
- 3.16 PMS** refers to the Performance Management System for faculty ranks and sub-ranks organized to present a standardized system of evaluating individual performance of faculty members for organizational effectiveness.
- 3.17 Qualification Standard** is a statement of minimum qualifications for a position, stipulating education, experience, training, health, and personality traits, required for the performance of a job or set of duties.

The Professional Regulation Commission (PRC) eligibility can be dispensed with for the appointment of faculty ranks and sub-ranks; however, Republic Act Number (R. A. No.) 1080 shall be required if the subjects to be taught would be covered by a bar/board eligibility.

**3.18 Rank** pertains to the academic rank or a sub-rank that is assigned to a member of the faculty after evaluation in accordance with the common and qualitative points allocations, as may be prescribed by a duly authorized agency.

**3.19 Reclassification** involves a change in the classification of a faculty position due to reevaluation, without a significant change in its duties and responsibilities.

**3.20 Recruitment** is the process of searching and attracting potential applicants through announcements, assessments, and related procedure to select the most qualified applicant for appointment as faculty.

**3.21 Resident Faculty** is the plantilla-based personnel in the University, rendering an equivalent of 40 hours a week consisting of academic full load plus quasi-teaching/ administrative duties.

**3.22 Selection** refers to the thorough process of screening qualified applicants for certain positions.

**3.23 SUC** stands for chartered state university or college.

**3.24 University** refers to CTU.

## **CHAPTER 4. FACULTY MANAGEMENT SYSTEM AND STANDARDS**

### **4.1 Qualification Standards**

#### **4.1.1 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 other issuances that may henceforth be issued.

#### **4.1.2 Policies**

4.1.2.1 Herein, as reflected in The Qualification Standards Schedule, are the minimum qualification standards for appointment that are provided for under CSC MC NO.10, S. 2012 and CSC MC NO.17, S. 2013 to faculty ranks and sub-ranks for Instructor I to Assistant Professor IV and Associate Professor I to University Professor.

- 4.1.2.2 The National Budget Circular (NBC) shall govern the compensation and position classification of faculty positions in the University.

## **THE QUALIFICATION STANDARDS SCHEDULE**

### **CSC MC No. 10, S. 2012 And MC No. 17, S. 2013**

#### **Instructor I-II**

- Education** : Master degree in the area of specialization  
**Experience** : None required  
**Training** : None required  
**Eligibility** : None required  
RA 1080 (for courses requiring bar or board eligibility)

#### **Instructor III**

- Education** : Master degree in the area of specialization  
**Experience** : One year of relevant experience  
**Training** : Four hours of relevant training  
**Eligibility** : None required  
RA 1080 (for courses requiring bar or board eligibility)

#### **Assistant Professor I-III**

- Education** : Master degree in the area of specialization  
**Experience** : One year of relevant experience  
**Training** : Four hours of relevant training  
**Eligibility** : None required  
RA 1080 (for courses requiring bar or board eligibility)

#### **Assistant Professor IV**

- Education** : Master degree in the area of specialization  
**Experience** : Two years of relevant experience  
**Training** : Eight hours of relevant training  
**Eligibility** : None required  
RA 1080 (for courses requiring bar or board eligibility)

**CSC MC No. 10, S. 2012 And MC No. 17, S. 2013, Continued ...**

**Associate Professor I-III**

- Education** : Relevant master degree  
**Experience** : Two years of relevant experience  
**Training** : Eight hours of relevant training  
**Eligibility** : None required  
RA 1080 (for courses requiring bar or board eligibility)

**Associate Professor IV-V**

- Education** : Relevant master degree  
**Experience** : Three years of relevant experience  
**Training** : Sixteen hours of relevant training  
**Eligibility** : None required  
RA 1080 (for courses requiring bar or board eligibility)

**Professor I**

- Education** : Relevant master degree  
**Experience** : Four years of relevant experience  
**Training** : Twenty-four hours of relevant training  
**Eligibility** : None required  
RA 1080 (for courses requiring bar or board eligibility)

**Professor II-III**

- Education** : Relevant master degree  
**Experience** : Five years of relevant experience  
**Training** : Thirty-two hours of relevant training  
**Eligibility** : None required  
RA 1080 (for courses requiring bar or board eligibility)

**Professor IV-VI**

- Education** : Relevant doctorate degree  
**Experience** : Five years of relevant experience  
**Training** : Thirty-two hours of relevant training  
**Eligibility** : None required  
RA 1080 (for courses requiring bar or board eligibility)

**CSC MC No. 10, S. 2012 And MC No. 17, S. 2013, Continued ...**

**University Professor**

|                    |   |
|--------------------|---|
| <b>Education</b>   | : Relevant doctorate degree   |
| <b>Experience</b>  | : Five years of relevant experience   |
| <b>Training</b>    | : Thirty-two hours of relevant training                                     |
| <b>Eligibility</b> | : None required<br>RA 1080 (for courses requiring bar or board eligibility) |

**4.2 Recruitment and Appointment**

**4.2.1 General Policy**

The University, through its BOR, shall establish its own internal policies, standards, and guidelines (PSGs) for the recruitment and appointment of faculty members.

The established University PSGs on recruitment and appointment of faculty shall be in accordance with the CSC PSGs.

**4.2.2 Specific Policies**

- 4.2.2.1 Recruitment shall be limited to those who meet the minimum requirements, as prescribed for the rank.
- 4.2.2.2 Transferees from other SUCs may be admitted at their present faculty rank, in the absence of qualified faculty members in the University.
- 4.2.2.3 Vacant positions marked for filling shall be in accordance with R. A. No. 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 may be sent to other educational institutions within the region to inform other interested teaching professionals. Other appropriate modes of publication shall be considered.

The filling up 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 an appointment, 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 would be filled not later than nine (9) months from the date of publication.

Should there be no appointment issued within the nine (9) month-period, the University has to call for the re-publication of the vacant position.

- 4.2.2.4 If a faculty member would be appointed as University President, he/she would lose his/her faculty rank. However, if it would be a designation, he/she would retain it.
- 4.2.2.5 The permanent status shall be issued to a faculty member who is to meet the qualification standards established for the faculty rank and sub-rank.

### **4.2.3 Procedure**

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

- 4.2.3.1 Publish vacant positions in accordance with R. A. No. 7041 (Publication Law), for transparency. 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 may be sent to other educational institutions within the region for other interested parties to know. Other appropriate modes of publication shall be considered.
- 4.2.3.2 The University shall create a 'Faculty Selection Board,' herein referred to as the FSB, which body shall assist the University President in selecting applicants or candidates for information to the BOR, which shall confirm the appointment of faculty members to ranks and sub-ranks.
- 4.2.3.3 The members of the FSB of the University (with respect to the recruiting campus) are as follows:
  - a. The Vice President for Academic Affairs, as Chairman,
  - b. The Campus Director,
  - c. The Dean of the College,



- d. The Human Resource Management Officer (HRMO),
  - e. The President of the CSC-accredited faculty association in the University or if there would be no accredited faculty association, a representative who would be chosen through a general election;
  - f. A ranking faculty member chosen by the University President or the Campus Director;
  - g. The Chairman of the department where the appointee is to be assigned; and
  - h. 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 College Dean of the department requiring such an expertise.
- 4.2.3.4 The FSB shall make its activities and decisions as transparent as possible.
- 4.2.3.5 The HRMO shall list candidates aspiring for the vacant position, either from within or outside the University.
- 4.2.3.6 He/She shall conduct a preliminary evaluation of the qualifications of all candidate based on the documents submitted. Those who are initially evaluated as qualified, shall undergo further assessments, such as the personality test, a neurological examination, a teaching demonstration, and an interview during the screening proper.
- 4.2.3.7 He/She shall notify all applicants of the outcome of the preliminary evaluation.
- 4.2.3.8 He/She shall submit the selection line-up to the FSB for its deliberation en banc.
- 4.2.3.9 The FSB shall make a systematic assessment of the competencies and qualifications of candidate s for appointment to the corresponding level or positions, evaluate, an deliberate en banc the qualifications of those listed in the selection line-up.
- 4.2.3.10 The FSB shall submit a comprehensive evaluation report of the candidates screened for appointment to guide the appointing authority in choosing the most qualified applicants. This evaluation report should reflect the comparative assessment of ranked candidates in term of performance, education and training, experience, outstanding accomplishments, and other relevant criteria.
- 4.2.3.11 The University President shall assess the merit of the evaluation report of the FSB, and in the exercise of sound discretion, select from among the ranked candidates the most qualified for appointment.

- 4.2.3.12 He/She shall issue the appointment in accordance with the provisions of the CTU Faculty Merit System as approved by the BOR and submitted to the CSC.
- 4.2.3.13 The HRMO shall post a notice announcing the appointment of a faculty in three (3) conspicuous places in the University, the day after the issuance of the appointment, for at least fifteen (15) days. The date of posting should be indicated in the notice.
- 4.2.3.14 For upgrading of rank, the criteria and procedure for evaluation provided in the NBC 461 pertaining to the compensation and position classification plan for faculty positions in the SUCs, shall be followed.

### **4.3 Promotion**

#### **4.3.1 Policies**

- 4.3.1.1 A faculty member may be considered for promotion to a higher faculty rank and sub-rank on the basis of the minimum requirements (education, training, scholarship grants, and others) of the position, including a performance rating of at least *Very Satisfactory* during the last two (2) rating periods.
- 4.3.1.2 In cases where the competencies 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.
- 4.3.1.3 The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification for promotion.
- 4.3.1.4 Promotion within six (6) months prior to compulsory retirement shall be allowed, except, as provided by law.
- 4.3.1.5 Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
- 4.3.1.6 A faculty member who is on local or foreign scholarship, training grant, maternity leave, sabbatical leave, or secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings preceding the scholarship, training grant, maternity leave, sabbatical leave, or secondment, or promotion.

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

#### **4.3.2 Procedure**

- 4.3.2.1 The HRMO, upon the approval of the University President, shall do the publication of all vacant ranks and sub-ranks to be filled.
- 4.3.2.2 The FSB evaluates the candidates' credentials or documents submitted by the HRMO of the University and submits a comprehensive evaluation report of candidates screened for promotion to the University President and informs the candidates of the results of the evaluation.
- 4.3.2.3 All promotional appointments, including the upgrading/reclassification of ranks and sub-ranks, shall be posted in conspicuous places throughout the University, to allow aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

### **4.4 Career and Faculty Development**

#### **4.4.1 General Policy**

The University shall develop a career and faculty learning and development program which shall include provisions on programs, activities, and trainings, including foreign and local scholarships and grants, job rotation, counseling, mentoring, and other interventions.

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

#### **4.4.2 Human Resource Development Interventions**

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

#### 4.4.2.1 Specific Policies

- a. The University shall develop and implement a continuing program of learning and development for its faculty members.
- b. It shall encourage its faculty members to pursue relevant local and foreign-assisted trainings/ scholarship grants and attend seminars, conferences, workshops, or related human resource development courses.
- c. Selection of participants in learning and development programs shall be based on actual needs for specialization priorities.
- d. Preferences shall be given to candidates with permanent appointments.
- e. The University may adopt other human resource development interventions as indicated.
  - e.1 **Counseling** entails a one-on-one personal interaction between a faculty member and a supervisor to jointly look into problems besetting him/her, which affect his/her performance and relationship with others and used generally as a corrective approach in helping a faculty member overcome his/her problem, which may be either personal or work-related.
  - e.2 **Mentoring** guides a faculty to the network of the University which may assist him/her in career advancement toward being a highly motivated faculty member, provides an objective assessment of one's strengths and weaknesses, ensures opportunities to address them, allows the faculty member to clarify ambiguous expectations of the University, and facilitates career growth.
  - e.3 **Job Rotation** is a sequential or reciprocal movement of a faculty member from one office to another within the University as a means for developing and enhancing his/her potentials, 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.

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

- a. The University shall create a Faculty Learning and Development Committee (FLDC) that shall be composed of the following:
  - a.1 Vice President for Academic Affairs as Chair,
  - a.2 Vice President for Administration and Finance as Vice Chair;
  - a.3 Department or unit head as Member;
  - a.4 President of CSC-accredited faculty association (or one who is chosen in a general election, if there would be none) as Member, and
  - a.5 HRMO.

The term of each member shall be two (2) years. The committee shall formulate its own rules for approval by the University President, subject to established CHED, CSC, and SUC policies. Its main function shall be selecting and recommending those who should attend specific programs and activities and training programs conducted by the University or by other government agencies or duly accredited non-governmental organizations, foreign or local. The same committee, with equivalent members, shall also be created in every campus of the University.

- b. Every campus shall also create an FLDC, which composition shall be equivalent to that of the University.
- c. Each department/unit head shall determine the development programs and activities and training needs of his/her faculty members, through a needs analysis, in accordance with organizational priorities. He/She shall annually submit to the University President, through the FLDC, his/her plan, embodying the kind of prospective programs, activities, training programs, and the names of the attendees.
- d. The FLDC, through the HRMO, shall inform all faculty members concerned about study grants and scheduled seminars, conferences, workshops, and other equivalent programs and activities, and invite them to avail of such.

- e. The participant or recipient of a development program, activity, training grant, and scholarship, in accordance with existing rules and regulations, shall submit the completion certificate and a narrative report using the prescribed form. The concerned faculty member shall also be given the opportunity to share any learning.

#### **4.4.2.3 Scholarship Grants/Other Learning and Development Programs/Activities and Training Program Benefits**

- a. The University shall provide scholarship grants to its faculty, their spouses, and their children, according to the University policy. It shall also collaborate with other scholarships granting institutions, according to the policy of the granting institutions and the policies, standards, guidelines of regulating agencies.
- b. It shall also extend other learning and development programs/activities that are either University-based or sponsored by other linkage and development partners, according to the University policy.
- c. It shall also provide trainings programs and benefits to its faculty, according to its policy.

### **4.5 Performance Management System**

#### **4.5.1 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 the 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 CSC. The CSC may assist the University in establishing its PMS.

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

## 4.5.2 Specific Policies

- 4.5.2.1 The performance rating of a faculty member shall be used as the basis for promotion or giving of incentives and rewards.
- 4.5.2.2 The PMS may provide at least five adjectival ratings, as:
  - a. Outstanding (O),
  - b. Very Satisfactory (VS),
  - c. Satisfactory (S),
  - d. Unsatisfactory (US), and
  - e. Poor (P).
- 4.5.2.3 No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least VS, immediately preceding the assessment of candidates for promotion to higher ranks and sub-ranks.
- 4.5.2.4 The University shall develop its own SPMS, in accordance with the CSC policies, to be approved by the CSC Regional Office concerned.
- 4.5.2.5 A Performance Management Team (PMT) shall be created in the University and in every campus, as indicated herein.
  - a. The composition of the University PMT shall be, as follows:
    - a.1 Vice President for Administration and Finance, as Chairman, with the rest as members,
    - a.2 Vice President for Academic Affairs/ Assistant Quality Management Representative/Director of Instruction,
    - a.3 Chief Administrative Officer for Administration,
    - a.4 Chief Administrative Officer for Finance,
    - a.5 Graduate School Research Chair/ Coordinator,
    - a.6 Supervising Administrative Officer, HRMO IV,
    - a.7 Federated President of the accredited faculty association,
    - a.8 Federated President of the accredited non-teaching association,
  - b. The composition of the campus PMT shall be the equivalent of the University PMT composition.

- c. The functions and responsibilities of the PMT are to be according to the University SPMS policy.

## **4.6 Program on Awards and Incentives for Service Excellence (PRAISE)**

### **4.6.1 General Policy**

There shall be an established suggestions and incentives awards system in the University which shall encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service. This system aims to recognize officials, faculty, and non-teaching staff for their accomplishments and efforts which contribute to the efficiency, economy, or other improvement in the public service.

### **4.6.2 Specific Policies**

- 4.6.2.1 The PRAISE shall give emphasis on the timeliness of the giving of award of recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of an on-the-spot grant of recognition shall be institutionalized.
- 4.6.2.2 It shall provide both monetary and non-monetary awards and incentives to recognize and reward productive, creative, innovative, and ethical behavior of faculty members and non-teaching personnel, through formal and informal modes.
- 4.6.2.3 For this purpose, the PRAISE shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, outstanding accomplishments, and other personal efforts result in monetary savings, which shall not exceed 20 per cent of the savings generated.
- 4.6.2.4 At least five per cent of the Human Resource Development (HRD) funds shall be allocated for the PRAISE and to be incorporated in the University Annual Work and Financial Plan and Budget.
- 4.6.2.5 It shall be institutionalized through the creation of a PRAISE Committee in the University and in every campus.
- 4.6.2.6 The University shall, preferably, have the following composition:
  - a. President/Vice President of the University or authorized representative, as Chairperson;



- b. Head of the financial unit or its equivalent;
  - c. Head of the planning unit or its equivalent;
  - d. Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management;
  - e. Faculty Regent from the CSC–accredited faculty association or if there would be none, one who would be chosen in a general election; and
  - f. Federated non-teaching association president from the CSC–accredited non-teaching association or if there would be none, one who would be chosen in a general election.
- 4.6.2.7 Every campus shall have an equivalent PRAISE Committee, with a composition that is equivalent to that of the University composition.
- 4.6.2.8 The University President shall be responsible in overseeing the PRAISE operation while the Human Resource Management (HRM) unit shall serve as the PRAISE Secretariat.
- 4.6.2.9 It shall ensure that productivity, innovative ideas, suggestions, and exemplary behavior are identified, considered, managed, and implemented on a continuing basis to cover all faculty ranks and sub-ranks and non-teaching position levels.
- 4.6.2.10 It shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the University. The University may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
- 4.6.2.11 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.
- 4.6.2.12 The University shall encourage improved productivity and efficiency among the faculty, through an appropriate recognition based on performance, innovations, ideas, and exemplary behavior.
- 4.6.2.13 All resident 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.

- 4.6.2.14 Recipients of honor awards shall be given preference in promotion, developmental programs, activities, training grants, and scholarships.
- 4.6.2.15 The HRMO shall update the 201 file of the faculty for any award received.
- 4.6.2.16 The University shall develop its own PRAISE Policy, incorporating therein the types of incentives that may be given, which shall form part of the CTU Faculty Merit System.
- 4.6.2.17 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 (30<sup>th</sup>) day of January to enable its faculty to qualify for nomination to the CSC-sponsored national awards.

## **4.7 Personnel Relations and Welfare Services**

### **4.7.1 General Policy**

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

### **4.7.2 Specific Policies**

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

- 4.7.2.1 make arrangements for annual medical and dental services and take proper action on the recommendations resulting from such physical examinations;
- 4.7.2.2 provide a system of informing the faculty members of their rights and privileges, as well as the rules governing their obligations and conduct;
- 4.7.2.3 facilitate the dissemination of information and discussion of ideas among the division and department heads and faculty and encourage the participation of faculty in the development of policies, procedures, and other matters affecting them and their work;

- 4.7.2.4 encourage voluntary activities, whether athletic, social, recreational, or financial, provided, these are conducive to the faculty members' well-being and consistent with the objectives of faculty welfare; and
- 4.7.2.5 encourage faculty members to form, join or assist a faculty organization, subject to the laws on government service, for the furtherance and protection of their interests. They can also create work councils and other forms of worker participation schemes.

## **CHAPTER 5. WORKING HOURS**

### **5.1 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 (40) hours a week may include time for instruction, research, extension, production, and other activities that are relevant to instruction, such as student consultation, preparation of lessons, checking of papers, and some others, which shall be left to the discretion of the BOR of the University.

### **5.2 Specific Policies**

#### **5.2.1 Resident Faculty**

- 5.2.1.1 The University shall prescribe its own rules and regulations governing working hours and attendance of its resident faculty.
- 5.2.1.2 It shall be the duty of the head of the department in the University to require all members of the faculty under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours/ student consultations/lesson preparations per week and research, extension, and production services.
- 5.2.1.3 When the head of the department, in the exercise of his/her 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.

- 5.2.1.4 Each department head in the University shall require a daily time record of attendance, in Quality Management System standard form, of all the faculty members, and, whenever possible, register on the biometrics or other verifiable recording systems. The University President or the division/department head has the prerogative to decide on the form of monitoring the daily record of attendance of all faculty members.
- 5.2.1.5 When the interest of public service so requires, the regular working hours of faculty members may be extended by the University President and/or Campus Director, as the case may be, which extension shall be fixed in accordance with the nature of the work, provided that in an excess of eight (8) hours, it must be properly compensated as per the University policy.

## **5.2.2 Nonresident Faculty**

- 5.2.2.1 To maintain the quality of instruction, the University may appoint nonresident faculty on a part-time basis, provided that he/she meets the requirements of the position.
- 5.2.2.2 Part-time appointment is hiring through a contract of service, which is not a government service.
- 5.2.2.3 Working hours of nonresident faculty are hereby guided with the herein provisions.
- a. The nonresident faculty accumulated number of hours per week, with corresponding total annual pay, should not exceed the rate of an Instructor I in the University;
  - b. The division or department head may, with the approval of the University President and in the exigency of the service, further reschedule the time of the nonresident faculty to satisfy the work requirement, provided, that a continuous service is available to the University at all times, during the week.
  - c. Nonresident faculty is required to use the biometrics, except, when there are circumstances, as power failure, malfunction, some others.

- 5.2.2.4 The University shall establish a mechanism of accountability, with appropriate sanctions, relative to nonresident faculty covered by a contract of service.

### **5.3 Flexitime Schedule**

Each head of the division or department in the University may allow flexible working hours for his/her faculty members so that they can perform their functions of instruction and consultation, research, extension, and production services, provided, that the prescribed forty (40) hours of work per week shall strictly be implemented.

## **CHAPTER 6. LEAVE BENEFITS**

### **6.1 General Policy**

Leave benefits of faculty members of the University shall be at the discretion of the BOR, pursuant to Section 4(h) of the Higher Education Modernization Act of 1997 (Republic Act Number 8292). However, in the absence of such specific provisions, the general leave law and the Omnibus Rules on Leave shall be applicable. Hence, the University should promulgate its own implementing rules relative thereto. The said implementing rules should be submitted to the CSC for recording.

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

### **7.1 General Policy**

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

### **7.2 Specific Policies**

- 7.2.1 A grievance shall be resolved expeditiously at all times at the lowest level possible in the University. However, if not settled, an aggrieved party shall present his/her grievance following the hierarchy of positions.
- 7.2.2 The GM shall address the grievance without any partiality.
- 7.2.3 The aggrieved party shall be assured freedom from coercion, discrimination, reprisal, and biased action.

- 7.2.4 Legal rules and technicalities shall not bind grievance proceedings. Even a verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
- 7.2.5 The aggrieved party shall present a grievance that happens for the first time orally or in writing to his/her immediate supervisor. The latter shall, within three (3) working days from the date of the presentation, inform the aggrieved party of the corresponding action.

If the complaint is against the immediate supervisor, the grievance shall be presented in the next level.

- 7.2.6 Grievance refers to work-related issues that give rise to the personnel's dissatisfaction. The following cases shall be acted upon through the GM:
- 7.2.6.1 Non-implementation of policies, practices, and procedures on economic and financial issues and other terms and conditions of employment that are fixed by law, including salaries, incentives, working hours, leave benefits, and related terms and conditions;
  - 7.2.6.2 Non-implementation of policies, practices, and procedure which affect the personnel pertinent to recruitment, promotion, transfer, detail, retirement, termination, layoffs, and related issues that affect them;
  - 7.2.6.3 Physical working conditions;
  - 7.2.6.4 Interpersonal relationships and linkages;
  - 7.2.6.5 Protests on appointments; and
  - 7.2.6.6 All other matters giving rise to faculty and non-teaching staff dissatisfaction and discontentment, outside of those cases enumerated herein.
- 7.2.7 The following cases shall not be acted upon through the GM:
- 7.2.7.1 Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 991936, Dated August 31, 1999);
  - 7.2.7.2 Sexual harassment cases, as provided for in R. A. No. 7877 and its implementing rules; and,
  - 7.2.7.3 Association-related issues and concerns.
- 7.2.8 Only resident officials and faculty members, whenever applicable, shall be appointed or elected as members of the GM.

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

7.2.9 The University shall constitute a Complaints Grievance Committee (CGC) to receive, hear, and resolve complaints and grievances in the University level, that shall have an equivalent composition in every campus. This CGC shall be composed of the following:

7.2.9.1 Ranking officer chosen by the University President and/or Campus Director, as Chairman;

7.2.9.2 Administrative Officer;

7.2.9.3 Chairman of the department or the head of the unit where the complainant is assigned;

7.2.9.4 The HRMO, as secretary; and

7.2.9.5 The Faculty President or an authorized representative of the CSC-accredited faculty association, or a representative chosen through a general election (if there would be no accredited faculty association).

If a member would be the one facing a complaint, another faculty should be designated in his/her place.

7.2.10 The CGC shall establish its own internal procedure and strategies. Membership in the CGC shall be considered part of the member's regular duties.

### **7.3 Procedure**

**7.3.1** Any faculty member in a University campus may present his/her complaint or grievance orally to his/her immediate superior who shall resolve it at his/her level by holding a dialogue with the persons involved. If the complainant would not be satisfied with the result, he/she may request his/her immediate supervisor to endorse in writing his/her complaint to the Campus CGC, through channels.

**7.3.2** The CGC shall resolve any complaint within five working days.

**7.3.3** In case any dispute within a campus remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the University level to be immediately acted upon within the time frame. In case the complaint is still not resolved within the University level, it is to be forwarded to the CSC Regional Office VII, only upon the submission of a Certification on the Final Action on the Grievance (CFAG) issued by the CGC. The CFAG shall contain, among other things, the following information: history and final action taken by the agency on the grievance.

## **CHAPTER 8. PUBLIC SECTOR UNIONISM**

### **8.1 General Policy**

Faculty members may form or join a faculty association of their choice for the protection of their interests. They may 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 an association consist of both teaching and non-teaching personnel of the University.

### **8.2 Specific Policies**

- 8.2.1** 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.
- 8.2.2** The faculty association, which has been extended due recognition by the University BOR, shall register with DOLE and CSC.
- 8.2.3** Representatives of the accredited faculty association shall sit as members of the different committees, such as the FLDC, FSB, CGC, PRAISE, SPMS, among others.
- 8.2.4** The University shall be governed by the rules and policies on Public Sector Unionism.

## **CHAPTER 9. DISCIPLINE**

### **9.1 General Policy**

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

### **9.2 Specific Policies**

- 9.2.1** The provisions 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.
- 9.2.2** 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 FACULTY ACTIONS

The University may formulate its own internal rules on the herein indicated faculty actions, subject to civil service rules and regulations on the matter.

**10.1 Transfer** is the movement of a faculty member from one university to another or from one college to another within the same University or from one position in the administrative department to a faculty position in the academic department within the University, without a break in the service.

**10.2 Reassignment** is the movement of a faculty member across the organizational structure within the University, which does not involve a reduction in rank, status, or salary and does not require an issuance of an appointment but an office order by the University President.

**10.3 Detail** is a temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status, or salary and which action requires the issuance of an office order by the University President.

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

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

If the faculty member would believe that there would be no justification for the detail, he/she may appeal his/her case to the CSC. In a pending appeal, the detail shall be executory, unless, ordered by the CSC.

**10.4 Secondment** is a movement of a faculty member from one department or campus 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**

### **11.1 General Policy**

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

### **11.2 Specific Policies**

**11.2.1** Extension of service may be requested by the University President or the appropriate authority to complete the fifteen (15)-year service requirement. A faculty member may be allowed to continue in the service in accordance with civil service rules and regulations.

**11.2.2** Services of the University President whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the BOR beyond the compulsory age of retirement but not later than the age of seventy (70).

## **CHAPTER 12. TRANSITORY PROVISION**

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

## **CHAPTER 13. RESPONSIBILITY**

The University President, the BOR, the Vice-President for Administration and Finance, the Vice-President for Academic Affairs, the deans, the directors, the heads of department/units, the administrative officers, and the HRMOs shall be responsible for the implementation and maintenance of this CTU Faculty Merit System. The initiative and active participation of the HRMO shall be expected in the proper implementation of this CTU Faculty Merit System.

## **CHAPTER 14. AMENDMENT**

This CTU Faculty Merit System shall be subject to amendments/revisions by any DBM NBCs and National Compensation Circulars, CHED CMOs, and CSC MCs.

## **CHAPTER 15. EFFECTIVITY**

The CTU Faculty Merit System shall take effect upon approval by the BOR. The CSC shall be furnished a copy of the approved CTU Faculty Merit System.

### **Commitment**

I hereby commit to implement and abide by the provisions of the CTU Faculty Merit System.

**ROSEIN A. ANCHETA, JR., CE, DM, Ph. D.**  
University President IV

**May 11, 2016, BOR Resolution Number 25, Series of 2016**

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