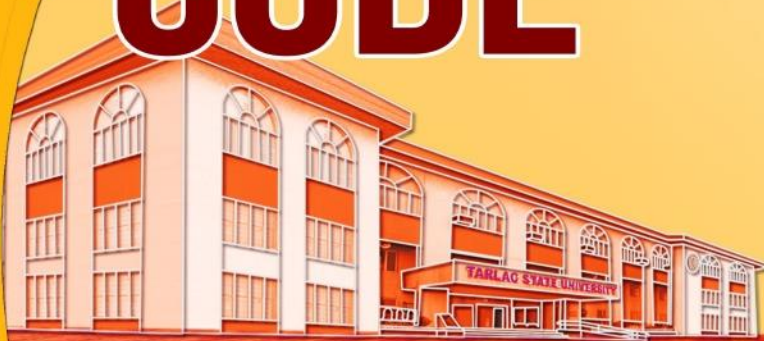




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TARLAC STATE UNIVERSITY CODE



TARLAC STATE UNIVERSITY CODE [AS AMENDED]

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BOOK I. THE ORGANIZATIONAL AND FUNCTIONAL STRUCTURE OF THE UNIVERSITY

TITLE I. GENERAL PROVISIONS

CHAPTER 1. PRELIMINARY MATTERS

ARTICLE 1. Title, Coverage and Interpretation

- Section 1. This Code shall be known as "**The 2017 Revised Code of the Tarlac State University.**"
- Section 2. This Code shall govern and be applied only to the Tarlac State University (TSU) with principal office address at Romulo Boulevard, San Vicente, Tarlac City, Philippines.
- Section 3. This Code shall be liberally construed in favor of the policies and principles promulgated by the Tarlac State University.

ARTICLE 2. Declaration of the University Principles and Policies

- Section 1. The Tarlac State University (TSU or the University) is a public institution of higher learning established to provide advanced instruction in literature, philosophy, the sciences, and the arts, and shall also offer professional and technical training courses as mandated under section 2 of R.A. 6764.
- Section 2. The TSU shall provide quality education at all levels of learning, protect and promote the right of all citizens to the same, and shall provide for a mechanism to make such education accessible.
- Section 3. The TSU, as an institution, shall have the right and responsibility to exercise academic freedom and institutional autonomy pursuant to Paragraph 2, Section 5 of Article XIV of the Constitution of the Republic of the Philippines. Faculty members, as individuals, shall enjoy academic freedom, provided, however, that such is within moral and ethical standards and framework as declared by the institution.

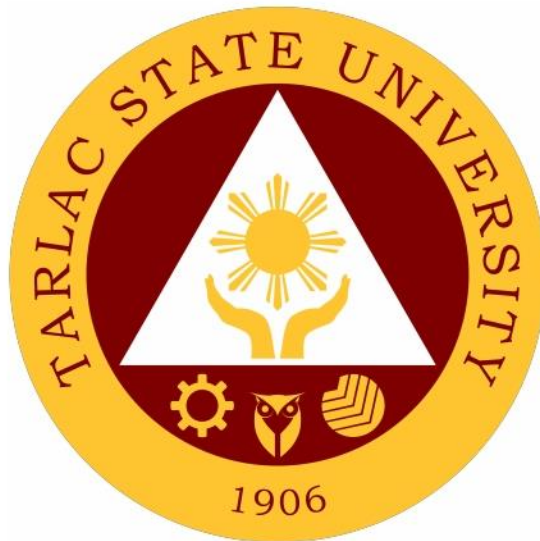
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ARTICLE 3. Declaration of General Objectives

Section 1. The powers and responsibilities of the TSU shall be those set forth in its charter, Republic Act No. 6764, Republic Act No. 8292, and all other relevant and applicable laws.

ARTICLE 4. The University Seal and Colors

Section 1. The official TSU logo or seal shall be



Section 2. The seal is concentric. A smaller circle is enclosed by a wider circle. A triangle is designed inside the narrower core circle.

Section 3. The seal has a golden - yellow background in the outer circle and maroon in the inner circle which represents the colors of the province of Tarlac. These two colors also represent Technological Education which was the original nature of TSU as a technological institution.

Section 4. The foundation year of the University with the passage of Act 6764 converting Tarlac College of Technology (TCT) into TSU was in 1906.

Section 5. The triangle stands for stability and represents the interdependent



equal tri-functions of the University namely: Instruction, Research, and Extension.

Section 6. Inside the triangle is: **Sun** (similar to that found in the Philippine flag) which symbolizes the State and the two open human arms which remind us of a person ready to uphold and protect the State.

Section 7. Outside the triangle is: A **Gear** which symbolizes Technology and Technological development. An **Owl** which signifies Knowledge and Education; and five **V-shaped exhausts/pipes** that stand for the University Resources. All these symbols represent the kind of curricular education, training and development offered by the Institution (Arts and Letters, Architecture and Fine Arts, Science and Technology, Business and Accountancy, Public Administration, Computer Studies, Education, Law, Human Kinetics, Engineering, Nursing and all other comprehensive services and programs it may offer in the future).

ARTICLE 5. The University Hymn


Section 1. The official TSU Hymn shall be the following:

With hearts elated, voices united
Let's sing TSU, our beloved To
seek and find our destiny Loyal
to thee, we have to be.

Within thy portals dear TSU
We learn the ways of democracy
The truth which shall set us free
From ignorance, wants and tyranny.

With skills and knowledge inebriate us
The true sons of peace and prosperity
The truth which shall ever be
Beloved Alma Mater, Dear TSU.

Composed by:
Prof. Gloria S. Lictawa

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TITLE II. THE GOVERNMENT OF THE UNIVERSITY


CHAPTER 1. PRELIMINARY MATTERS

ARTICLE 6. Composition

- Section 1. The Governing Body of the TSU shall be vested in a Board of Regents as duly constituted by law. The TSU Board of Regents shall be composed of the following:
- a. Chairperson of CHED, as Chair;
 - b. President of the University, as Vice Chairman
 - c. Chairperson of the Congressional Committee of Education and Culture, as Member
 - d. Regional Director of the National Economic and Development Authority (NEDA) Regional Office No. 3 as Member;
 - e. Regional Director of Science and Technology (DOST) Regional Office No.3, as Member
 - f. President of the Tarlac State University Faculty and Personnel Union (TSUFPU), as Member
 - g. President of the Supreme Student Council (SSC) or the student representative elected by the student council, as Member;
 - h. President of the Alumni Association of the University, as Member; and
 - i. Two (2) prominent citizens who have distinguished themselves in their professions or field of specialization chosen in accordance with law, as Member.

ARTICLE 7. Appointment and Term of Office

- Section 1. The Chairman of the TSU Board of Regents, the Vice Chairman, and the five (5) ex officio regular members representing Congress, DOST and NEDA have the right to sit as Chairman, Vice Chairman and Members thereof ipso facto upon their assumption into office.
- Section 2. The duly elected President of the TSU Faculty and Personnel Union (TSUFPU) shall sit as member of the TSU Board of Regents. The term of office shall be co-terminus with the term of office in such capacity in accordance with the Union's Constitution and By-Laws.

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- Section 3. The duly elected Chair of the University Supreme Student Council (SSC) shall sit as member of the TSU Board of Regents. The terms of office shall be co-terminus with the term of office in such capacity in accordance with the Constitution and By-Laws of the University Supreme Student Council. In the event the student representative loses his/her status by way of graduation, dismissal, transfer or other causes, he/she shall cease as member of the TSU Board of Regents. It will then be the next highest official who shall take over.
- Section 4. The duly elected President of the TSU Alumni Association, Inc. (TSUAAI) shall sit as member of the TSU Board of Regents. The term of office shall continue until his/her term of office as President of the TSUAAI expires.
- Section 5. The term of office of the two (2) prominent citizens representing the private sector to the TSU Board of Regents shall be for a period of two (2) years. They may be re-appointed for another term only.
- Section 6. The prominent citizens representing the private sector shall be selected through a Search Committee (SC) to be constituted by the University President and approved by the Chairman of the CHED. The SC shall elect from among themselves their Chair, provided that the faculty and student sectors are represented. The SC shall submit the names of at least five (5) nominees to the TSU BOR thirty (30) days from the conception of the search in accordance with the procedures laid down by the SC. The TSU BOR shall select two (2) private sector representatives from among the five (5) recommended by the SC taking into consideration their respective qualifications and the weight of their possible contribution arising from their knowledge, expertise, and depth and breadth of experience to the realization of the mission of the university itself.

ARTICLE 8. Powers and Duties of the Board

- Section 1. The TSU Board of Regents (BOR) shall have general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporation Code of the Philippines. In addition, the specific powers and duties of the TSU BOR shall be in accordance to Section 4 of RA. 8292, as follow:



- a. to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university;
- b. to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor;
- c. such fees and charges, including government subsidies and other income generated by the university, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests shall accrue therefrom shall be part of the same fund for the use of the university;
- d. Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university, and may be disbursed by the Board of Regents for instruction, research, extension, or other programs/projects of the university: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected;
- e. If, for reason of control, the university shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board of Regents may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the university;
- f. to fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors;
- g. to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- h. to authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university through the Board of Regents shall be exempt from all taxes and duties;
- i. to appoint, upon the recommendation of the president of the university, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;




- j. to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- k. to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- l. to set policies on admission and graduation of students;
- m. to award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university and to authorize the award of certificates of completion of non-degree and non-traditional courses;
- n. to absorb non-chartered tertiary institution within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management (DBM), and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- o. to establish research and extension centers of the university where such will promote the development of the latter;
- p. to establish chairs in the university and to provide fellowships for qualified faculty members and scholarships to deserving students;
- q. to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university as it may deem appropriate so as to expedite the administration of the affairs of the university;
- r. to authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- s. to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the DBM, the restructuring of said universities to become more efficient, relevant, productive and competitive



- t. to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the institution, the proceeds from which to be used for the development and strengthening of the university;
- u. to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;
- v. to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- w. to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- x. to establish policy guidelines and procedures for participative decision-making and transparency within the institution;
- y. to privatize, where most advantageous to the institution, management of non-academic services such as health, food, building or grounds or property maintenance and similar such other objectives; and
- z. to extend the term of the president of the university beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.

ARTICLE 9. Meetings and Quorum

- Section 1. The TSU Board of Regents shall regularly convene at least once every quarter. The Chairperson of the Board of Regents may call a special meeting whenever necessary; *Provided*, that members are notified in writing at least three (3) days prior to said meeting.
- Section 2. A majority, 50% plus one (1), of all members holding office of the time of its meeting shall constitute a quorum; *Provided* that the CHED Chair who is Chair of the Board of Regents of TSU, or the TSU President is among those present in the meeting. In the absence of the CHED Chair, a Commissioner of the CHED duly designated by him/her shall represent him/her in the meeting with all the rights and responsibilities of a regular meeting. *Provided*, however, that in the said meeting, the TSU President as Vice Chair

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shall be the Presiding Officer. Provided, further that this proviso notwithstanding, the CHED Chair may designate a CHED Commissioner the regular Chair to the TSU BOR, in which case, said CHED Commissioner shall act as presiding officer.


- Section 3. The Chairperson of the CHED shall be Chair of the Board, unless otherwise, the Chairperson of the CHED exercises his/her authority to designate a CHED Commissioner as the regular Chair of the Board, in which case said CHED Commissioner shall act as the presiding officer.
- Section 4. In the absence of the regular chair or the designated CHED presiding officer but with the presence of a CHED Commissioner duly designated as representative to the meeting, the vice chairperson or the president of the university shall be the presiding officer.
- Section 5. The Board shall appoint a Secretary who shall serve as such for both the Board and the University and shall keep all records and proceedings of the Board. He/she shall communicate to each member of the Board notice of meetings.
- Section 6. As Secretary of the Board of Regents, he/she shall exercise the following specific duties and functions.

To prepare the agenda for all regular and special meetings of the Board of Regents in consultation with the University President and deliver/send the agenda to the Chairman and Members of the Board at least three (3) days before each scheduled meeting;

To write out the transcription of the minutes of each meeting; have the same attested by the Chairman/Presiding Officer for the confirmation of the Board in its next meeting;

To prepare and pass referendum for appropriate action of the Board of Regents;

To prepare and issue excerpts of minutes of meetings of, and/or certifications on certain policies promulgated by the Board; and,

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To perform such other functions as may be directed by the Board of Regents or the University President.

ARTICLE 10. Compensation

Section 1. The members shall serve without compensation, but they shall be reimbursed for necessary expense incurred in their attendance of meetings of the Board or in connection with their official business authorities by resolution of the Board.


ARTICLE 11. Committees

Section 1. The Board may create committees, standing or special, as it may deem necessary for the proper performance of its functions.

Section 2. The President of the University shall be ex-officio member of all committees created by the Board.

ARTICLE 12. Annual Report

Section 1. On or before the fifteenth (15th) day of the second month after the opening of regular classes each year, the university president shall file with the Office of the President of the Philippines through the Chairperson of the CHED, and with the Senate and House of Representatives a detailed report on the progress, conditions and needs of the university.

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CHAPTER 2. THE ADMINISTRATIVE COUNCIL

ARTICLE 13. Composition

- Section 1. There shall be an Administrative Council consisting of the President of the University as Chairperson, the vice president (s), deans, directors, and other officials of equal rank as members, and whose duty is to review and recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action.
- Section 2. In the absence of the President, the Vice President for Administration and Finance or any designated vice president present as deemed necessary by the President of the University shall be the Presiding Officer.

ARTICLE 14. Meetings and Quorum

- Section 1. The Administrative Council shall regularly convene at least once every quarter. The date and time for all its regular meeting shall be set on its first regular meeting for the calendar year. A majority of all members holding office present in the meeting shall constitute a quorum.
- Section 2. The Chairperson of the Administrative Council may call special meeting whenever necessary or upon the request of at least one-fifth of the members of the council: *Provided*, That members are notified in writing and/or through electronic communication system/s at least three (3) days prior to the said meeting.
- Section 3. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons. Proxies may be allowed but without voting powers provided an authorization is presented to the Administrative Council.
- Section 4. The appointed Board/University Secretary shall serve as the Secretary of the Administrative Council.

ARTICLE 15. Powers and Functions


- Section 1. The Administrative Council shall have the following powers and functions:



- a. To recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action;
- b. To implement policies approved by the Board of Regents by formulating pertinent rules and regulations to that effect;
- c. To exercise disciplinary power over University personnel, within the limits of the rules of personnel discipline prescribed by this University Code and subsequent rules and regulations promulgated by the Board of Regents; and,
- d. To perform such other powers and functions as may hereinafter be granted by the Board of Regents and by subsequent laws and regulations.

ARTICLE 16. Committees

Section1. The Administrative Council may create permanent or ad hoc committees, as it may deem necessary and, at its convenience, for the proper performance of its functions.

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CHAPTER 3. THE ACADEMIC COUNCIL

ARTICLE 17. Composition

- Section 1. There shall be an Academic Council consisting of the President of the University as Chairperson and all members of the instructional staff with the rank of not lower than assistant professor as members.
- Section 2. In the absence of the President, the Vice-President for Academic Affairs or any designated vice president present as deemed necessary by the President of the University shall be the Presiding Officer.

ARTICLE 18. Meetings and Quorum

- Section 1. The Academic Council shall convene at least three (3) times each academic year, at the start of each semester and before the end of the school year. The date and time for all its regular meeting shall be set on its first regular meeting for the academic year. A majority of all members holding office present in the meeting shall constitute a quorum.
- Section 2. The Chairperson of the Academic Council may call special meeting whenever necessary or upon the request of at least one-fifth of the members of the council: *Provided*, That members are notified in writing and/or through electronic communication system/s at least three (3) days prior to the said meeting.
- Section 3. A quorum of the Council shall consist of a majority of all its members who are holding office at the time, excluding those on official travel or leave, without prejudice to the promulgation of the internal rules setting forth a provision for the constitution of the quorum of the Council. A majority vote of all members present shall be required to dispose a question or decide an issue, unless provided under parliamentary rules.
- Section 4. The appointed Board/University Secretary shall serve as the Secretary of the Academic Council.

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ARTICLE 19. Powers and Functions


- Section 1. The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the university subject for appropriate action of the Board of Regents;

- Section 2. It shall fix the requirements for the admission of students, as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents through the President of the University.

- Section 3. It shall advise the President on matters concerning academic policies.

ARTICLE 20. Committees

- Section 1. The Academic Council may create permanent or ad hoc committees, as it may deem necessary and, at its convenience, for the proper performance of its functions.

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TITLE III: THE ADMINISTRATION AND ORGANIZATIONAL OF THE UNIVERSITY OFFICES AND UNITS

CHAPTER 1. ADMINISTRATION OFFICIALS

ARTICLE 21. Composition

- Section 1. An Executive Council, if deemed necessary, shall be established by the President of the University to serve as a consultative/ advisory body concerning matters on administration, management, development and implementation of policies of the university. It shall consist of the president as the chairpersons, vice presidents and selected director/s under the office of the president.
- Section 2. The Executive Council may also constitute permanent or ad hoc committees for specific purpose.

ARTICLE 22. The University President

- Section 1. The administration of the university shall be vested in the President of the University who shall render full-time service.
- Section 2. He/she shall be appointed by the Board of Regents, upon the recommendation of a duly constituted search committee. He/she shall have a term of four (4) years and shall be eligible for reappointment for another term: *Provided*, That this provision shall not adversely affect the term of the incumbent.
- Section 3. In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the functions of his/her office, the Board shall have the authority to designate an officer-In-charge pending the appointment of a new president.
- Section 4. In case of vacancy in the office of the president as mentioned in Article 22, Section 3 of this Code, his/her successor shall hold office for the unexpired term.
- Section 5. The President shall be assisted by a Vice-President for Academic Affairs who shall be appointed by the Board upon the former's recommendation without prejudice to the appointment of more than one vice president when so warranted.



Section 6. For the purpose of this Code and the existing organizational structure, the President of the University shall be assisted by four (4) vice presidents, namely:

- a. Vice President for Academic Affairs
- b. Vice President for Research and Extension Services
- c. Vice President for Planning and Quality Assurance
- d. Vice President for Administration and Finance

Section 7. The vice presidents shall be appointed or designated by the President of the University subject to confirmation by the Board. The term of office of the vice presidents shall be co-terminus with the president: *Provided*, that upon vacancy in the office of the president, the Board decides to retain all or any of the vice presidents on a hold over capacity until the new president is appointed. In such case where there is/are vacancy/ies of the office of the vice president, an officer in charge shall be designated by the Board.


Section 8. It shall be incumbent upon the president to create, transfer, rename, merge or dissolve offices with the concurrence of the Administrative Council and final approval of the BOR.

ARTICLE 23. Office Under the President

Section 1. The Office of the President shall have back staffing support from the following offices:

- a. Executive Assistant
- b. Legal Counsel
- c. Internal Audit Systems
- d. Management Information Services

Section 2. Offices under the Office of the President shall be headed by duly designated directors or any equivalent designation and shall be confirmed by the BOR. They shall be co-terminus with the President, unless, otherwise, replaced sooner upon notice.

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ARTICLE 24. The Executive Assistant

Section 1. He/she shall perform the following duties and responsibilities:

- a. Helps key executives make consistent decisions by advising them of historical precedents, serving as liaison between them and the president;
- b. Arranges corporate/official travel and meetings by developing itineraries and agenda; booking of other transportation, and arranging lodging and meeting accommodations;
- c. Completes projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation with others, monitoring progress, and making adjustments to plans;
- d. Provides inputs to the institutional publication/newsletter by gathering of information and/or preparing of articles, and edits and completes drafts for written communication to external stakeholders; and
- e. Represents the president by welcoming visitors, reviewing correspondence, and answering of questions and meeting requests directed to the President.

Section 2. The ULC shall perform the following duties and functions:

- a. To provide the University President with information regarding legal issues;
- b. To liaise with other offices of the University to promote legal compliance;
- c. To participate in professional and development sessions to enhance knowledge on legal implications of actions; and
- d. To review legal documents requiring the signature of the President and/or approval by the Board of Regents.

ARTICLE 25. The Internal Audit Systems Office

Section 1. The Internal Audit Systems (IAS) Office shall be governed by existing statutes and specifically will have the functions as set thereof:



- a. Advise the President of the University on all matters relating to management control and operations audits;
- b. Conduct management and operations audits of college/ office functions, programs, projects, activities with outputs, and determine the degree of compliance with their mandates, policies, government regulations, established objectives, systems and procedures/processes, and contractual obligations;
- c. Review and appraise the systems and procedures, organizational structures, asset management practices, financial and management records, reports, and performance standards;
- d. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and
- e. Perform such other related duties and responsibilities as may be assigned by the President or as may be required by law.


ARTICLE 26. The Management Information Services Office

Section 1. The Management Information Services (MIS) Office shall have the following functions:


- a. Implement office automation systems to support wide range of business office activities that provide for improve workflow and communications to the different units/offices and sustain 24/7 website connectivity to guarantee global access to university's programs and activities;
- b. Maintenance of ICT equipment connected to the network and management of the core computer network infrastructure of the University; and
- c. Perform such other related duties and responsibilities as may be assigned by the President or as may be required by law.

ARTICLE 27. Office of Public Affairs

Section 1. The Office of Public Affairs and Information (OPAI) shall be headed by a Director appointed by the TSU Board of Regents upon the recommendation of the University President.

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- Section 2. The OPA shall be responsible for internal and external dissemination of information on the programs and projects of the University and strive to keep all stakeholders abreast of the progressive development of the University.
- Section 3. The OPA shall endeavor to establish good community relations which promote and enhance the public image of the University through public/media relations and communications.
- Section 4. The OPA shall take charge of the preparation, publication and distribution of the University Annual Report highlighting the important accomplishments of the University for the past calendar year in compliance with pertinent provisions of Republic Act 8292 or the Higher Education Modernization Act of 1997.
- Section 5. The OPA shall serve as the receiving office or point of entry for government and non-government agencies and organizations who wish to promote their products and services through posting and other forms of advertisements within the University premises.
- Section 6. The OPA shall be responsible for the design and production of information materials that will promote the curricular programs offered by the University and the services it provides.

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CHAPTER 2. ADMINISTRATIVE AND FINANCE AFFAIRS

ARTICLE 28. Offices under the Administration and Finance Division


- Section 1. The administrative and finance affairs of the university shall be vested upon a Vice-President for Administration and Finance.
- Section 2. The Office of the Vice President for Administration and Finance shall be supported by the following divisions:
- a. Administration
 - b. Finance
 - c. Business Affairs and Auxiliary Services
 - d. Infrastructure Management
 - e. Human Resource Development and Management Office
- Section 3. The divisions under the Office of the Vice-President for Administration and Finance shall be headed by directors who in return shall have overall supervisions of heads of offices/units under each.

ARTICLE 29. The Administration Office

- Section 1. Headed by a Director, the Administration Office shall provide responsive, relevant organizational complement capable of adapting to emerging demands and trends in the environment, and to provide all necessary implementable welfare programs for all employees of the University.
- Section 2. The Administration Office shall have under its supervision the following offices/units:
- a. Administrative Services Unit. The Administrative Services Unit shall be composed of five sections namely: Payroll and Remittances, Time Card Administration, Personnel Discipline, Administrative Support, and Other Services Section.
 - b. Cashiering Unit. The Cashiering Unit shall be composed of three functions for the disbursement which pay out obligations to payees by check, cash, ADA and through automated teller machine (ATM); collection where payments from payees are received in any manner and procedures of



- collections covered by laws and regulations; and deposit for safekeeping of all collections in a governing service bank; and records and report all transactions re: disbursements and collections and deposits.
- c. Physical Plant and General Services Unit. The PPGSU shall conduct repairs on the defective and damaged parts or components of buildings or other structures. PP unit shall construct or fabricate minor projects assigned to the office and shall also conduct periodic check-up and application of appropriate remedy on the university facilities for any fault or defects that would affect their safety, soundness, and beauty. The office shall also be in charge of the maintenance of buildings and grounds through its janitorial services.
 - d. Procurement Unit. The Procurement Unit shall have the following functions: (1) To obtain the best value of supplies by proper planning and management while keeping all confidential information and quotations, thus, being the center of information on sources of supplies, materials, and services; (2) Management of contracts including preparation of Purchase Order (PO), Work Order (WO), Certificate of Completion (COC), monitoring sheet for all purchases, bid forms, posting to expedite all deliveries of goods, supplies, materials and services; and (3) Acts as the central channel of communication for the BAC with the end users, and other units of the line agency, and other government agencies, providers, goods, infrastructure projects and consulting services, observers, and the general public.
 - e. Central Records Unit. The functions of the CRU shall be classified as to: Creation and Control, Maintenance and Use, Records Disposition Administration, and Records Center and Archives Administration.
 - f. Supply and Property Management Unit. The SPMU shall have the following functions: (1) Receive, inspects and accepts deliveries of supplies, materials, and equipment;(2) Issue deliveries; (3) Conduct actual physical inventory of stocks, property, plant and equipment; (4) Conduct actual disposal of unserviceable property; (5) Take charge of warehousing/storage; and (6) Receiving, report preparation and other services related to supply and property management.

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- f. Civil Security Unit. The functions of the CSU shall be carried out by the different units of the office namely the operations unit, intelligence and information unit, inspection, and monitoring unit.

ARTICLE 30. The Finance Office

- Section 1. Headed by a Director, the Financial Office shall provide sufficient, efficient and effective handling of the financial resources of the University.
- Section 2. The Finance Office shall have in its supervision the following offices/ units:
- a. Budget and Management Unit. The BMU shall adhere to the government phases of budgeting known as budget preparation, budget authorization, budget execution, and budget accountability. The office shall prepare Agency Annual Budget Proposal of the University President, conduct series of meetings with the different university officials regarding expenditure priorities of the University, classify expense in accordance with Chart of Accounts and Purposes, and prepare monthly status of funds by Program/ Project/Activity.
 - b. Accounting Unit. The Accounting Unit shall produce information concerning past and present financial operations to become basis for decision making and for future operations. It provides an accounting system in the receipt, disposition and utilization of funds and property. It also reports the financial position and results of operations of the University to all persons concerned.

ARTICLE 31. The Business Affairs and Auxiliary Services

- Section 1. The Business Affairs and Auxiliary Services Office shall be headed by a director who shall have overall supervision of sections under the office. He/she shall be responsible for spearheading the University's income generating programs and projects (IGPs) in the Business Center, Auxiliary Services for the use of TSU facilities which includes transport services, and other IGPs as maybe identified and approved.

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- Section 2. The Business Affairs and Auxiliary Services Office shall have its supervision to the following offices/units:
 Business Center.
 Auxiliary Services.

ARTICLE 32. Facilities Development and Management Office

- Section 1. The name and acronym of the resulting reorganized unit from the merging of the IMO and PPGSU shall be:

Facilities Development and Management Office and FDMO

- Section 2. The Mission of the FDMO shall be:

Facilities Development and Management Office creates and sustains the physical environment that espouses the University's core values to foster academic excellence and to achieve the university's vision.

- Section 3. The purpose and scope shall be:

The FDMO shall be responsible for the development and long-range planning, design, and construction of new facilities and the continual improvement, housekeeping, maintenance, and repair of all facilities, building systems, utilities, landscapes, and grounds of the University.

- Section 4. The Functions of the Units shall be:

Grounds Services Unit (GSU)


1. Sweeping and mopping of classrooms, laboratory rooms, offices, and hallways.
2. Waxing and scrubbing of floors of selected rooms.
3. Maintaining the cleanliness and hygiene of toilets throughout the day.
4. Removal of cob webs.
5. Insect control in classrooms and offices.
6. Cleaning of windows, walls, and ceiling of rooms.
7. Collection and disposal of garbage.
8. Set-up of facilities for special activities/ events.
9. Moving of equipment, furniture, and fixtures.



10. Detailed cleaning (e.g., pressure washing) of facilities during semester breaks.
11. Reporting of damaged fixtures to the FMU.
12. Maintenance of landscape. 13. Cleaning of the grounds.
14. Maintenance and cleaning of the drainage system.
15. Pruning and trimming of trees, vegetation, and lawn.
16. Waste segregation and composting.
17. Control of nuisance animals and pests (e.g., stray dogs/ cats, snakes, bees, ants, etc.).
18. Implement Job Hazard Analysis (JHA) and establish Safe Working Procedures (SWP).
19. Perform other related functions that may be assigned by higher authorities.

Facilities Maintenance Unit (FMU)

1. Maintenance and repair of ventilation and air conditioning systems.
2. Maintenance and repair of fire sprinkler systems. 3. Maintenance and repair of elevators.
4. Maintenance and repair of electric generators. 5. Maintenance and repair of audio systems.
6. Maintenance and repair of electrical systems. 7. Maintenance and repair of plumbing systems.
8. Carpentry works such as installation and repair of wooden cabinets, doors, partitions, ceilings, etc.
9. Welding works such as installation and repair of steel railings, ladders, windows, etc.
10. Masonry works, such as repair of damaged concrete floors, walls, etc.
11. Painting works, such as painting of fences, signs, etc.
12. Monitor the implementation of energy conservation measures.
13. Maintain and update inventory of facilities.
14. Requisitioning and inventory of supplies and materials for the maintenance and repair works.
15. Outsourcing of termite control.
16. Outsourcing of fire extinguisher refilling.
17. Implement job Hazard Analysis (JHA) and establish Safe
18. Perform other related functions that may be assigned by higher authorities.

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Planning and Monitoring Unit (PMU)

1. Maintain and update the Campus Master Plans.
2. Establish and maintains design standards for the university's facilities.
3. Prepare and review plans, designs, drawings, specifications, cost estimates, and other contract documents for facility construction and renovation.
4. Administer the implementation of contracts for infrastructure projects.
5. Maintain and update facilities plans.
6. Maintain and update records of facilities-related information.

Section 6. The Duties and Responsibilities of the Director and Unit Heads shall be:

Director

1. Provides overall direction in the formulation and implementation of policies, strategic plans, and standards in the development and management of the university's facilities and grounds.
2. Establishes, implements, and evaluates policies and plans to reduce organizational risks and increase resilience in the domain of facilities management consistent with the vision, mission, goals, and objectives of the University.
3. Develops, implements, and monitors controls to ensure that the operation of all facilities and grounds of the university and the construction and maintenance works compliant to statutory and regulatory requirements.
4. Manages the development, preservation, and updating of the Campus Master Plans (CMPs) and ensures that all facilities development projects are in accordance with the approved CMPs.
5. Reviews and recommends for approval to the higher authorities the plans, designs, specifications, drawings, cost estimates, and budget requirements for the construction and renovation of facilities of the University.
6. Administers the monitoring of the contract implementation of infrastructures projects.



7. Reviews and recommends for approval to the higher authorities the Permit to Alter the Facilities (e.g., installation of air conditioning units, cubicles, etc.)
8. Coordinates with the colleges and offices of the University on matters that involve the facilities of the University.
9. Disseminates memorandums, administrative orders, and other directives to the FDMO personnel.
10. Consolidates, reviews, and submits the office's PPMP.
11. Prepares annual performance targets.
12. Recommends to upper management the staffing requirements, including hiring, performance evaluations, professional development, and disciplinary matters of assigned personnel.
13. Liaises with government agencies on matters concerning the university's facilities.
14. Accomplishes administrative tasks that are vital for the continuous operation of the office, such as reviewing for approval the request for extended services or overtime of personnel, payment of salaries and wages, purchase request, work order, etc., reviewing and approving performance targets, work plans, accomplishment reports and other reports that may be required by the higher authorities.
15. Presides over all meetings of the FDMO.
16. Performs other related duties that may be required by the higher authorities.

Heads, Facilities Maintenance Unit (FMU)

1. Provides leadership and supervises the facilities maintenance, personnel, ensuring that maintenance works are carried out efficiently, economically, and according to the prescribed quality standards.
2. Administers the regular inspections of the university facilities to ensure that functional systems are in good working order, making manageable repairs where needed, and reporting to the Director when major repairs are required.
3. Establishes and supervises the implementation of preventive maintenance programs and processes for the structures, appurtenances, fixtures and utility equipment of the university facilities.



4. Implements Job Hazard Analysis and promulgates Safe Working Procedures for all maintenance jobs to be performed by the maintenance personnel.
5. Allocates the supplies, tools and equipment to the personnel that are essential for the efficient and safe accomplishment of their assigned tasks..
6. Manages the supplies, tools, and equipment of the Unit efficiently and maintains records of the Material Safety Data Sheets (MSDS) of all materials and Operation Manuals of equipment that are used by the Unit.
7. Coordinates, schedules, and prioritizes requests by colleges and offices for the repairs of structures, appurtenances, fixtures, and utility equipment of the facilities of the University.
8. Assesses the training needs of the personnel of the Unit and reports to the Director of FDMO of the identified trainings that are needed.
9. Orients new personnel upon hiring and re-oriens all personnel periodically on the Environmental, Health, and Safety (EHS) policies of the University, especially on the Emergency Preparedness and Response Procedures.
10. Prepares and submits the Unit's PPMP to the Director of FDMO.
11. Prepares and submits performance targets work plans, accomplishment repots, and other reports that may be required to the FDMO Director.
12. Manages the records of the Units and ensures that the records are organized, updated, and readily available when needed.
13. Disseminates memorandums, administrative orders, and other directives to the personnel of the Unit.
14. Performs other related duties that may be assigned by the higher authorities.

Heads, Grounds Services Unit (GSU)

1. Provides leadership and supervises the facilities house-keeping and grounds maintenance personnel, ensuring that all facilities housekeeping and grounds maintenance tasks are carried out efficiently, economically, and according to the prescribed quality standards.



2. Schedules, assigns, and evaluates work performance of personnel to ensure quality, timeliness, and compliance with environmental, health, safety and other standards.
3. Schedules, assigns, and evaluates work performance of personnel to ensure quality, timeliness, and compliance with environmental, health, safety, and other standards.
4. Allocates the supplies, tools, and equipment to the personnel that are essential for the efficient and safe accomplishment of their assigned tasks.
5. Manages the supplies, tools and equipment of the Unit efficiently and maintains records of the Material Safety Data Sheets (MSDS) of all materials and Operation Manuals of all equipment that are used by the Unit.
6. Coordinates with the other units of the FDMO on matters that involve the functionality and safety of the facilities.
7. Assesses the training needs of the personnel of the Unit and reports to the Director of FDMO of the identified trainings that are needed.
8. Orients new personnel upon hiring and re-oriens all personnel periodically on the Environmental, Health, and Safety (EHS) policies of the University, especially on the Emergency Preparedness and Response Procedures.
9. Prepares and submits the Unit's PPMP to the Director of FDMO.
10. Prepares and submits performance targets, work plans, and accomplishment reports and other reports that may be required to the FDMP director.
11. Manages the records of the Unit and ensures that the records are organized, updated, and readily available when needed.
12. Disseminates memorandums, administrative orders, and other directives to the personnel of the Unit.
13. Performs other related duties that may be assigned by the higher authorities.

Head, Planning and Monitoring Unit (PMU)

1. Provides leadership and supervises the facilities and planning and monitoring personnel, ensuring that all facilities planning and monitoring tasks are carried out

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- efficiently, economically, and according to the prescribed quality standards.
2. Schedules, assigns, and evaluates work performance of personnel to ensure quality, timeliness and compliance with environmental, health, safety, and other standards.
 3. Schedules, assigns, and supervises personnel in the preparation of project scope, plans, drawings, specification, and materials and cost estimates of infrastructures constructions and renovation projects that are commissioned to the Unit, ensuring quality, timeliness, and conformance to established design standards.
 4. Schedules, assigns, and directs personnel in the regular monitoring of the University's facilities and grounds to assess their conditions (structural integrity, functionality, safety, aesthetic quality, etc.) and simultaneously verify for unauthorized alterations made on the facilities and grounds and recommends appropriate actions to the FDMO Director.
 5. Manages the preparation of contract documents for the infrastructures projects ensuring timeliness and compliance with the prescribed standards.
 6. Manages the implementation of contracts, from the issuance of the Notice of Award up to the issuance of Notice of Final Acceptance, for infrastructure projects in accordance with the established systems and procedures ensuring timeliness, quality, and compliance to statutory and regulatory requirements and policies of the University, and adherence to the terms and conditions of the contracts.
 7. Implements Job Hazard Analysis and promulgates Safe Working Procedures for all tasks to be performed by the personnel of the Unit.
 8. Allocates the supplies, tools and equipment to the personnel that are essential for the efficient and safe accomplishment of their assigned tasks.
 9. Manages the supplies, tools and equipment of the Unit efficiently and maintains records of the Material Safety Data Sheets (MSDS) of all materials and Operation Manuals of all equipment that are used by the Unit.



10. Coordinates with the other units of the FDMO on matters that involve the functionality and safety of the facilities.
11. Assesses the training needs of the personnel of the Unit and reports to the Director of FDMO of the identified trainings that are needed.
12. Orients new personnel upon hiring and re-oriens all personnel periodically on the Environmental, Health, and Safety (EHS) policies of the University, especially on the Emergency Preparedness and Response Procedures.
13. Prepares and submits the Unit's PPMP to the Director of FDMO.
14. Prepares and submits performance targets, work plans, and accomplishment reports and other reports that may be required to the FDMO Director.
15. Manages the records of the Unit and ensures that the records are organized, updated, and readily available when needed.
16. Disseminates memorandums, administrative orders, and other directives to the personnel of the Unit.
17. Performs other related duties that may be assigned by the higher authorities.

ARTICLE 33. Human Resource Development and Management Office

Section 1. Human Resource Development and Management Office (HRDMO) through the four divisions, namely: Employees Welfare, Recruitment, Selection and Promotion, Performance Management and Training, Assessment and Organizational Development, shall bent into realizing its functions to be more responsive to the changing demands of the human resource requirements of the entire university.

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CHAPTER 3. ACADEMIC AFFAIRS

ARTICLE 34. Offices under the Vice President for Academic Affairs

- Section 1. The overseeing of the academic affairs and student affairs services of the university shall be vested upon the Vice-President for Academic Affairs (VPAA).
- Section 2. The Office of the Vice-President for Academic Affairs shall have overall supervision over the following colleges/offices/units:
- All Colleges of the university with their corresponding
- Graduate School:
- Student Affairs Services
- Library Management and Services
- Admission and Registration
- Office of Alumni Affairs
- Office of International Affairs
- Other divisions that may be created by the President as confirmed by the board.

ARTICLE 35. The Council of Deans (COD)

- Section 1. The COD assists the VPAA in planning, implementation, management, and evaluation of the various academic programs, including all co-and extra-curricular, and other academic related activities. The council also formulates policies related to the improvement and modernization of the academic and other related programs for consideration by the Academic Council or the Administrative Council, and, if necessary, for final action by the Board.

ARTICLE 36. The Academic Personnel

- Section 1. The Academic Personnel of the University shall consist of the following:
- a. University President,
 - b. Vice Presidents with academic ranks,
 - c. Deans,
 - d. Directors of other academic units and service offices,
 - e. Department Chairs, and Section Heads
 - f. College Secretaries,
 - g. Professors,



- h. Associate Professors, i.
Assistant Professors, j.
Instructors, and
- k. Non-regular faculty members.

Section 2. The academic personnel shall be classified as regular and non-regular faculty. The regular faculty members shall be classified as:

- a. University Professor
- b. Professor I to VI
- c. Associate Professor I to V
- d. Assistant Professor I to IV
- e. Instructor I to III

Section 3. The non-regular faculty members shall include the following who shall serve in accordance to the terms and conditions of their appointments:


- a. Professor Emeritus
- b. Affiliate Faculty Members
- c. Visiting Faculty Members
- d. Exchange Faculty Members
- e. Defunct Faculty
- f. Substitute, Part-time and Job Order Faculty Members

Section 4. The repeated re-designation/reappointment of a non-regular faculty member shall not guarantee the right to another designation or appointment or to a security of tenure.

ARTICLE 37. The Academic Units

Section 1. There shall be colleges and academic service offices necessary to carry out the curricular programs and academic thrusts of the University. Each of the said academic units shall have as many departments as are needed to carry out their mandated functions.

Section 2. Each College shall be headed by a Dean who is designated by the University President in consultation with the Vice President for Academic Affairs subject to the confirmation by the Board of Regents without prejudice to re-designation. He/she must have

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been actively involved in the conduct of research and extension services and with a very satisfactory rating for the last 3 years. He/she must possess an appropriate doctoral degree with an academic rank of at least Associate Professor I; with at least five (5) years of experience in teaching; and five (5) years administrative experience, provided that when none meets the qualification, the University President may designate an Officer-in-Charge.


Section 3. The Dean shall have the following duties and functions:

- a. To develop, review and update the development plan of the college in accordance with the university's vision, mission, goals and objectives;
- b. To determine the resource needs of the unit, collates and prepares the college financial plan, and programs/monitors their efficient utilization;
- c. To supervise the implementation of the various curricular, co - and extracurricular activities of the college in coordination with the Department Chairs, and initiates the regular review of existing course offering;
- d. To conduct semestral and annual evaluation of Department Chairs and review the performance ratings of faculty members as
- e. basis in mentoring and coaching to bridge identified gap;
- f. To review and approve the workload of faculty and staff members of the college;
- g. To design and implement environmental programs and activities that will promote harmony, solidarity and unity including health and safety of the various college constituents; and,
- h. To perform other functions as may be assigned by higher authorities.

ARTICLE 38. The College Council

Section 1. There shall be a College Council with their respective Deans as Chair and all the permanent faculty of the college as members.

Section 2. The Secretary of the College who is designated by the Dean shall likewise act as the Secretary of the Council.

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Section 3. The College Council shall have the following powers and functions:


- a. To formulate academic policies and guidelines governing the implementation and administration of the programs, activities and operations of the college;
- b. To plan, formulate and recommend programs and other instruction related activities to the Council of Deans and Directors through the VP for Academic Affairs then submitted to the Academic Council for final action or recommendation to the Board of Regents for approval;
- c. To review and update the college development plans; and
- d. To recommend candidates for graduation

ARTICLE 39. The College Secretary

Section 1. There shall be a Secretary of the College appointed by the Vice President for Academic Affairs upon the recommendation Dean for a term of one (1) year, without prejudice to reappointment, and until a successor shall have been appointed and qualified.

Section 2. The College Secretary shall:

- a. Be responsible for the preparation of the college calendar matched with the university calendar and schedule of classes and, department exam, when necessary;
- b. Take charge of the custody and evaluation of student records;
- c. Update the information relative to requirements of individual candidates for graduation and seeing that such requirements are fulfilled;
- d. Keep and maintain records of curricula, research, extension, issuances and other academic matters; monitor their Implementation and advice the Dean thereon;
- e. Issue notices of college faculty meetings and keep the minutes and records thereon;
- f. Assist in executing decisions of committees of the College and of the university authorities affecting students;
- g. Take charge of the records management of the college in terms of creation, use, disposition and archiving; and
- h. Perform other functions as assigned by the College Dean.

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ARTICLE 40. The Departments

- Section 1. The faculty of a department under an academic unit shall consist of all the academic staff of the department who is engaged in instruction activities.
- Section 2. The academic department shall be based on the field of study or discipline of the college.
- Section 3. A department shall be headed by a Chair and shall have a minimum of three (3) faculty members.
- Section 4. The Department Chair shall have the following functions:
- a. To supervise curricular and co-curricular activities of students in the department and such other activities assigned to the department by the Dean or Head of the academic unit;
 - b. To identify textbooks and take the lead in the preparation of course syllabi and other instructional materials for use in specific subjects;
 - c. To distribute faculty assignments for thesis, field practice or apprenticeship advisement;
 - d. To initiate and recommend the development and offering of new curricular programs, and cause the revision or abolition of existing courses or curricular programs;
 - e. To recommend for approval student activities of the department;
 - f. To represent the department in meetings, conferences, seminars and trainings and when necessary recommends other faculty member/s who may come with him/her or in lieu of him/her; and
 - g. To implement and supervise other academic and administrative matters in the department.
- Section 5. For a faculty member to be considered for appointment to the position of Department Chairperson, he/she shall meet the following qualifications:
- a. Must be a holder of a permanent faculty position;
 - b. Must have been a member of the Department for at least two (2) years before his/her appointment with very satisfactory ratings;



- c. Preferably with advanced degree (MS or PhD) whose specialization shall be relevant to the Department he/she will head; and
- d. For colleges with certain professional requirement, he/she must have passed the appropriate professional board or licensure examinations.

Section 6. Selection and Nomination Procedures. Although deans and directors are given the freehand in choosing the individual whom they think may work well with them in the interest of fair play and to provide equal opportunity for faculty members to have administrative experience, the following procedures shall be observed:


- a. The faculty members of the department shall be consulted and sitting en banc, nominate among themselves at most three (3) nominees for the Chair position subject to the qualifications mentioned above.
- b. The nominated chairpersons shall present to the Dean within five (5) days visions, plan and programs for the Department.
- c. The Dean shall then choose and nominate the faculty for appointment as Department Chairperson to the Office of the Vice-President for Academic Affairs, who shall then endorse the same to the Office of the University President for approval.
- d. The term of appointment for the Chair position shall be one (1) year subject to renewal by the appointing authority, but should not exceed three (3) consecutive years.

Section 7. Privileges of the Department Chair

- a. The Department Chair shall be given a maximum of fifteen (15) Equivalent Teaching Load (ETL) every semester.
- b. The Department Chair shall be given priority to attend programs, trainings, seminars and workshops in line with his/her field of specialization.

ARTICLE 41. College of Architecture and Fine Arts

Section 1. The College of Architecture and Fine Arts aims to produce responsive and responsible artists and architects with strong artistic and socio-cultural heritage conscience by offering

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research-based curriculum and instruction.

ARTICLE 42. College of Arts and Social Sciences

Section 1. The College of Arts and Social Sciences aims to produce well-rounded individuals who are well equipped with the necessary knowledge and skills in the languages, social sciences and philosophy and competent in their field of specialization so that they will become globally competitive professionals and leaders, and productive citizens of the country.

ARTICLE 43. College of Business and Accountancy

Section 1. The College of Business and Accountancy shall seek to strengthen its position as a center of excellence in undergraduate business education, upholding the vision, mission, and values of the Tarlac State University.

ARTICLE 44. College of Computer Studies


Section 1. The College of Computer Studies aims to produce world-class IT professionals as potential industry leaders and job providers.

ARTICLE 45. College of Criminal Justice Education

Section 1. The College of Criminal Justice Education aims to produce professionally competent and morally upright graduates who can deliver efficient and effective services in crime prevention, crime detection and investigation, law enforcement, and the custody and the rehabilitation of offenders, and process the knowledge and skills in addressing the problem of criminality in the country and the competence to meet the challenge of globalization in the field of criminology.

ARTICLE 46. College of Teacher Education

Section 1. The goal of the College of Education is to become the Center of Excellence for Teacher Education in the Region by offering relevant programs in the development of mentors; producing highly motivated, skilled, globally competitive and research-oriented graduates imbued with positive values; and strengthening the curriculum programs in the secondary, undergraduate, and the graduate studies.

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ARTICLE 47. College of Engineering and Technology

Section 1. The College of Engineering and Technology shall produce ethically trained professionals who can lend support to the various disciplines of engineering and technology.

ARTICLE 48. School of Law

Section 1. The College of Law shall train and impart to students broad knowledge of the law and its various fields as a preparation for the practical law; produce lawyers who are instilled with a sense of ethical responsibility to the legal profession and who are socially responsive to the achievement of justice for all; and to contribute to the promotion and advancement of the legal profession.

ARTICLE 49. College of Public Administration and Governance

Section 1. The College of Public Administration and Governance shall provide a comprehensive range of quality public administration programs and services which aims to advance the study and practice of public administration and to produce professionals in the discipline, economy, politics, public service and other related disciplines for local, national and global development.


ARTICLE 50. College of Science

Section 1. The College of Science aims to provide quality education in sciences and mathematics through progressive instruction, research, and extension to produce competent graduates responsive to a dynamic domestic and international environment.

ARTICLE 51. Graduate School

Section 1. The Graduate School shall have the following mandates/ functions:

- a. Promotion of responsive, morally and socially accountable, competent and globally competitive professionals and leaders among graduate students;
- b. Pursuit and conduct of relevant, development oriented research, promotive to community and national goals;

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- c. Provision of extension services to help improve the quality of life of the community and service area;
- d. Provision of scholarship for the advancement of knowledge, truth and goodness;
- e. Development of the capacity of the Graduate School to better discharge its functions and achieve its goals and objectives; and
- f. Inculcation of a deeper sense of nationalism, loyalty, and cultural pride.

ARTICLE 52. Registration and Admission

- Section 1. The Office of Registration and Admissions, headed by a Registrar, shall provide the initial and final services to students being the source of curricular and co-curricular guidance.
- Section 2. It shall be responsible in the admission and registration of students; and attend to the safekeeping, management, administration, updating, and issuance of all academic records and other related records of students.
- Section 3. The office shall lead in the preparation of the university academic calendar, and coordinate commencement exercises and recognition programs.
- Section 4. It shall assist in the preparation of academic catalogues and other curricular announcements in consonance with the policies and guidelines promulgated by higher authorities.

ARTICLE 53. Library Management and Services


- Section 1. The University Library Management and Services Office, headed by a University Librarian, shall provide services relative to the library needs of the student, faculty members and other clientele.
- Section 2. It shall enforce library rules and regulations and, pursuant thereto, exercise the following powers:
 - a. To impose administrative fines prescribed in accordance with University rules for defacement, mutilation, appropriation, or stealing of any library material or property, or for any other violation of library rules and regulations.



- b. To curtail library privileges of any person who makes unnecessary noise or holds loud conversation, eats within library premises, or engages in other behavior disruptive of library operations
- c. To be consistent with University policies, issue implementing rules and regulations as may be necessary for the proper functioning of the Library.
- d. To institute disciplinary action, in accordance with general rules on discipline, against any person who violates library rules and regulations.
- e. To perform other related duties as may be prescribed by law or assigned by the appropriate authority.


ARTICLE 54. The Office of Student Affairs Services (OSAS)

- Section 1. The Office of Student Affairs, headed by a Dean, shall be the center of information, activities and services relative to the co-curricular and extra-curricular needs of students.
- Section 2. It shall promote the development of students' talents, potentials, and leadership capabilities through its program thrusts of self-growth and awareness, cooperative living and learning, leadership development and enhancement, productive use of leisure, and enhanced cross-cultural adjustment.
- Section 3. It shall adopt and promulgate the CHED Memorandum Order No. 09, Series of 2013 with the subject "Enhanced Policies and Guidelines on Student Affairs and Services" and any other latest issuances concerning student welfare, development and services.
- Section 4. The Office will have supervision of the following service units: Student Welfare Services. These shall be basic services that are necessary to serve the well-being of students. These shall include guidance and counseling services, and career development and placement.
- a. **Guidance and Counseling. Guidance Service** shall be a set of services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest.

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Whereas counseling shall be individual and/or group intervention designed to facilitate positive change in student behavior, feeling, and attitudes.

- b. **Career Development and Placement.** This shall refer to the assistance provided for vocational and occupational fitness and employment.
- c. **Institutional Student Programs and Services.** These shall include programs and activities offered by TSU to facilitate the delivery of essential services to the students that include culture and arts, sports development, medical and dental, admission and scholarship.
- d. **Culture and Arts.** Shall refer to the set of activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.
- e. **Sports Development.** These shall include programs designed for physical fitness and wellness of students.
- f. **Medical and Dental.** Shall refer to the provision of primary health care and wellness program. It shall also include primary dental care and hygiene program.
- g. **Admission.** Shall refer to services that shall take care of the processing of students' entrance and requirements.
- h. **Scholarship.** Shall refer to the management, generation and/or allocation of funds for scholarship and financial aid to deserving students.
- i. **Student Development Services.** These shall include programs and activities designed for the enhancement and deepening of leadership skills and social responsibility, which include student discipline, student publication and student organization.
- j. **Student Discipline.** Shall refer to the judicious implementation of institutional rules and regulations governing student behavior and conduct.
- k. **Student Publication.** Shall refer to the official publication/ organ/journal and such other student oriented print and non - print media of the university and/or college.
- l. **Student Organization.** Shall refer to the recognition/ accreditation, supervision and monitoring of student group including the evaluation of their activities. It shall also refer to the student body duly organized and elected at large by the students themselves, with due recognition and authority from the University, as the students' official representative in matters concerning them.


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ARTICLE 55. National Service Training Program

- Section 1. The National Service Training Program, headed by a Program Director shall be responsible in carrying out the academic policies of the University insofar as they affect the NSTP. The NSTP shall be divided into three areas and headed by a coordinator.
- a. The Coordinator of the Literacy Training Service (LTS) shall be in-charge to train the students to teach literacy skills to school children, out-of-school youths and other segments of society in need of their services.
 - b. The Coordinator of the Civic Welfare Training Service (CWTS) shall in-charge of activities contributory to the general welfare and the betterment of life for the members of the community of the enhancement of its facilities, especially those devoted in improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services.
 - c. The Senior Military Officer detailed by the Armed Forces of the Philippines to the University shall be known, for military purposes, as the Commandant of Cadets and, for academic purposes, as the Coordinator of the Reserved Officer Training Corps Unit (ROTCU). ROTC refers to the program component, institutionalized under sections 38 and 39 of Republic Act 7077, designed to promote military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.

ARTICLE 56. Alumni Affairs


- Section 1. The Office of the Alumni Affairs (OAA) shall be headed by a Director appointed by the TSU Board of Regents upon the recommendation of the University President.
- Section 2. The OAA shall service as the link between the alumni and the Administration and shall be responsible for organizing and activating the graduates of the Tarlac Trade School, Tarlac School of Arts and Trades, Tarlac College of Technology and Tarlac State University.

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- Section 3. The OAA shall develop and implement programs that offer value to the alumni and help the University achieve its vision.
- Section 4. The OAA shall create opportunities for Alumni to connect with each other and the University and cultivate in them the culture of giving back to their Alma Mater.
- Section 5. The OAA shall be responsible in impressing upon the alumni their role in the development of the University not only as valued supporters and donors but more importantly as partners in development who contribute to and benefit from connections with each other and the University.

ARTICLE 57. International Affairs

- Section 1. The Office of International Affairs (OIA) shall be headed by a Director appointed by the TSU Board of Regents upon the recommendation of the University President.
- Section 2. The OIA shall take charge of the Transnational Education Program and International Programs of the University with partner foreign institutions and service providers on matters of international academic arrangements, faculty, staff and student mobility, research collaboration, extension services, cultural exchanges, scholarships, endowments, donations and other related matters.
- Section 3. The OIA shall ensure that the University abides by all laws, rules and regulations prescribed by the Commission on Higher Education (CHED), Department of Foreign Affairs (DFA), Bureau of Immigration and Deportation (BID) and other relevant government agencies and institutions in the implementation of the Transnational Education program and international programs of the University.
- Section 4. The OIA shall be responsible in identifying and forging linkages of cooperation and agreement with foreign institutions and service providers in support of the internationalization effort of the University.

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CHAPTER 4. RESEARCH AND EXTENSION SERVICES

ARTICLE 58. Offices under the Vice President for Research and Extension Services

- Section 1. The overseeing of the research and extension services of the university shall be vested upon the vice president for research and extension services.
- Section 2. The office of the vice president for research and extension services shall be supported by the following offices:
- a. Research
 - b. Extension Services
 - c. Gender and Development
 - d. Technology Development, Transfer and Commercialization

ARTICLE 59. University Research Office (URO)

- Section 1. The URO shall be headed by a Director who shall be designated by the University President who shall have a co-terminus appointment status without prejudice to re-designation, subject to the confirmation of the Board of Regents. He/she shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with experience in research and development management, at least administrative experience and an academic rank of at least Associate Professor I.
- Section 2. Department Research Chair shall be designated by the President as recommended by the College Dean.
- Section 3. The functions of the chair, the duties and responsibilities of research personnel and faculty researchers and all other matters pertaining to research operations shall be governed by the TSU Research Operational Manual.
- Section 4. The Office shall supervise the following units:
- Analytical Services Laboratory and Natural Products Research Center which shall discover and develop drugs and food supplements from natural sources and provision of testing

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services to internal and external clients to assess water and food quality.

Center for Tarlaqueno Studies which shall serve as the principal venue of the Province of Tarlac on historical and cultural materials. Pamantasang Sentro ng Wikang Filipino which shall spearhead the use, promotion, development and preservation of Filipino and other language in the Province of Tarlac.

Research Services which shall provide assistance towards the effective implementation of the research agenda of the University among the colleges.

ARTICLE 60. The University Extension Services Office


- Section 1. The Office of the University Extension Services Office shall be composed of the Director and Cluster Chairs as technical staff on the various extension areas of concern and programs. The Director of Extension Services Office shall be confirmed by the Board of Regents upon the recommendation of the President with a co-terminus appointment status unless sooner terminated. He/she must be at least master's or doctorate degree holder with specialization in extension, rural development or development communication, community development with an academic rank of at least Associate Professor 1, with at least experience in extension services and administrative experience.
- Section 2. Program Extension Chair shall be designated by the President as recommended by the College Dean.
- Section 3. The functions of the chair, the duties and responsibilities of extension personnel and service providers and all other matters pertaining to extension operation shall be governed by the University Extension Services Guide and the University Extension Quality Management System Manual.
- Section 4. UESO shall have its supervision to the following units/sections:
- a. Industry Development Extension which shall be in charge of the development of the Micro, Small, Medium Enterprises (MSMEs).



- a. Extension Support Services which shall be in charge of skills training and knowledge transfer.
- b. Center for Sustainable Community Development which shall be in charge planning, coordination and implementation of programs pertaining to the development of marginalized communities.
- c. Regional Center on Resources and Development of Indigenous Peoples which shall be in charge of programs pertaining to resources management, and the planning, coordination and implementation of development-oriented projects for indigenous peoples or indigenous cultural communities.
- e. Professional Development Services who shall be in charge of capacity building to professionals including technical/ consultancy assistance.
- f. Special Projects who shall be in charge of reforms and development-oriented projects, students' extension project, etc.

ARTICLE 61. Center for Gender and Development

- Section 1. The CGAD Office shall be composed of the Director, Research Assistant, and Administrative Staff and College Coordinators.
- Section 2. The Director of the CGAD Office shall be appointed by the Board of Regents upon the recommendation of the President.
- Section 3. The functions of the office, the duties and responsibilities of the CGAD personnel, CGAD Focal Point System (CFPS) members, coordinators and staff and all other matters pertaining to the operation of the office shall be governed in the CGAD Manual.
- Section 4. The CGAD Office shall have supervision of the following units:
- a. Center for Gender Studies
 - b. Child Care Center

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ARTICLE 62. Technology Development, Transfer and Commercialization

- Section 1. The Office of Technology Development, Transfer and Commercialization shall be composed of the Director and at least two technical staff.
- Section 2. The functions of the office as well as the duties and responsibilities of the director and technical staff shall be governed by the TDTCO Manual.
- Section 3. TDTCO shall have supervision of the following units:
- a. Intellectual Property Registration Unit
 - b. Commercialization and Technology Transfer Unit
 - c. Technology and Business Development Showcase Center
 - d. The Innovation and Technology Support Center



CHAPTER 5. PLANNING AND QUALITY ASSURANCE

ARTICLE 63. Functions of the Vice President for Planning and Quality Assurance (VPPQA) and Offices

Section 1. The office of Vice President for Planning and Quality Assurance shall focus on issues on planning and development, on performance monitoring and evaluation, and on quality assurance, innovation and productivity improvement. It shall have the following general functions:


- a. Facilitates the process of institutional planning and development by adopting appropriate approaches and documentation;
- b. Coordinates and facilitates the conduct of monitoring and evaluation of performance, analysis and decision making;
- c. Assesses, coordinates and facilitates the institution's sustained certification or accreditation including its program offerings;
- d. Assists in the formulation and supports implementation of institutional policies and guidelines on quality assurance and improvement of institutional performance [governance]; and
- e. Assesses, supports and advocates institutional innovations for productivity and continual quality improvement.

Section 2. The office of Vice President for Planning and Quality Assurance shall be supported by the following offices:

- a. Institutional Planning and Development Office
- b. Institutional Performance Monitoring and Evaluation Office
- c. Quality Assurance Office
- d. Integrated Management System Office

ARTICLE 64. Institutional Planning and Development Office (IPDO)

Section 1. The Institutional Planning and Development Office provides central direction in the formulation of strategic and operational development plans to the university. Undertakes monitoring and evaluation on the implementation of development programs and execution of policies and other institutions standards.

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Performs such other related duties and responsibilities as may be assigned by the VPPQA or as may be required by the law.

ARTICLE 65. Institutional Performance Monitoring and Evaluation Office (IPMEO)

Section 1. The Institutional Performance Monitoring and Evaluation Office monitors and evaluates the institutional performance on relevance and fulfillment of objectives, and development efficiency, effectiveness, impact, and sustainability.

Formulates strategies, policies and procedures, and systems for the university's performance monitoring and evaluation.

Provides substantial administrative support to performance monitoring, evaluation and enhancement at all levels on the university.

Performs such other related duties and responsibilities as may be assigned by the VPPQA or as may be required by the law.


ARTICLE 66. Quality Assurance Office (QAO)

Section 1. The Quality Assurance Office shall formulate strategies, policies and procedures, and systems for the university's quality assurance and enhancement.

Promotes and implements sustainable quality assurance and enhancement framework in accordance to the university's vision, and strategic development framework.

Provides substantial administrative support to quality assurance and enhancement at all levels of the university, and supports the accreditation processes for external organizations.

Performs such other related duties and responsibilities as may be assigned by the VPPQA or as may be required by the law.


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ARTICLE 67. Integrated Management System Office (IMSO)

Section 1. The Integrated Management System Office shall monitor and evaluate audits, and provides support on the compliance to standards and statutory regulations required under the integrated management system at all levels of the university and external stakeholders. Coordinates and facilitates the dissemination of knowledge and information, the conduct of internal and external audit, the preparation and submission of reportorial requirements both to internal and external parties.

Extends support and assistance on formulation strategies, policies and procedures, and systems for the university's continual improvement and sustaining its integrated management system certification and enhancement.

Performs such other related duties and responsibilities as may be assigned by the VPPQA or as may be required by the law.

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BOOK II

THE ADMINISTRATION OF PERSONNEL, FINANCES AND PROPERTIES

CHAPTER 1. RECRUITMENT AND APPOINTMENT OF PERSONNEL

Article 68. General Provisions.

- Section 1. Opportunity for employment in the University shall be open to all qualified citizens of the Philippines. Positive efforts shall be exerted to attract the best qualified persons, preferably from among the outstanding graduates of the University, to enter the service.
- Section 2. Selection of employees for appointment in the University shall be made strictly on the basis of merit and fitness, in accordance with the policies, rules and procedures and the qualification standards established by the Civil Service Commission and such other evaluation criteria as may be adopted by the University.
- Section 3. Selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation.
- Section 4. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant position shall also be posted in at least three (3) conspicuous places in the University for at least ten (10) calendar days. Other modes of publication shall be considered.
- Section 5. All personnel of the University shall be appointed by the University President. The precise terms and conditions of every appointment shall be stated in writing.

Article 69. The Merit Promotion Plan and System of Ranking Positions

- Section 1. The University shall establish Merit Promotion Plan and System of Ranking Position each for the faculty and the non-teaching



personnel which shall be administered in accordance with the provisions of the Civil Service law and the rules, regulations and standards promulgated by the Civil Service Commission.

Section 2. The Merit Promotion Plan and System of Ranking Position shall include provisions for a definite screening process and shall define the composition of Selection Board which shall assist the University President in the judicious and objective selection and promotion of employees in the University.

Article 70. Regular Faculty and Administration Support Personnel

Section 1. The policies and procedures established in the Merit Selection Plan for Faculty shall be observed in the appointment and promotion of faculty.


Section 2. Recruitment and appointment of non-teaching personnel shall be made on the basis of the qualification standards, rules and regulations promulgated by the Civil Service Commission and the policies and guidelines set forth in the Merit Selection Plan for Non-teaching personnel.

Article 71. Non-Regular and Contractual Personnel


Section 1. When the exigency of the service so requires, the University shall recruit non-regular and contractual faculty and non-teaching personnel in accordance with the existing laws, rules and regulations and subject to the availability of funds for the purpose.

Section 2. Appointment of personnel to any non-regular and contractual position in the University shall not carry with it any vested right to reappointment or renewal of contract of appointment much less to security of tenure of office, nor said contractual appointment be construed as a continuation of a previous contractual employment of the same person to the same position. Each contract of service to undertake a specific work shall be treated as a separate contractual employment.

Section 3. For purposes of determining the effectivity of contracts of services, the date of execution or signing between the University President or his duly authorized representative and

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the contractual employee shall be the controlling date, or in its absence, the date of notarization. Periods of service in the contract shall be stipulated to take effect not earlier than the date of execution of contract of both parties concerned and to automatically terminate at the end of the said period without necessity of a prior notice.

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CHAPER 2. TERMS AND CONDITIONS OF EMPLOYMENT

ARTICLE 72. Working Hours

- Section 1. Non-teaching personnel and faculty shall render not less than eight (8) hours a day for five (5) working days a week, or a total of forty (40) hours per week exclusive of time spent for lunch.

- Section 2. Any deviation from the normal official hours, such as the flexible working hours may be allowed, subject to the discretion of the University President taking into consideration the applicable law and regulations appertaining thereto.


- Section 3. Full time faculty members shall render a maximum of 40 working hours a week which shall include the actual classroom instruction workload and other teaching related activities such as but not limited to lesson and syllabi preparations and consultation with students, including research and extension works.

- Section 4. Part time members of the faculty shall carry a workload of not more than 12 hours a week and shall also be available for consultation with students.

- Section 5. When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendering of overtime services, even during Saturdays, Sundays, and holidays, by any faculty member or non-teaching employee of the University with additional compensation or as otherwise provided for by applicable laws and regulations.

- Section 6. It shall be the duty of the head of department or unit to require all personnel under him/her to strictly observe the prescribed working hours.

- Section 7. Service credits shall be given to faculty members rendering services during teacher's vacation leave and overtime whenever necessary.

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ARTICLE 73. Service Report/Certificate of Service/Daily Time Record

- Section 1. With the exception of the University officials enumerated in the immediately succeeding section, all members of the faculty and non-teaching personnel shall be required to submit their duly accomplished daily time records or service report to the Human Resource Management and Development Office within five (5) days following the last day of each month. Non-submission of said document shall be a valid reason to hold the salary and other compensation of the employee concerned until he submits the same.
- Section 2. The following officials of the University shall be exempted from using the biometrics system in accomplishing daily time record:
- a. University President
 - b. Vice-Presidents
 - c. Chief, Deans and Directors
 - d. University and Board Secretary
 - e. Unit Heads
 - f. In the case of b and c above, the University President shall certify for their having rendered services as such, if so required by a competent higher authority.
- Section 3. Every head of department or unit of the University shall require the proper accomplishment of the daily time records of all personnel under him, including those on field assignments, to be kept in prescribed form and place.
- Section 4. For regular and non-regular non-teaching personnel, the use of biometrics shall be observed, while certificate of service (COS) shall be accomplished by accomplished by a regular teaching personnel.
- Section 5. Falsification or irregularities in the observance of working hours and the keeping and accomplishment of daily time records shall be valid grounds for appropriate disciplinary action.

ARTICLE 74. Faculty Workload

Section 1. All University personnel with academic rank shall teach.

Section 2. Teaching and Curricular Activities

a. Equivalent Credit Unit per Week

- 1) Faculty workload will be based mainly on teaching contact hour per week (CHW) expressed as 1 CHW = 1 unit.
- 2) The number of preparations shall be credited with 0.5 unit/subject taught.
- 3) The computation of workload for actual teaching contact hour will be as follows:


3.1) For either lecture or recitation classes of up to 50 students per class:

- Undergraduate: 1 CHW = 1 unit
- Graduate: 1 CHW = 1.25 units
- For a class with more than 50 students, an additional 0.05 unit per student shall be credited but not to exceed 4.0 units per class.

3.2 Laboratory fieldwork (25 students/class) and practical work classes (4 students/class):

- 1 CHW = 0.8 unit for both undergraduate and graduate courses
- For a class with more than the minimum number of students, an additional 0.05 unit per student shall be credited

Item	Regular Faculty Members	Department Chairpersons	Deans/Directors
Actual teaching contact hours	18	15	6
Administrative, co- and extra-curricular activities	0	3	12
Total	18	18	18

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- Section 3. Thesis Advisement Undergraduate: 0.5 per student, with a maximum of 6 student advisees only, unless there are no other available advisers in the particular field/ area of specialization. Graduate: 1.0 unit for Chairman and 0.5 unit for member of the Advisory Committee. Credit unit for thesis advisement shall be given only when the student is enrolled in the thesis. For thesis critic, 0.3 per student but not to exceed a total of 3.0 units.
- Section 4. The normal full load of faculty members will be 18 units of actual teaching contact hours or 15 units of actual teaching hours plus 3 units of co- and extracurricular load. The distribution of credit units for the different categories of faculty members will be as follows:
- Section 5. Overtime pay in the form of honoraria may be given for courses held outside the regular official time or on Mondays and/or Saturdays.
- Section 6. A maximum overload of twelve (12) hours is allowed each faculty member, provided that the faculty has obtained a supervisor's evaluation of Very Satisfactory in the preceding semester or with exemplary teaching performance. Any excess load on top of twelve (12) units shall not be paid. Consultancy, mentoring and thesis advisorship shall not be considered overload but considered as Equivalent Teaching Load (ETL) but shall be given honorarium in accordance to university rules and regulations.
- Section 7. Holders of non-academic rank who are qualified to teach may be tapped to teach outside of their official time and shall be paid by the hour based on existing policies and guidelines.


ARTICLE 75. Basic Salaries

- Section 1. All members of the faculty and non-teaching personnel shall receive salaries in accordance with the salary schedule issued by the Department of Budget and Management.
- Section 2. Non-regular and/or contractual employees shall be entitled to compensation stipulated in their contracts of employment, as prescribed by applicable laws, rules and regulations.



ARTICLE 76. Additional Compensation

- Section 1. All regular employees shall be entitled to other compensations such as allowances, year-end bonus, cash gift and other forms of compensation or rewards (i.e. PRAISE) in accordance with existing laws and regulations.
- Section 2. Authorized officials of the University shall be entitled to fixed representation and transportation allowances and other incentives prescribed by existing laws and regulations.
- Section 3. Members of the faculty or non-teaching personnel who are designated by the University President to perform other duties and functions in addition to those prescribed in their appointive positions may be entitled or be afforded with such other forms of additional compensation as allowed under existing law and regulations for extra services rendered.

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CHAPTER 3. CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS

ARTICLE 77. Advancement in Rank or Position

- Section 1. Advancement in rank or position of faculty and non-teaching employees of the University shall either be by promotion to next higher position or by appointment to an upgraded or reclassified position, usually accompanied by an increase in salary.
- Section 2. The policies and procedures established in the Merit Promotion Plan and System of Ranking for both faculty and non-teaching personnel of the University shall be strictly observed in the promotion and advancement in rank or position.
- Section 3. The Civil Service rules and procedures for promotion of employees in government service shall be supplementary to duly approved Merit Selection Plan of the University.
- Section 4. Upgrading and reclassification of positions in the University shall be subject to adherence to University Policy and approval of higher authorities (BOR, DBM and CSC).

ARTICLE 78. Appointment of University Professors

- Section 1. Subject to the provisions of applicable laws and regulations, and the confirmation of the Board of Regents, the University President shall appoint University Professor/s from among the qualified full-pledged professors of the University.
- Section 2. To qualify for the position of University Professor, a faculty with a full-pledged professorial rank must have reached the required number of credit points for the position, as prescribed by pertinent laws and regulations, and must be an outstanding scholar, scientist, or artist, must have expert knowledge in at least one field and a broad understanding of other branches of knowledge along his field of expertise, and must be regionally, nationally, and/or internationally recognized in his field.




ARTICLE 79. Professor Emeritus

Section 1. Minimum Qualifications. A Professor Emeritus is an award granted to a retired faculty member who meets the following criteria:

- a. Must have a rank of Full Professor upon retirement.
- b. Must have rendered at least 20 consecutive years of active and faithful service to the institution.
- c. Must have demonstrated excellence in the service and made meritorious contribution/s to the enrichment of knowledge in the field he/ she has been teaching.
- d. Must be a person with integrity be it in the academic community or in the area where he/ she is residing.
- e. Must be a Filipino citizen

Section 2. Selection Guidelines

- a. The search will be managed by a special committee of five (5) members composed of the following:
 - i. The Vice-President for Academic Affairs as permanent Chairperson
 - ii. Two (2) faculty members coming from the same discipline where the nominee is being nominated on with a rank of at least Associate Professor
 - iii. Two (2) faculty members coming from other colleges/ units within the University with a rank of at least Associate Professor.
- b. The Special Committee shall be appointed by the President through the VPAA upon the recommendation of the Department where the nominee is being recommended.
- c. A unanimous decision by the committee is required for a nominee's endorsement to the Academic Council.
- d. awardee shall also enjoy other privileges enjoyed by a professor, i.e. office space, use of library, and the
- e. To qualify for the search, a nominator who thinks/ feels that he/ she has the right nominee will accomplish a nomination form and submit the same to the search committee. The nominator must come from the college where the professor retired.

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- f. A professor emeritus is given a teaching load with a remuneration equivalent to the current salary of full professor computed on an hourly basis. The awardee shall also enjoy other privileges enjoyed by a professor, i.e. office space, use of library, and the like for the duration of his/ her service.
- g. Once the title is granted the honor will be for a lifetime but the service is limited to seventy (70) years of age.
- h. The Academic Council shall act on the nomination/s for approval by the Board of Regents.

ARTICLE 80. Professorial Chair

Section 1. Objectives

To recognize faculty members who have made outstanding contribution in their field of specialization with local and national/ international impact.

To encourage faculty members to work harder in the academic atmosphere to serve the university and country; and

To provide a model for budding/ aspiring academicians in the university.

Section 2. Procedures/ Guidelines in Giving the Award

1. Criteria for Selection


- a. Academic Background. A candidate for a professorial chair should be a full time faculty member, of permanent status with the rank of Assistant Professor or higher; as a general rule, he should have served TSU as faculty members for at least 10 years; and should have taught at least three (3) regular courses, graduate or undergraduate, during the last year immediately preceding the award.
- b. Research/ Publication Output. This criterion includes any research, publication, creative, scientific or scholarly work done by the candidate. This should have contributed significantly to his field of specialization, i.e. the work improved/ contributed to the field of study nationally/



- internationally. In applying this criterion, quality, quantity and relevance shall always be considered.
- c. Teaching Competence and/or Administrative Performance. The candidate should have obtained an outstanding performance in teaching for the last three (3) years.
 - d. Service to the University and the Nation via the Field of Specialization. This criterion includes public service activities (within the University, in other government agencies or in other institutions, community work e.g. training programs, specialist support, extension information and action programs).
 - e. Others. The candidate should have shown exemplary conduct in relation to his/ her dealing with other constituents of the University; he/ she has no pending administrative, civil or criminal cases. Its recommendation to the COD for approval.
 - f. The COD submits its recommendation to the Administrative Council for the final selection of the awardee/s.

2. Conditions of the Award

- a. Professorial chairs for each of the following disciplines shall be awarded by the University to deserving faculty member every year: Biological Sciences (basic or applied), Physical Sciences (basic or applied), Social Sciences (basic and applied) and Humanities.
- b. An honorarium as stipulated and approved by the BOR shall be given to a professorial chair awardee. This will come from the general funds. (This does not include professorial chairs supported by special funds).
- c. The professorial chair awardee shall be required to give one (1) lecture on his/ her line of specialization during the award year in a university-wide seminar. Experts in the field will be invited during the lecture seminar. The honorarium will be paid to the awardee immediately after the lecture.
- d. Bound copies of the professorial lecture shall be distributed to the Library and for publication.

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CHAPTER 4. PERFORMANCE EVALUATION AND INCENTIVE AWARD SYSTEMS

ARTICLE 81. Performance Evaluation System

- Section 1. The performance of all University personnel shall be evaluated in accordance with the Strategic Performance Management System (SPMS) adopted by the University which shall be administered in such manner as to continually foster the improvement of individual employee efficiency and organizational effectiveness. All future issuances of the CSC related to performance evaluation of all personnel shall be considered.
- Section 2. The performance evaluation system may provide for at least five (5) adjectival ratings, such as outstanding, very satisfactory, satisfactory, unsatisfactory, and poor.
- Section 3. No employee shall be considered for promotion unless the last performance rating is at least very satisfactory. Performance ratings of officials and employees shall also be the main basis in the granting of the productivity incentive bonus, if available.

ARTICLE 82. Program on Awards and Incentives for Service Excellence (PRAISE)

- Section 1. The PRAISE Committee shall be created in pursuant to Memorandum Circular No. 19, s. 2005 of the Civil Service Commission.
- Section 2. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the university.
- Section 3. It shall be composed of the University President or authorized representative, VP for Administration and Finance, VP for Academic Affairs, Planning and Development Office Director, Finance Director, Budget Officer, Head of the Human Resource Management and Development Office, President of TSUFPU and President of NASA.

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CHAPTER 5. HUMAN RESOURCE DEVELOPMENT

ARTICLE 83. General Provisions

- Section 1. In order to achieve the objective of bringing about highly educated and professionalized manpower resources, the University shall develop and implement a continuing program of training and development, and/or scholarship programs for its faculty and non-teaching personnel.
- Section 2. Selection of participants to training and development program shall be based on actual needs of the University for specialization and enhancement of competence, taking into consideration the development program thrusts and development plan of the Institution.
- Section 3. The University creates Personnel Development Committee, with the Vice President for Academic Affairs as Chairman and the Human Resource Management Office as Secretariat which shall formulate rules to implement the personnel training and development programs of the University for approval of the University President and confirmation of the Board of Regents, subject to the provisions of established policies and guidelines.

ARTICLE 84. Scholarship Availment

- Section 1. Determining Scholarship Slots. Selection of scholars is premised primarily on university needs and not on seniority. Scholarship slots must be in consonance with established priorities and shall be evolved as follows:
- a. University Administration Level**
- (1) Over-all faculty/staff development priority needs are to be established by the Administrative Council.
 - (2) Overall priority needs shall be based on the priority needs defined by their respective units in the university based on university's thrusts.
 - (3) The listing of overall needs of all units in the university shall be coordinated by the Human Resource Management and Development Office (HRMDO for the Office of the President for the guidance of the Administrative Council.

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- (4) Priority needs so evolved shall be clearly laid/ spelled out for the guidance of all concerned.

b. Vice-President's Level

- (1) The Vice Presidents, in consultation with their respective unit heads shall evolve a faculty/staff development plan for their respective programs
- (2) In essence, this plan establishes priority areas within each program and defines the program's priority needs as far as manpower development is concerned.

c. Deans/ Unit Heads Level

- (1) The Unit head in consultation with the department chair (s) shall formulate a faculty development program for his/her college.
- (2) The faculty development program shall reflect the college's/unit's 5-year development plan.
- (3) The college's/unit's 5-year development program shall clearly spell out the priority needs or areas of the college/unit.
- (4) Maintain the baseline 10% of faculty on scholarships in programming faculty/ staff to be developed. Non-funded scholarship is not included in the 10% quota.
- (5) Priority shall be given for Ph.D. since a master's degree is the minimum requirement for college teaching.
- (6) Faculty members without master's degrees are advised to take advance studies subject to the provisions of the University Faculty Development Program and HRD Guidelines. They have to earn their master's degrees within five (5) years from the date of their initial hiring, otherwise, their appointment will not be renewed, if applicable.

d. Department/Division Chair

- (1) The department chair in consultation with the faculty/ staff shall establish the priority needs of his/her department based on the following:
 - i. courses it offers/functions of the department;
 - ii. profile of its faculty/staff as far as academic preparation is concerned; and
 - iii. five-year development plan of the department/ division.



- Section 2. Administration of the Scholarship Program. The scholarship program shall be administered by the respective Vice-Presidents and coordinated by the HRMD Office for the Office of the University President.
- a. Screening of applicants prior to endorsement to the President and final consideration by the Administrative Council shall be done by the concerned Vice-Presidents through respective management councils using established and approved criteria/guidelines.
 - b. Dean's/Director's nominations for scholarship for the ensuing year shall be forwarded to their respective Vice-Presidents in October each year and subsequently endorsed to the President and the Administrative Council for deliberation not later than November.
 - c. The scholar's performance shall be monitored by the HRMD Office and transmits the same to the University President and the Vice Presidents concerned regularly (i.e. at the end of each semester prior to the next).

ARTICLE 85. Sabbatical Leave

- Section 1. Sabbatical assignments may be granted to members of the faculty to encourage study, investigation and research, book writing, extension service, consultancy, volunteer work or rest to improve their competency for service to the University or may be granted as an incentive for loyalty and a form of gratuity for dedicated service and significant contributions to the milestones of the University.
- Section 2. A sabbatical assignment for a period of one (1) year with full payment of salary and all monetary and non-monetary benefits due to a permanent TSU employee may be granted to a member of the faculty, if, in the judgement of the President, his/her record as a faculty or researcher in the University puts no doubt on the fulfillment of the objectives of the assignment and that he/she has served well the University for at least (10) consecutive years, the last (2) years of which he/ she carries the rank not lower than Assistant Professor 1. If sent abroad, full transaction payment shall be provided by the University should funds be available for that purpose. The sabbatical leave shall



be spent for study, investigation and research, or book writing-
subject to existing policies on research and study and other per-
tinent rules and regulations of the University.

Section 3. A sabbatical assignment for a period of one (1) year with full payment salary and all monetary and non-monetary benefits due to a permanent TSU employee may be granted to a member of the faculty, if, in the judgement of the President, his/her record as a faculty or researcher in the University puts no doubt on the fulfillment of the objectives of the assignment and that he/she has served well the University for at least twenty five (25) consecutive years, the last two (2) years of which he/she carries the rank not lower than Associate Professor 1. If sent abroad, full transaction payment shall be provided by the University should funds be available for that purpose. The sabbatical leave shall be spent for student, investigation and research, book writing, creative work, consultancy, extension work, or volunteer work subject to existing policies on research, extension services and study and other pertinent rules and regulations of the University.

Section 4. A sabbatical assignment for a period of one(1) year with full payment of salary and all monetary and non-monetary benefits due to a permanent TSU employee may be granted to a member of the faculty, who has served the University as a President, Vice President, Dean, or Director and has served the University for at least thirty (30) consecutive years, the last two (2) years which he/ she carries the rank not lower than Associate Professor V. If sent abroad, full transaction payment shall be provided by the University should funds be available for that purpose. Such is granted as an incentive for loyalty and as a form of gratuity for his/her dedicated service and significant contributions to the milestones of the University and does not impose any requirement or obligation upon completion of the sabbatical period. He/she may also opt to teach (6) units as a honorarium load during the duration of his/her sabbatical leave.

Section 5. Application Procedure

- a. Faculty applies for sabbatical leave in writing to the University President through channels not later than six (6) months before the expected start of the sabbatical leave.



- b. The applicant must be recommended by the Department Chairperson, Dean/ Director and Vice-President concerned to the University President for action by the Administrative Council.
- c. Application must be accompanied with a proposed program of work and details therein the activities that will be undertaken within a specific time frame and where the leave shall be, and other documentary requirements as may be prescribed.
- d. Sabbatical leave may be granted to three (3) deserving faculty members at one time per academic year.

Section 6. Privileges

- a. A sabbatical leave shall only be granted for a period of one (1) year with full pay subject to the approval of the Board of Regents. The sabbatical leave shall commence at the start of the semester.
- b. While on sabbatical leave, he/she shall be entitled to salary adjustment and all other monetary and non-monetary benefits, if any.

Section 7. Responsibilities of the Grantee


- a. Attend full time to his/her sabbatical leave program at the designated place/institution.
- b. Complete his/her research or extension program within the sabbatical leave period approved by the Board of Regents and compliant to all applicable requirements as prescribed in the University Research Manual or University Extension Manual.
- c. Submit a written final report of his/her output and Plan of Work to:
 - Board of Regents
 - University President
 - Vice-President for Academic Affairs
 - HRDMU
 - University Library
- d. Failure to comply with the service contract shall mean the refund of all salaries and other monetary benefits received by the Grantee during the sabbatical leave within reasonable time.



- e. Comply with all relevant sabbatical leave guidelines/ rules as provided In the HRDMU Guidelines of the University.
- f. Submit his/her final written output within one (1) month following the expiration of the sabbatical leave. Non-submission of the output would mean suspension of or withholding of salary and other monetary benefits of the Grantee.
- g. Should be grantee experience life-threatening circumstances or acquire debilitating medical condition such as suffering from stroke, heart attack and the like, suspension of the sabbatical leave may be affected for a maximum period of six (6) months, to allow the grantee to recover from his/her illness. Should the medical condition render the grantee permanently incapable of pursuing the sabbatical leave assignment, the sabbatical leave may be terminated with no payback.

ARTICLE 86. Faculty/Staff Attending Classes on Weekends

- Section 1. A faculty/staff may apply in writing to the University President to attend classes towards a degree on Saturdays and Sundays if:
- a. the degree program he/she intends to pursue is related to his field of specialization or the work he/she is performing at the time of his application; and
 - b. attendance in weekend classes does not jeopardize his/her functions in the university as attested to by his/her dean/ director and the Vice-President of the program/office he/ she comes from.
- Section 2. Application must have a written endorsement of the Vice-President of the program/office he/she comes from for approval of the Administrative Council and the Board of Regents.
- Section 3. Applications must be submitted to the HRMDU through the concerned Vice President not later than six (6) weeks before the intended day of attendance in weekend classes.
- Section 4. Attendance in weekend classes should be in line with the Faculty/Staff Development Program that they must enroll in the fields of study that are within the priority needs of the University.

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Section 5. The degree/ units earned will not be recognized by the University in terms of educational qualifications, NBC No. 461 and promotion if the faculty or staff member attended weekend classes without the approval of the University.

ARTICLE 87. Attendance in Seminars, Conventions, Workshops, Conferences and Trainings.

Section 1. Nominations of participant(s) in seminars, conventions, workshops, conferences, trainings shall be decided upon by the department(s) or division(s) concerned who shall submit names of nominees to the dean/ director(s) for transmittal to the program's Vice President who shall act on the nominations.


Section 2. The concerned Vice-President shall have the discretion with the approval of the University President on the number of participants whose registration and other expenses shall be borne by the University provided that faculty/staff invited to present a paper, serve as reactor, discussant or moderator be given priority. Interested parties other than those approved by the respective Vice-President to go on official business may attend on official time.

Section 3. Aside from the priorities mentioned in No. 2, priority shall also be given to members of the organization sponsoring the conference, seminar, workshop, convention or training.

Section 4. Participants shall provide the University Library a copy of the materials such as handouts given to participants during the seminar/ convention/ workshop/ convention or training.

Section 5. Participant (s) shall echo seminar, convention, workshop, conference training within 8 weeks after attendance in the same.

Section 6. A copy of certificate of attendance, participation to seminars, workshops, conference, convention, must be submitted to HRD Office (CSC requires report of participation).

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CHAPTER 6. PERSONNEL RELATIONS AND WELFARE SERVICES

ARTICLE 88. General Provisions.

Section 1. In order to achieve the objective of bringing about highly educated and professionalized manpower resources, the University shall develop and implement a continuing program of training and development, and/or scholarship programs for its faculty and non-teaching personnel.

ARTICLE 89. Health, Safety and Social Services

Section 1. In order to sustain a high level of productivity and morale among the faculty and staff, the University shall:

- a. Take proper steps towards the creation of an atmosphere conducive to management-employee relations and improvement of the morale of the University personnel by making provisions for health, safety, welfare, counseling, recreation and other related services;
- b. Keep and maintain workplace clean and free from hazards that are causing or likely to cause ill health and injury to employees or damage to property; and
- c. Provide security measures for the safety and protection of persons and properties inside the campus.


ARTICLE 90. Personnel Relations

Section 1. To promote harmony and better management-employee relationship and cooperation, the University shall:

- a. Provide a system of informing the faculty and staff of their rights and privileges, as well as the rules governing their duties, obligations and conduct;
- b. Facilitate the dissemination of information and the discussion of ideas among the officials and employees. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their works;
- c. Encourage voluntary activities, whether athletic, social, recreational or field trips provided that such activities are



- conducive to the well-being of the faculty and staff and consistent with the objectives of personnel development; and,
- c. Encourage faculty and staff to form, join or assist employee organizations or work councils of their choice for purposes not contrary to law.

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CHAPTER 7. OTHER EMPLOYEE BENEFITS AND PRIVILEGES

ARTICLE 91. Leave of Absence

Section 1. Subject to the provisions of Civil Service and other applicable laws, rules and regulations, leave benefits of officials and employees of the University shall include but not limited to following:

- a. Vacation Leave
- b. Sick Leave
- c. Teacher's Leave for Faculty
- d. Maternity Leave
- e. Paternity Leave
- f. Parental Leave for Solo Parents
- g. Leave for Voluntary Training
- h. CNA Leave
- i. Military Leave
- j. Special Leave Privileges such as funeral/mourning leave, graduation leave, enrollment leave, wedding/ anniversary leave, birthday leave, hospitalization leave, accident leave, relocation leave and such other special leave benefits as may be granted by existing and subsequent laws and orders.


Section 2. All officials and employees of the University shall be required to go on forced vacation leave for a minimum of five (5) working days which need not be successive, subject to the provisions of applicable laws and regulations.

ARTICLE 92. Leave Without Pay

Section 1. Leave without pay not exceeding one (1) year may be granted to an employee in addition to the vacation and/or sick with pay provided that such employee has no more leave earned to his credit, subject to pertinent rules and regulations.

ARTICLE 93. Unexplained Absence of at Least Thirty Days

Section 1. Any member of the faculty, officer, or employees of the University shall be dropped from the service for unexplained

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absence of at least (30) days after the expiration of the period of the leave granted.

ARTICLE 94. Social Security and Insurance Benefits

Section 1. The University shall participate and enforce a compulsory membership of all qualified employees in the Government Service Insurance System (GSIS) to provide them with social security, insurance and other benefits, subject to such limitations as may be provided by law.


Section 2. Subject to the provision of applicable laws and regulations, the University shall also effect the membership, compulsory or otherwise, as the case may be, of its employees in all government-sanction programs for Philhealth, employees' compensation and State Insurance Fund, Home Development Mutual Fund, and other related benefits for their welfare and well-being.

ARTICLE 95. Study Privileges for Legitimate Children

Section 1. Children of regular employees and those who died in line of duty or in the service of the University, shall be entitled to free tuition and other privileges as may be deemed proper, upon enrollment, subject to the admission requirements and other applicable policies and guidelines adopted by the University.

ARTICLE 96. Retirement Privileges

Section 1. Retired members of the academic staff shall enjoy University Library Privileges and shall receive, upon request, publications of the University which are generally furnished to the faculty. They may also be entitled to such other privileges which, in the opinion of the President, the University can grant; and they shall be invited to participate in major University programs and activities, and may also be allowed to teach as part-timers consistent with the existing policies.

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CHAPTER 8. ACCOUNTABILITY OF UNIVERSITY PERSONNEL

ARTICLE 97. Code of Conduct and Ethical Standards

- Section 1. All personnel of the University must uphold the time-honored principle that public office is a public trust and must at all times be accountable to the people.
- Section 2. The University personnel shall observe the rules implementing the provisions of Section 12 of Republic Act 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."
- Section 3. The aforesaid rules shall be interpreted in the light of the Declaration of Policy stated in Section 2 of the abovementioned Code as follows: "It is the policy of the state to promote high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest."

ARTICLE 98. Civil Service and University Rules and Regulations


- Section 1. It is incumbent upon every employee of the University to strictly observe and adhere to the rules and regulations promulgated by the Civil Service Commission which aim to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service.
- Section 2. Officials and employees of the University shall likewise be expected to abide by the policies, rules and regulations adopted by the Board of Regents and the Councils, and the memoranda or orders issued from time to time by the University President and other competent authorities and to discharge their duties and responsibilities in accordance with the vision, mission, and objectives of the University. Section 1, Article XI, 1987 Philippine Constitution.

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CHAPTER 9. COMPLAINTS AND GRIEVANCES

ARTICLE 99. General Provisions

- Section 1. Employees of the University shall have the right to present their complaints or grievances to the management and have them adjudicated as expeditiously as possible in the best interest of the University and the employee concerned.
- Section 2. Without necessarily adhering to legal technicalities, employees' complaints and grievances shall be resolved at the lowest possible level in the University and the employee shall have the right to appeal such decision to higher authorities free from any form of reprisal or discrimination.
- Section 3. Possible areas for complaints and grievances are working conditions, work assignment, tools and equipment, work processes, job placement, employee tenure, salary rates, transfer of assignment, exercise of discretion, rules and regulations, interpretations of policies and guidelines and other matters involving the morale of employees.
- Section 4. The University shall promulgate a Grievance Machinery that shall govern the expeditious, fair and equitable adjudication of complaints and grievances in accordance with the policies enunciated by the Civil Service Commission. Such set of guidelines shall prescribe the composition of the Grievance Committee tasked to implement the provisions of this Article.

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CHAPTER 10. RIGHT TO SELF ORGANIZATION

ARTICLE 100. General Provisions

- Section 1. All University employees, irrespective of employment status, can form, join or assist employees' organization of their own choice for purposes not contrary to law for the furtherance and protection of their interests. They can also form, in conjunction with appropriate authorities, labor-management committees, work councils, and other forms of workers' participation schemes to achieve the same objectives.
- Section 2. High-level employees whose functions are normally considered as policy making or managerial or whose duties are of highly confidential in nature shall not be eligible to join the organization of rank-and-file employees. They can, however, form and join an association of their own.

ARTICLE 101. Protection of the Right to Organize

- Section 1. University employees shall not be discriminated against in respect to their employment by reason of their membership in employees' organizations or participation in the normal activities of their organizations. Their employment shall not be subject to the condition that they shall not join or shall relinquish their membership in the employees' organizations.
- Section 2. University authorities shall not interfere in the establishment, functioning or administration of employees' organizations through acts designed to place such organizations under the control of any University authority.
- Section 3. Subject to the pertinent provisions of the Constitution and applicable laws and regulations on the right of government employees to form associations, the University employees' organizations are encouraged to have constant dialogues with the University administration and as far as practicable, use peaceful means in settling labor management disputes and not to resort to illegal strikes, demonstrations, mass leaves, walk-outs and other forms of mass actions which will result in stoppage of work or disruption of University functions and operations.



CHAPTER 11. DISCIPLINE

ARTICLE 102. General Provision

Section 1. No official or employee of the University shall be removed or suspended except for cause as provided by law and after due process.

ARTICLE 103. Disciplinary Jurisdiction

Section 1. As provided under existing laws and regulations, the University President shall have concurrent jurisdiction with the Regional Office of the Civil Service Commission to investigate and to hear, through a hearing officer or a committee duly constituted for the purpose and decide matters involving disciplinary actions against officials and employees of the University. Such decision shall be final and executory in case the penalty imposed is suspension for not more than thirty (30) days or fine not exceeding thirty (30) day salary. In case the decision rendered by the University President is appealable to the Civil Service Commission, a motion for reconsideration shall first be filed with the Office of the University President, and if denied, an appeal shall then be lodged with the Commission and pending appeal, the decision shall be executory.


ARTICLE 104. Grounds for Disciplinary Action

Section 1. The administrative offenses specified under E.O. 292, and existing Civil Service laws and its implementing rules and regulations on personnel discipline shall be the grounds for disciplinary action.

Section 2. Administrative offenses with its corresponding penalties are classified into grave, less grave, and light, depending on the gravity of its nature and effects of said acts on the government service.

ARTICLE 105. Commencement of Administrative Disciplinary Action

Section 1. An administrative disciplinary action shall be commenced at the instance of the University President or by the filing of the

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appropriate complaint by any person against any official or employee of the University on any of the grounds prescribed by law and regulations with the Office of the University President. The said complaint shall be in writing and under oath; otherwise, the same shall not be given due course.


- Section 2. No action shall be taken on an anonymous complaint unless there is an obvious truth or merit to the allegations thereof. No employee shall be required to answer or comment on an anonymous complaint.

ARTICLE 106. Committee on Personnel Discipline

- Section 1. There shall be a Committee on Personnel Discipline to be constituted by the University President which shall be headed by at least third ranking official of the University and shall include the University Legal Counsel.

- Section 2. The Committee shall formulate the rules in the conduct of administrative investigations in accordance with the Civil Service rules and regulations without necessarily adhering to the technical rules of procedures applicable to judicial proceedings.

- Section 3. The Committee shall make the necessary report and recommendation to the University President within the period prescribed by applicable rules and regulations after having duly conducted the investigation of a case brought before it.

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TITLE IV

ADMINISTRATION OF UNIVERSITY FINANCES


CHAPTER 1. THE UNIVERSITY BUDGET

ARTICLE 107. General Provisions

- Section 1. The Annual Budget of the University shall be prepared within the context of existing budgetary laws, policies and regulations of the government. It shall conform to the plans of the University and shall ensure effective, efficient and economical methods of achieving objectives.
- Section 2. All income generated by the University from tuition and other fees and charges, as well as those derived from the operation of auxiliary services including land, and facility rentals shall be retained by the University and shall constitute a special fund or revolving fund, as the case may be, for the use of the University, subject to existing accounting and auditing laws and regulations. Such funds shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds.


ARTICLE 108. Preparation of Budget Proposal

- Section 1. Not later than the end of the first quarter of every year, a duly constituted committee on Budget Preparation with the Director/ Chief for Finance Office as Chairman with the head of Budget Section as Vice-chairman, the heads of representatives of the various units of the University as Members shall convene to consolidate and submit to the University President the annual budget proposal of the University for the ensuing year for recommendation and submission to the appropriate higher authorities for approval.
- Section 2. Prior to the convening of the Committee on Budget Preparation, the Chairpersons of the various academic departments and heads of administrative offices of the University shall submit to the Committee, through their

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respective representative, the annual budgetary requirements of their offices to be prepared in accordance with the prescribed guidelines, which requirements shall be justified on the basis of the actual needs of each office and the development programs of the University. The budgetary requirements shall include the Project Procurement Management Plan (PPMP) for each office which shall be consolidated into an Annual Procurement Plan (APP). The APP includes a listing of supplies, materials, infrastructure projects and equipment needed for the ensuing year.

Section 3. Pending approval of the annual budget for the current fiscal year, the University shall operate on the basis of the budget of the preceding year.

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CHAPTER 2. EXPENDITURES

ARTICLE 109. General Provisions

Section 1. The University expenditures include all charges against the funds of the University for current operating expenditures, capital outlays, and provisions for retirement and long-term obligations. The charges are both the amounts actually paid and those incurred and recorded as liabilities to be paid in the future.


ARTICLE 110. Certification of Availability of Funds

Section 1. No funds shall be disbursed, and no expenditures or obligations chargeable against any authorized allotment shall be incurred or authorized in any unit of the University without first securing the certification of the University Accountant as to the availability of funds and the allotment to which the expenditures or obligation may be properly charged.

Section 2. No obligation shall be certified to accounts payable unless the obligation is funded on a valid claim that is properly supported by sufficient evidence and unless there is proper authority for its incurrence.

ARTICLE 111. Prevention of Irregular, Unnecessary, Excessive, Extravagant or Unconscionable Expenditures

Section 1. University officials and employees are enjoined to prevent irregular, unnecessary, excessive extravagant or unconscionable expenditures as defined by pertinent law and regulations, or Commission on Audit (COA) issuances.

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CHAPTER 3. DISBURSEMENTS

ARTICLE 112. General Provisions

Section 1. Disbursements constitute all cash paid out during a given period either in currency, check, ADA or in other forms that may be prescribed by law.

ARTICLE 113. Basic Requirements

Section 1. The following basic requirements applicable to all classes of disbursements must be complied with:

- a. Certificate of availability of funds;
- b. Approval of claim or expenditures by the University President or his duly authorized representatives;
- c. Documents to establish validity of claim;
- d. Conformity of the expenditure to existing laws and regulations; and,
- e. Proper accounting treatment.

Section 2. Disbursement of University funds shall be governed by the following rules:

- a. Revenue funds shall not be paid out of any depository except in pursuance of an appropriation law or other specific statutory authority;
- b. Trust fund shall not be paid out of any depository except in the fulfillment of the purpose for which the trust was created and upon authorization of the University President or his duly authorized representative, and subject to pertinent laws, rules and regulations; and
- c. Revenue and trust funds shall not be withdrawn from any depository except upon instruments of withdrawal approved by the University Presidents or his duly authorized representatives.



CHAPTER 4. CASH ADVANCE

ARTICLE 114. General Provisions

Section 1. Ideally, cash shall be handled under the general principles of the imprest system, to wit:

Daily receipts on collections must be deposited intact with the proper bank; and, All payments must be made by check except in instances when it may be very difficult, impractical or impossible to make payments by check. In such case, payments may be made by the disbursing officer in the form of cash through his cash advance.

ARTICLE 115. Types of Cash Advances

Section 1. Cash advances may either be regular or special.

Section 2. Regular cash advances are those granted by cashiers and disbursing officers for any of the following purposes:


- a. Salaries and wages;
- b. Commutable allowances;
- c. Honoraria and other similar payments to officials and employees; and,
- d. Petty operating expenses consisting of small payments.

Section 3. Special cash advances are those granted on the explicit authority of the University President only to duly designated disbursing officers or employees for other legally authorized purposes, such as:


- a. Current operating expenditures of an activity of the University undertaken in the field; and, b. Local and foreign travel expenditures.

ARTICLE 116. Guidelines in the Granting and Utilization of Cash Advances

Section 1. Both permanent and non-permanent officials and employees shall be granted cash advances.

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- Section 2. Only duly appointed or designated disbursing officers shall perform disbursing functions, except those given cash advances for local and foreign travel.
- Section 3. Only one disbursing officer shall be assigned/designated for a specific legal purpose except when designation of additional disbursing officers for the same purpose is fully justified by the University President.
- Section 4. Transfer of cash advance from one accountable official to another shall not be allowed.
- Section 5. The cash advance shall be used only for the specific purpose for which it was granted.
- Section 6. No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him is first settled or a proper accounting thereof is made.
- Section 7. No cash advance shall be granted on account of infrastructure or other undertakings in a project basis.

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CHAPTER 5. PERSONNEL SERVICES

ARTICLE 117. Payment of Salaries, Wages and Allowances

- Section 1. The basic requirements for payment of salaries and wages are:
- a. Existence of a legally created position, permanent or contractual, with fixed compensation or emolument attached to the practice;
 - b. Issuance of valid appointment;
 - c. Rendition of service being paid; and,
 - d. Payment to the right person.
- Section 2. Salaries and allowances of University employees shall be paid in legal tender of the Philippines or its equivalent in cash through the Cashier's Office or through a government depository bank.

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- Section 3. Payment of salaries and wages under special circumstances such as those intended for employees on detail or temporary assignment, de facto officers as defined by law, employees called to military service, employees on leave of absence, and other circumstances shall be governed by applicable laws and regulations.
- Section 4. University officials and employees shall be granted allowances and honoraria only on the basis of specific provisions of law and regulations. employees called to military service, employees on leave of absence, and other circumstances shall be governed by applicable laws and regulations.
- Section 5. University officials and employees shall be granted allowances and honoraria only on the basis of specific provisions of law and regulations.
- Section 6. Payment of salaries and wages shall be made twice a month, first on or about the 10th and the second on or about the 25th day of the month.

ARTICLE 118. Salary Retention or Deduction

- Section 1. It shall be unlawful for a Cashier or other fiscal officer to draw or retain from the salary any amount or contribution or payment of obligation other than those due the government, except as may otherwise be provided.
- Section 2. The following forms of deduction are allowable.
- a. Withholding tax;
 - b. Premium for GSIS and retirement insurance, Medicare and PAG-IBIG
 - c. Settlement of government claims against the employee;
 - d. Disallowance from accounts;
 - e. Allotment of a fixed monthly amount to members of the family or dependent of an employee upon written authorization from the same to the disbursing officer; and,
 - f. Deposits and repayment of loans owing to government lending institutions or associations organized and managed by the University employees upon written authorization from the same to the disbursing officer



CHAPTER 6. PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS

ARTICLE 119. General Provisions


- Section 1. All procurement and requisitions shall be made in accordance with the provision of R.A. 9184 and R.A. 9184 IRR, and other existing rules, regulations, an implementing guidelines adopted by the University in accordance with the Commission on Audit rules.
- Section 2. As a general rule, all contracts for public service such as for furnishing supplies materials and equipment, infrastructure, and consulting services shall be entered by the University through public bidding, in accordance with existing accounting and auditing rules and regulations.

ARTICLE 120. Public Bidding

- Section 1. As a general rule, no contracts for public service, or for furnishing supplies, materials and equipment shall be entered by the University without public bidding, in accordance with existing accounting and auditing rules and regulations.
- Section 2. The above requirements of public bidding may only be relaxed on instances cited in the provision on alternative modes of procurement.

ARTICLE 121. Alternative Methods of Procurement

- Section 1. Subject to the prior approval of the University President or his duly authorized representative, and whenever justified by the conditions provided in R.A. 9184, the University, in order to promote economy and efficiency, resort to alternative methods of procurement. In all instances, the University shall ensure that the most advantageous price is obtained.
- Section 2. Limited Source Bidding. Otherwise known as selective bidding, this method of procurement of goods and consulting services, involves the direct invitation to bid by the University from a set of pre-selected suppliers or consultants with known expertise and proven capability on the requirements of the particular contract.

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Section 3. Direct Contracting. Otherwise known as single source procurement, this is a method of procurement of goods that does not require elaborate bidding documents. The supplier is simply asked to submit a price quotation or a pro- forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations.

Section 4. Repeat Order. This is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through a competitive bidding. Repeat orders from the previous winning bidder may be resorted to by procuring entities only in cases where the procured item is clearly superior to the other bids not only in terms of the price quoted but also in terms of equipment reliability, availability of spare parts, after-sales service and delivery period, among others.


Section 5. Shopping. This is a method of procurement of goods whereby the University simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/ regular equipment to be procured directly from suppliers of known qualifications.

Section 6. Negotiated Procurement. This is a method of procurement whereby the University directly negotiates with a technically, legally and financially capable supplier, contractor or consultant. This is, however, applicable only after two (2) failed biddings.

ARTICLE 122. Bids and Awards Committee (BAC)

Section 1. The University President shall constitute a Bids and Awards Committee (BAC) to decide winning bids and questions of awards on procurement in accordance with the existing laws and regulations. To expedite the procurement process for practical intents and purposes, the University President may create separate BACs where the number and complexity of the items to be procured shall so warrant.


Section 2. The members of the BAC, Technical Working Group (TWG) and BAC Secretariat shall be entitled to the payment of

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honoraria subject to availability of funds and relevant DBM guidelines.

ARTICLE 123. Payment of Contract

- Section 1. The University shall in no case make advance payments for services not yet rendered or for supplies, materials and equipment not yet delivered under any contract thereof.
- Section 2. No payment partial or final shall be made by the University on a contract entered into, unless all requirements appertaining thereto are complied with.

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CHAPTER 7. SALE AND DISPOSAL OF UNIVERSITY PROPERTY

ARTICLE 124. General Provisions

Section 1. The sale or disposal of any property of the University shall be in accordance with existing laws, rules and regulations.

ARTICLE 125. Disposal of Property


Section 1. Valueless or unsalable property of the University shall be condemned either by pounding or throwing beyond recovery.

Section 2. Disposable property may also be transferred with or without cost to other government agencies.

Section 3. In exceptional cases and for meritorious reasons, disposable University property may be donated to charitable, scientific and cultural organizations.

ARTICLE 126. Sale of Property

Section 1. Properties which are in good and top conditions but are not and shall never be used by the University may be sold through public auction or negotiation if deemed to be for the best advantage of the University.

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**TITLE V
ADMINISTRATION OF PROPERTIES**

CHAPTER 1. CUSTODIANSHIP OF PROPERTY

ARTICLE 127. Persons Primarily and Secondarily Accountable for Government Property

Section 1. The President of the University is immediately and primarily responsible for all government property pertaining to the University, and the University officials and employees entrusted with the possession or custody of said property shall be immediately responsible to him/her without prejudice to the liability of either party to the government.

Section 2. Each head or unit or office of the University shall be primarily accountable of all the government property assigned or issued to his/her unit or office. The faculty or staff entrusted with the possession or custody of government property under the accountability of head or unit or office shall be immediately accountable to such officer.


ARTICLE 128. Accountable Officer: Bond Requirement

Section 1. Custody or possession of government property is the basis of accountability.

Section 2. Every official or employee of the University whose duties permit or require the possession or custody of government property shall be accountable therefore and for the safekeeping thereof in conformity with law. As such, he shall be properly bonded in accordance with law.

ARTICLE 129. Insurance of Property

Section 1. The University President through his duly authorized representative shall secure from the Government Service Insurance System (GSIS) directly all insurance and bonds covering properties, contracts, rights of action and other insurance risks of the University, including all those in which the University has insurable interest only.

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ARTICLE 130. Use of Government Movable Property

- Section 1. Equipment issued by the property officer for official use of University officials and employees shall be covered by Memorandum Receipt (MR) for equipment subject to applicable laws and regulations.

- Section 2. Due care shall be exercised in the use of equipment; otherwise, they will deteriorate rapidly. If the equipment is used by several persons, the unit head concerned shall designate one of them to be responsible for its proper care and upkeep.

- Section 3. No property shall be used or taken out of the office having accountability of the same without prior written approval of the authorities concerned.

- Section 4. Every officer or employee accountable for government property shall be liable for its money value in case of improper unauthorized use or misapplication thereof, by himself/herself or by any person for whose acts he/she may be responsible. He/she shall likewise be liable for all losses, damage or deteriorated occasioned by negligence in the keeping or use of the property, whether or not it be at the time in his actual custody.

- Section 5. When the equipment issued to an employee is no longer needed by him/her the same shall be returned to the property clerk who shall surrender the corresponding original of the Memorandum Receipt to the said employee. Similarly, unused supplies previously issued from stock when no longer needed for further official use shall also be returned.

- Section 6. No equipment shall be dismantled or repaired unless authorized by the President and certified by the Accountant as to availability of funds for such activity, and provided further, the estimated cost per repair shall not exceed fifty percent of its present value.

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ARTICLE 131. Use and Operation of Government Motor Vehicles

- Section 1. In general, all motor vehicles owned and operated by the University shall be constituted into a motor pool under the direct supervision of the Director for Physical Plant and General Services Office, provided, that the Board may authorize alternative mechanisms to promote economic use of vehicles.
- Section 2. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations of the University and the pertinent provisions of existing laws, rules and regulations, as well as COA circulars on the matter.



CHAPTER 2. BUILDINGS AND GROUNDS

ARTICLE 132. Names of Buildings and Other Structures

Section 1. University buildings, grounds, streets, and other structures may be named after Filipino heroes, the founder of the University, outstanding past administrators, personnel and students of the University; distinguished government officials, and prominent private citizens who may have contributed a major role in the establishment or construction of a given structure, education discipline, and significant historical events or places in the Philippines. A committee shall be constituted to recommend to the University President the appropriate names to be given to such buildings, grounds, streets and other structures of the University.

ARTICLE 133. Maintenance and Repair of Building and other Physical Structures

Section 1. All buildings and other physical structures of the University shall be properly inventoried and insured, and shall comply with the safety requirements provided for in the National Fire and Building Code and other pertinent laws and regulations.

Section 2. The maintenance of grounds and buildings of the University shall be under the immediate supervision of the Director for Physical Plant and General Services Offices, or any official duly designated by the President, who shall be responsible for the supervision and control of the personnel assigned to maintain buildings and grounds.

Section 3. University buildings and premises used for academic purposes shall be under the direct supervision of the concerned Unit Heads, Department Chairmen and other officials concerned who shall be responsible for the upkeep and maintenance of the buildings assigned to them.

Section 4. Other University buildings used for other purposes shall be under the direct supervision of the official-in-charge of such buildings who shall be designated accordingly.




- Section 5. No repair of buildings shall be undertaken if estimated cost exceeds fifty percent of its present appraised value.
- Section 6. No building shall be demolished unless properly recommended for condemnation by the Appraisal Committee to be composed of authorized representatives from the University and other concerned agencies of the government as prescribed under existing law and regulations, and provided further, that all other requirements are complied with.
- Section 7. All trees and other landscape structures with plants shall be preserved and maintained. The university prohibits on the illegal cutting of trees without permits from proper authorities as per existing environmental and natural resources rules and regulations.

ARTICLE 134. Use of Buildings, Premises and Equipment

- Section 1. It shall be incumbent upon the University officials and employees to exercise due care and diligence in the use of its facilities. In this respect, the University President shall promulgate rules and regulations for the use thereof in accordance with existing rules and laws.
- Section 2. Except those specifically provided under applicable policies and regulations, official, student, and/or faculty activities shall have priority in the use of school activities and shall have priority in the use of school buildings or any other property intended for instructional purposes belonging to the University, provided, however, that the use of facilities shall not be in conflict with more important programs of the University.
- Section 3. The university prohibits on the defacing, demolition, altering of buildings, rooms and other permanent structures without approval by higher authorities.


ARTICLE 135. Solicitation within the University's Buildings and Grounds

- Section 1. No solicitation for funds, canvassing for the sale of merchandise, subscriptions, sale of tickets and any other promotional or charity schemes shall be conducted in the buildings or grounds

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of the University without the previous approval of the President or hi/her duly authorized representative.

Section 2. Streamers, placards and similar materials which are used to announce, advertise or publicize events, products or the like shall not be posted or placed in any of the buildings or grounds of the University without the written permission of the President or his duly authorized representative.

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CHAPTER 3. RESPONSIBILITY FOR SUPPLIES AND MATERIALS

ARTICLE 136. Recording and Inventories of Supplies, Materials and Equipment

- Section 1. It shall be the prime responsibility of the University to promote greater service and economy in the use of supplies and materials. For this purpose, an adequate and complete record system shall be maintained by the University and periodic inventory of the same shall likewise be conducted.
- Section 2. For effective control of supplies and materials, the University shall strictly adhere to the rules and regulations prescribed by the Commission on Audit and other competent authorities.
- Section 3. Physical stocktaking is an indispensable procedure for checking the integrity of supplies and proper custodianship and should be regarded with importance.



**BOOK III
THE ACADEMIC AFFAIRS**

**TITLE VI
ACADEMIC POLICIES**

CHAPTER 1. COVERAGE

ARTICLE 137. General Provisions

Section 1. The academic policies and guidelines prescribed under this title shall apply to all the Colleges of the University.

**CHAPTER 2. ACADEMIC CALENDAR, SCHEDULE AND
SIZE OF CLASSES**

ARTICLE 138. Academic Calendar


Section 1. The academic calendar shall be based on the calendar issued by the Commission on Higher Education, the details thereof shall be prepared by the Director, Admission and Registration Office subject to the approval of the University President. It provides the schedule of the activities for the whole academic year.

Section 2. The academic calendar is divided into two (2) semesters of at least 18 weeks each, exclusive of registration periods. Each semester shall consist of at least one hundred (100) class days. A summer session of six (6) weeks follows the second semester. Class work in the summer session is equivalent to class work in one (1) semester. The first implementation of the shifting of academic calendar from June to August begins in August 2015 and ends in May.

Section 3. Graduate Programs at TSU operates on trimester since AY 2013-2014.

ARTICLE 139. Schedule of Classes


Section 1. The schedule of classes shall be prepared and issued by the College Deans in consultation with their Program/Department

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Chairpersons, Director of Registration and Admissions and the Vice President for Academic Affairs.

ARTICLE 140. Class Size

- Section 1. The size of a class in every subject shall depend upon the level of instruction, the nature of the subject and other factors that promote conducive teaching-learning process to be determined by the College Dean and the Vice President for Academic Affairs.
- Section 2. The standard class size shall be as follows:
- a. Lecture/ Recitation 45-50 students
 - b. Laboratory 30-35 students
- Section 3. Additional class/section may be opened subject to all the following conditions:
- a. At least thirty (30) students may petition for general basic courses, and at least fifteen (15) for major courses;
 - b. An instructor with the appropriate expertise is available;
 - c. The required number of students needed for the opening of both basic and major courses, however, may be waived for graduating students or those students who are scheduled to enroll in Practice Teaching/Apprenticeship/ Field Practice in the succeeding semester;
 - d. The application for petition should be made using the prescribed form which may be obtained from the Office of the Vice President for Academic Affairs or Office of the College Dean, and, request shall be recommended by the Department Chairperson and approved by the Dean.
- Section 4. The preceding sections on class size shall not apply to undergraduate/graduate programs with a small enrollment, for graduating classes, and such other classes as may be authorized by the Vice President for Academic Affairs upon recommendation of the Dean.
- Section 5. No graduate class shall be opened unless there are at least three (3) students. However, a section with only one student

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may be opened provided that the subject is the only one remaining as shown in the student's approved study program.

- Section 6. No class shall be divided into sections to suit the personal convenience or to increase the teaching load of the individual instructor/professor.
- Section 7. The University/College may limit its enrollment, if reasonably necessary, subject to the approval of the President.



CHAPTER 3. DISMISSAL OF CLASSES, SUSPENSION OF CLASSES, CHANGE OF SCHEDULE AND CONSULTATION HOURS

ARTICLE 141. Dismissal of Classes


- Section 1. The instructor/professor is expected to dismiss his/her class 10 minutes before the prescribed time.
- Section 2. If the instructor/professor is late for class, students should not leave the classroom until the first quarter fraction of the scheduled class time has passed.
- Section 3. If the instructor/professor is absent, the class president/officer shall report/refer the matter to the Office the College Dean/ College Secretary.

ARTICLE 142. Suspension of Classes

- Section 1. Classes shall be automatically suspended when the appropriate Storm Warning Signal necessitating the suspension of classes is raised by PAGASA.
- Section 2. Classes may be suspended during College/University-wide activity/ event that require attendance of the faculty and/or students upon the order of the University President or his/her duly authorized representative.
- Section 3. Classes shall be automatically suspended upon the decision made by proper government authorities.
- Section 4. No class shall be suspended for any reason other than those provided in the preceding three sections unless authorized by the University President or his/her duly authorized representative.

ARTICLE 143. Change of Schedule

- Section 1. No change in the official class schedule shall be allowed, nor shall the instructors/professors meet their students for class or term/final examination except at the officially designated time

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and place, unless for a valid reason and without prejudice to the students enrolled in the class.

Section 2. Request to change the class schedule shall be made by the instructor/professor not later than the last day for adding of subjects. It shall be recommended for approval by the concerned Department Chair and approved by the Dean. Copy of the approved request shall be provided the Office of the Vice President for Academic Affairs and the Office of Registration and Admission.

Section 3. No instructor/professor shall meet his/her students for a special/make-up class except when expressly authorized by the Dean concerned.

ARTICLE 144. Consultation Hours

Section 1. The instructor/professor shall allot at least 2 hours per week for consultation hours.


Section 2. The schedule of consultation hours shall be prepared by the instructor/ professor and disseminated to his/her students upon the recommendation of his/her Department Chair and approval of the Dean concerned, not later than the last day for adding.



Chapter 4. STUDENT ADMISSION AND REGISTRATION

ARTICLE 145. Entrance Requirements


- Section 1. The entrance requirements for each course offering shall be prescribed by the dean of the college offering the course as approved by the University Councils and the Board of Regents.
- Section 2. Every applicant for admission shall meet all entrance requirements prescribed by the University:

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- a. Students must have graduated from recognized secondary school;
- b. Students who has not completed the secondary level, but qualified in the Philippine Educational Placement Test (PEPT) or Alternative Learning System (ALS) may be eligible for admission;
- c. Students must not have enrolled in any academic college prior to enrollment as beginning freshmen;
- d. In the case of students coming from foreign countries, they shall be required to meet substantially the entrance requirements prescribed for a course by the University, Commission on Higher Education, Department of Foreign Affairs and Bureau of Immigration; Provided, that their previous training was obtained in an institution of recognized standing; and, Provided, further, that there is a slot for them in the college.

ARTICLE 146. Admission


- Section 1. No student shall be denied for admission to the University by reason of age, sex, nationality, culture and economic status, religious beliefs or political affiliations and physical disability.
- Section 2. Every applicant for admission shall undergo a thorough health examination. No person shall be admitted in this University who is found by the University Health Office to be suffering from a communicable, contagious, or infectious disease or who is physically unfit to take courses in any college of the University.
- Section 3. Upon admission to TSU, every student shall sign the following pledge:
 "In consideration of my admission to the Tarlac State University and of the privileges of students in this institution, I hereby pledge to abide by and comply with all the rules and regulations laid down by competent authorities in the TSU and in college or school in which I am enrolled."
- Section 4. No person who has not duly matriculated may be admitted to any class. In the same manner, no student shall be admitted in class without presenting his/her Certificate of Registration.

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- Section 5. The following rules shall govern the admission of transfer students:
- a. Only students who have already enrolled in a degree program prior to transfer are admitted as transferees, otherwise, they shall be classified as new freshmen and required to take the College Admission Test.
 - b. Admitted transfer students shall be on probation basis until such time as they shall have validated, accredited or repeated all the subjects taken outside the University which are required for their course.
 - c. Transfer students with failures can be accepted, but the policy on scholastic delinquency will apply to them and they shall be on probation status and have to pass all the subjects enrolled as a prerequisite for admission the following semester.
 - d. If the number of units earned outside the University is less than the prescribed units of the course, he shall enroll the course offered in the University.

ARTICLE 147. Validation/Accreditation


- Section 1. All subjects and units taken from any SUC within the last five (5) years at the time of transfer may be credited provided that they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirements.
- Section 2. All subjects and units taken from any private institutions within the last five (5) years at the time of transfer with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) may be accredited provided that they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirement.
- Section 3. Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process.

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- Section 4. Transfer student must take the validation examination for every subject he/ she would like to be validated for advanced credits.
- Section 5. Only subjects earned toward a degree program taken by transferees shall be validated and accredited.
- Section 6. Subjects to be accredited must not exceed 30% of the total number of units prescribed in the curriculum.
- Section 7. Transfer student will not be allowed to enroll in a subject the prerequisite/s of which, taken elsewhere, have not been validated/accredited or repeated.
- Section 9. If the number of units earned outside the University is less than the prescribed units for the course, the student should enroll the course as offered in the University.

ARTICLE 148. Registration

- Section 1. Registration of students shall only be on the regular registration period specified in the approved Academic Calendar.
- Section 2. A student is considered officially enrolled after he/she has made an initial payment of his/her tuition and other fees.
- Section 3. A student must be officially registered in order to receive credit for course work.
- Section 4. A student is not allowed to enroll simultaneously in more than one degree program during his/her stay in the University.
- Section 5. Rules in sequencing of subjects (prerequisites) in the curriculum must be followed strictly during enrolment.
- Section 6. No student enrolled in an outside institution shall be admitted to TSU without a written permit to cross-enroll from the Registrar of that institution and subject to availability of slot. The permit to cross-enroll shall state the total number of units and the subject that he/she is authorized to enroll.


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ARTICLE 149. Regular Academic Load


- Section 1. One academic unit of credit is equivalent to one-hour class lecture, discussion, seminar, recitation, quiz or combination of these forms. Each two- and-a-half to three-hour period of laboratory or fieldwork is credited as one unit.
- Section 2. The total number of units a student may register shall be in accordance with the curricular program the student is enrolled in.
- Section 3. During Summer Term, a student may register for a maximum of nine (9) units only
- Section 4. A senior student who shall enroll in Practice Teaching/Field Practice/ Apprenticeship/ On-the-Job Training in the succeeding semester, or a graduating student may enroll two subjects concurrently, one of which is a prerequisite to the other, provided he/she does not exceed the maximum allowable load for the period prescribed in the course as certified by his/her Registration Adviser.
- Section 5. For the Master's degree program, the minimum course requirement is 42 units inclusive of 6 units thesis work with comprehensive examination.
- Section 6. For the Doctorate degree program, a minimum of 60 units of course work and a comprehensive examination shall be required. A dissertation of 12 units is inclusive of this minimum requirement.
- Section 7. The academic load of employed student, whether full-time or part-time, shall be determined by the Program Chairperson and College Dean concerned.

ARTICLE 150. Academic Overload

- Section 1. Any student may be allowed to carry an overload of not more than six units provided, however, that he/she has a grade point average (GPA) of not lower than 2.25 in all courses taken.


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- Section 2. A senior student, regardless of his/her general weighted average in all subjects taken, may be allowed to carry extra load of not more than six (6) units of courses specified in the degree program.
- Section 3. Only graduating students are allowed to overload but not to exceed 28 units, subject to their academic standing and with the approval of a written request recommended by the College Dean and approved by the Registrar, Admission and Registration Office. During summer term, graduating students shall be allowed a higher load not exceeding 12 units.
- Section 4. In master's and doctoral program, the maximum study load of the regular student shall not exceed 12 academic units per semester. However, graduating students may be allowed to increase their study load to 15 academic units per semester and 9 academic units during summer term, subject to the approval of the Graduate Studies Dean.
- Section 5. University and college scholars may carry an extra load of not more than six (6) units
- Section 6. A graduating student may be permitted to carry an extra load of not more than nine units.
- Section 7. Students who are scholastically delinquent are not allowed to have overload.
- Section 8. Request to carry academic overload should be made in writing and subject to approval by the Adviser and concerned Department Chair and Dean.
- Section 9. Copy of the approved request must be submitted to the Office of Admissions for filing and recording purposes.
- Section 10. Load of transfer students shall be limited only to those subjects without prerequisite until such time the prerequisite subject(s) had already been validated, accredited, or repeated.


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ARTICLE 151. Changing, Adding and Dropping of Subjects

- Section 1. A student may be allowed to change, add, or drop a subject by filling out a prescribed form.
- Section 2. Changing, adding, or dropping of subject shall be made only for valid reasons and stated in writing.
- Section 3. Subject changed, added, or dropped should be with the consent of his/her instructor, recommended for approval by the Registration Adviser, and approved by the Dean.
- Section 4. Changing, adding, or dropping of subject shall be subject to payment of corresponding fees.
- Section 5. Changing or adding of subjects may be allowed within two weeks from the first day of classes during the semester or within the first three days of classes during summer.
- Section 6. Properly processed form for changing, adding, or dropping of subjects must be submitted to the Office of Admission for filing and recording purposes.
- Section 7. Dropping of subjects shall be allowed within two (2) weeks after the last day of the scheduled second term examination during the semester and within one week after the second term examination during the summer term. No dropping of any subject will be permitted after said period unless with valid reasons as determined by the Dean.
- Section 8. Subjects changed or added unofficially or without prior approval by the Dean shall not be given credit.
- Section 9. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his/her curriculum year during the term/semester.
- Section 10. Unofficial dropping of subject shall be given a failing grade of 5.00.

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Section 11. A subject changed shall be cancelled and, therefore, shall not be considered as dropped subject.

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CHAPTER 5. EVALUATION


ARTICLE 152. Classification

Section 1. Students are classified as follows:

- a. A full-time/regular student is one who carries the full load in any given semester as specified in the curriculum;
- b. A part-time or irregular student is one who carries less than the full load specified in the curriculum.
- c. A transfer student is one who studied in another institution and is now registered in the present institution after qualifying for admission.
- d. A foreign student is one who is not a citizen of the Philippines;
- e. A refresher course /audit student signs an agreement in which he/she waives the right to receive and to demand credit for the work done. His/her admission shall be approved by the Vice President for Academic Affairs and the Director, Admission and Registration Office upon recommendation of the Dean of the College where he/she enrolls in.
- f. A working student is one who is employed on a full-time basis in or outside the University. He/She is required to submit to the Admission and Registration Office a permit to study coming from his employer.

Section 2. A student may also be classified based on the Curricular Level Placement:

- a. Freshmen (First Year) Level is one who has not finished the prescribed subjects of first year or has completed 25% of the total number of units required in his/her course.
- b. Sophomore (Second Year) Level is one who has completed his first two year course by finishing more than 25% but not more than 50% of the
- c. total number of units required in his/her course.
- d. Junior (Third Year) Level is one who has completed the first two years of his course by finishing 50% but not more than 75% of the total number of units required in his/her course.

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- e. Senior (Fourth Year) Level is one who has completed the first three years of his course by finishing 75% but not more than 85% of the total number of units required in his/her course.
- f. Terminal (Fifth Year) Level is one who has completed the first four years of his/her course by finishing 85% of the total number of units required in his/her course.

ARTICLE 153. Attendance


- Section 1. The University rules on attendance shall be followed in all Colleges and units including the National Service Training Programs. Students are required to attend classes punctually and regularly.
- Section 2. A student who incurs absences of 20 percent of the required total number of class and laboratory periods or any other scheduled work in given term, shall be dropped from the subject.
- Section 3. Students shall be required to attend all classes starting with the first meeting of every subject Non-attendance in any required class or academic activity constitute an absence. Time lost due to late enrollment shall also be considered as absence.
- Section 4. A student shall be considered absent from class if he/she is not present within the first third fraction of the scheduled class time. In other words, a student is considered absent if s/he arrives after:
- a. The first 60 minutes of a three-hour class;
 - b. The first 30 minutes of a one-hour-and-a-half class; and c. The first 20 minutes of a one-hour class.
- Section 5. A student shall considered late or tardy if he/she arrives in class during the first third fraction of the scheduled class time, that is, if he/she arrives within the time schedules described above.
- Section 6. Three (3) incidences of tardiness shall be considered as one absence from class.



- Section 7. Any student who has incurred absence from the class must, whenever required by the faculty member concerned, obtain an excuse slip from the Guidance Office.
- Section 8. Absence duly authorized in writing by the university by reason of officially representing the university at some function or affair shall be excused. The Dean/Chairperson shall inform the faculty member/s concerned.
- Section 9. Absence due to illness may be excused if the student submits a medical certificate issued by the University Medical Office or any other physician: provided that, in the latter case, the medical certificate shall be authenticated by the University Medical Office and presented to the Guidance Office for the issuance of an excuse slip.
- Section 10. Excused absences shall be for time missed only. All works covered by the class during the student's absence shall have to be made up by the student within a reasonable period of time.
- Section 11. Three (3) successive unexcused absence shall be reported by the faculty member concerned to the Guidance Office who shall call for the student and notify his/her parents or guardians.
- Section 12. A student who has been absent for at least 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject for the semester or any academic period, shall be automatically dropped from the class roll, and the Registrar shall be advised accordingly.
- Section 13. No student shall be denied access/entry to class due to tardiness. Student may, however, be marked absent and may not take part in any graded oral or written recitation.

ARTICLE 154. Prerequisite/s of Subjects

- Section 1. The rules on sequence of subjects in the curriculum of the course being taken must be followed.
- Section 2. Enrolling in and attendance in a subject without passing its prerequisite/s shall not be given academic credit.

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Section 3. A senior student who shall enroll in Practice Teaching, Field Practice, Apprenticeship, or On-the-Job Training in the succeeding semester, or a graduating student may enroll two subjects concurrently, one of which is a prerequisite to the other, provided he/she does not exceed the maximum allowable load for the period prescribed in the course as certified by his/her Registration Adviser. This should be approved by the Dean and the Vice President for Academic Affairs. However, if the student failed the prerequisite subject, the higher subject shall not be given credit.

Section 4. Subjects common to all colleges must have the same prerequisite/s unless otherwise specified in the curriculum.

ARTICLE 155. Enforcing a New Curriculum

Section 1. When a new curriculum is enforced, only new students or freshmen shall be covered.

Section 2. A student shall follow the same curriculum that he/she started within the maximum length of time allowed for residence.

ARTICLE 156. Substitution of Subjects

Section 1. Substitution of subjects shall be allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.

Section 2. Every petition for substitution must involve subjects allied to each other and with the same number of units or greater than the units of the required subject.

Section 3. No substitution shall be allowed for a subject prescribed in a curriculum in which the student has failed, except when the subject is no longer offered, provided, that the proposed substitution substantially covers the same subject matter as the required subject.



- Section 4. Petition for substitution must be recommended by the Chair of the Department and approved by the Dean and the VP for Academic Affairs.
- Section 5. Copy of the approved petition must be submitted to the Office of Admission for recording and filing purposes.

ARTICLE 157. Examination and Grading System

- Section 1. The maximum period for each subject examination shall be three (3) hours.
- Section 2. Two scheduled examinations shall be given per semester as follows:
Mid Term Examinations **Final Examinations**
- Section 3. **Grading System**

The work of students shall be rated at the end of each term in accordance with the following system:


For the Graduate Level:

Grade Point	Description
1.0	Excellent
1.25	Superior
1.50	Very Good
1.75	Good
2.0	Passing
Lower than 2.0	No Credit
INC	Incomplete

For the Undergraduate Level:

Grade Point	Description	Grade Point	Average
1.0	Excellent	A+	99 - 100
1.25	Very Good	A	96 - 98
1.50	Very Good	A-	93 - 95
1.75	Good	B+	90 - 92
2.0	Good	B	86 - 89
2.25	Satisfactory	B-	83 - 85
2.50	Satisfactory	C+	80 - 82
2.75	Passing	C	77 - 79
3.0	Passing	C-	75 - 76
4.0	Conditional Failure	CF	71 - 74
5.0	Failure	F	50 - 70
INC.	Incomplete	INC	
DRP.	Dropped	D	
UD	Unofficially Dropped	UD	

- Section 4. The grade of "INC" shall be given if a student, whose class standing for the semester is PASSED, fails to take the final examination or fails to complete other course requirements for valid reasons. The student shall be given one (1) school year to complete his/her incomplete grade, otherwise, the "INC" will then be 5.0.
- Section 5. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5.0" shall be given.
- Section 6. Students whose computed final grade in a subject at the end of the semester is 4.0 (conditional failure) shall be required to take the removal examination for the said subject in the same semester. Failure to take the removal examination or failure in the removal examination shall cause the students to get a grade of 5.0


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ARTICLE 158. Leave of Absence

- Section 1. A leave of absence shall mean a non-enrollment of a student from the University for one semester subject to renewal for at most two (2) years. When the leave of absence is not taken in two consecutive years the total leave should not exceed two (2) years.
- Section 2. A leave of absence shall be requested using the prescribed form, stating the reason for the period of the leave.
- Section 3. A student who has to go on leave of absence beyond two (2) years shall be advised to apply for an honorable dismissal, without prejudice to readmission.
- Section 4. A copy of the approved leave of absence must be submitted to the Office of Registration and Admission for recording and filing.
- Section 5. If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for the course has already elapsed, his/her instructors/professors may submit a grade of 5.00 for the subject if his/her class standing is not passing at the time of his/her withdrawal.
- Section 6. No leave of absence shall be granted within two weeks before the last day of classes in the semester.
- Section 7. Students who withdraw from the University without formal leave of absence shall be barred from enrollment in the University.

ARTICLE 159. Honorable Dismissal

- Section 1. Honorable dismissal shall be voluntary withdrawal from the University approved by the Office of Admission at the recommendation of the Dean concerned.
- Section 2. If a student is dropped from the rolls for whatever cause(s), a statement to that effect shall be indicated to his/her honorable dismissal.

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Section 3. The student shall present a clearance showing that he/she has settled all his/her obligations, financial or otherwise, to the University.



CHAPTER 6. GRADUATION

ARTICLE 160. Graduation Requirements

- Section 1. Student who is enrolled in the final term/semester of his/her course work shall file his/her application for graduation to the Dean within three weeks from the opening of classes of the semester or summer they expect to graduate.
- Section 2. A student applying for graduation must be enrolled at the time of application. If he/she has no more course work to enroll, he/she shall be asked to pay the registration fee only.
- Section 3. After the last day of filing application for graduation, as specified in the academic calendar, the Dean or his/her duly authorized representative shall certify to the Office of Registration and Admission a list of the candidates for graduation for the next commencement. The Office of Registration and Admission, in consultation with the Dean, shall then check the academic records of each candidate to ascertain whether any candidate has any deficiency and whether he/she has fulfilled all other University President to graduate in absentia requirements which shall qualify him/her to be a candidate for graduation.
- Section 4. All candidates for graduation must have their deficiencies made up and their records and other requirements for graduation cleared not later than one week before the Academic Council meets to act on the applications for graduation. Those who fail to comply with requirements before the deadline shall not be included in the list of candidates to be recommended for graduation.
- Section 5. A pre-academic council meeting shall be conducted to assess, evaluate and approve candidates for graduation in the College/ Department prior to the University Academic Council meeting.
- Section 6. No student shall graduate unless he/she pays the required graduation fee.

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Section 7. The Office of Registration and Admission shall prepare the list of qualified candidates, indicating their major field and grade point average (GPA), for graduation for the semester/summer for presentation to the Academic Council.

ARTICLE 161. Graduation with Honors

Section 1. A undergraduate student may graduate with academic honors based on the following grade point average (GPA) requirements:

- a. Summa cum laude - GPA of 1.20 to 1.00
- b. Magna cum laude - GPA of 1.45 to 1.21
- c. Cum laude - GPA of 1.46 to 1.75

Section 2. A candidate for graduation who meets the prescribed GPA but fails to satisfy any of the other requirements shall be awarded the "Certificate of Graduation with Academic Distinction."

Section 3. Candidates for graduation in courses with prescribed length of less than four years, the English equivalent, "With Highest Honors", "with High Honors", and "With Honors" shall be used.

Section 4. In the computation of the GPA, the following shall be observed:

- a. Only final grades shall be considered;
- b. Only resident credits shall be included;
- and,
- c. Rounding off of final grades (GPA) shall not be allowed.

ARTICLE 162. Graduation Exercises

Section 1. The degree may be conferred at any commencement convocation. Attendance at the commencement during which the candidate is scheduled to receive the degree is required.

Section 2. In meritorious cases, the candidate may be allowed by the after submitting a valid written request through his/her Dean. The permission should be announced to the Academic Council during its meeting regarding action on candidates for graduation.



- Section 3. Summer graduation and mid-year commencement exercises may be held to accommodate the growing number of graduates.
- Section 4. Candidates for graduation with degrees or titles requiring at least four (4) years of college instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises.
- Section 5. A recognition program shall be held to present and recognize candidates for graduation with academic honors, including those with Special Awards granted in accordance with the rules and regulations of the University.



CHAPTER 7. MISCELLANEOUS RULES/REGULATIONS

ARTICLE 163. Orientation


- Section 1. The Office of the Vice President for Academic Affairs, through the Council of Deans and with the Office of Student Affairs and Services as the lead unit, shall coordinate and conduct an Opening and Orientation Program for all new students within the first week of the first semester to facilitate adjustment to the University environment.
- Section 2. A set of psychological tests for freshman students is provided for by the Office of Student Affairs and Services for guidance purposes.

ARTICLE 164. Wearing of ID and Uniform

- Section 1. As specified by their respective college/department where uniforms are required, students could be penalized by the concerned authority for non-wearing of uniform during prescribed periods/days.
- Section 2. Wearing of the University ID shall be required of all students. Students shall be given a minimum of one week from the start of classes before such regulation shall be enforced. Students who fail to wear their IDs shall be subjected to appropriate University rules and regulations.


ARTICLE 165. Regular and Special Fees

- Section 1. The university charges a fixed amount per unit/hour. Laboratory fees vary according to the laboratory subject.
- Section 2. Students shall pay other fees like registration, library, medical and dental, sports development, guidance, student council, student publication, cultural and other fees approved by the Board of Regents.
- Section 3. The mode of payment for tuition and miscellaneous fees shall be in full or in two equal installments. 50% of the total semester assessment should be paid upon enrollment and the remaining 50% prior to the final examination period.

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ARTICLE 166. Refund of Fees

- Section 1. Students who voluntarily withdraw from the university shall be entitled to a refund of their tuition only in accordance with the following schedule:
1. Within one week from the opening of classes (or 2 days from opening of summer classes) - 70%
 2. Within two weeks from opening of classes (or 3-4 days from opening of summer classes) - 50%
 3. Within the third and fourth weeks from the opening of classes (or 5-6 days from opening of summer classes) - 30%
 4. After the fourth week from the opening of classes (or more than 6 days from the opening of summer classes) - No Refund
- Section 2. The following may request for a refund of tuition even after the fourth week from the opening of classes (or more than 6 days from the opening of summer classes).
1. Students who withdraw on account of illness/total incapacitated certified under oath by the attending physician;
 2. Students who withdraw on account of employment duly certified by the employer concerned; and
 3. Students who have to take a prolonged leave of absence from the university in compliance with a lawful order or for other reasonable causes.
- Section 3. In the case of students who withdraw before the opening of classes, the refund of tuition and miscellaneous fees, which shall be made in accordance with the schedule, shall be counted from the actual date of registration.
- Section 4. In the case of dissolution of a class or the death of a student during the semester, the corresponding payment made shall be refunded in full.

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**BOOK IV: STUDENT AFFAIRS
TITLE VII - STUDENT WELFARE AND DEVELOPMENT POLICIES**

Chapter 1. STUDENT WELFARE AND DEVELOPMENT POLICY

ARTICLE 167. Student Welfare and Development Policies

- Section 1. The different Student Service Offices of the University shall establish policies pertinent to the welfare and development of the students.
- Section 2. Each service office shall establish rules and regulations that will effectively assist students' welfare and development. Policies shall not be prejudicial and discriminatory against any student of the University.

ARTICLE 168. Accidents or Unusual Occurrences


- Section 1. Any student who shall be involved in an accident or unusual occurrence, e.g. fall or medical error, must file a report at the Student Affairs Office for proper documentation and appropriate action.

ARTICLE 169. Campus Security

- Section 1. The University shall establish Student Right-to-Know Policy and Campus Security Code that will provide students, faculty, staff, and employees information related to campus crime statistics, security policies, self-defense programs, criminal background checks, and reporting crime.

ARTICLE 170. Drug and Alcohol

- Section 1. The University shall strictly adhere on NO DRUG AND ALCOHOL POLICY among its students, faculty, staff and employees.
- Section 2. Anyone who will violate the University's, Drug and Alcohol Policy shall be dealt with academic and non-academic sanctions that include suspension, termination of his/her course program, and/or expulsion.

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ARTICLE 171. Equal Opportunity and Non-Discrimination

Section 1. The University shall advocate equal opportunity and will not discriminate on the basis of race, color, religion, ethnicity, gender, age, marital status, sexual orientation, creed or disability in the administration of its institutional mission, vision, goals, and objectives.

ARTICLE 172. Fire and Earthquake Safety

Section 1. The University shall develop an awareness of fire hazards and earthquake safety precaution measures among students, faculty, staff and employees and shall provide the necessary fire equipment in the institution.

Section 2. The University shall schedule yearly fire and earthquake drills. Fire brigade and rescue teams shall be organized which incorporates earthquake safety or other unexpected calamities/ disasters.

ARTICLE 173. Freedom of Expression

Section 1. The University shall promote the right of expression of ideas, including the right of peaceful assembly.


Section 2. It will create rules and regulations as regards the place, reasonable time, manner, and place restrictions on all forms of expression.

ARTICLE 174. Rights of Privacy

Section 1. The University shall institute a Privacy Code regarding student rights of privacy in records, surveys, data gathering, research and experimental programs, and projects.

ARTICLE 175. Rights of Students with Disabilities

Section 1. The University shall adhere to the provisions and policies of Republic Act 7277 or the Philippine Magna Carta for Disabled Persons.

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Section 2. The Institution shall address the disability concerns of its students and shall provide equal rights and educational opportunities and participation for them.

ARTICLE 176. Sexual Harassment/Assault


Section 1. The University shall adhere to the provisions and policies of Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995, which aims to protect and respect the dignity of every Filipino.

Section 2. Any violation of sexual harassment/assault of RA 7877, committed by students, faculty members, staffs and employees of the University shall be dealt according to the provisions of the Act.

ARTICLE 177. Smoking

Section 1. The University shall be a smoke-free environment. It shall impose a NO SMOKING POLICY of cigarettes, cigars, and/or pipes in all its campuses, and burning of any material.

Section 2. The University shall strictly adhere to the provisions of the Tobacco Regulation Act of 2003 (Republic Act 9211) that prohibits the carrying of any lighted tobacco product in public vehicles, schools, health centers, elevators, cinemas, malls and in places where fire hazards are present.

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TITLE VIII- STUDENT ORGANIZATIONS

Chapter 1. PRELIMINARY MATTERS

ARTICLE 178. Definition

Section 1. A student organization shall be any association, club, fraternity, sorority, order, or any other form of group duly recognized and accredited and whose officers and members are students of the University.

ARTICLE 179. Classification


- Section 1. Student organizations shall be classified as voluntary (spontaneous) and involuntary (automatic).
- Section 2. Voluntary organizations shall include fraternities, sororities, academic societies, special interest groups and other similar groups bound by common objectives and interests.
- Section 3. Involuntary organizations shall include class organizations, confederations, councils and others which govern the student body politics and in which the unifying factor is the College/ School enrolment block and curriculum where the student belongs.

ARTICLE 180. Jurisdiction

Section 1. There shall be an Office of Student Organizations which shall have a unit head. The Office will be directly under the supervision and regulation of the Office of Student Affairs.

ARTICLE 181. Faculty Adviser

Section 1. Every student organization shall have at least one (1) permanent faculty adviser chosen by the group and approved by the Office of Student Affairs.

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ARTICLE 182. Accreditation/Recognition

- Section 1. The Office of Student Affairs shall prepare related institutional requirements and policies on matters pertinent to accreditation/ recognition of student organizations in the University.
- Section 2. No student organization shall be allowed to function or operate in the University without an approved authorization from the Office of Student Affairs.

ARTICLE 183. Facilities

- Section 1. No student organization shall be allowed to use University facilities except when there is prior authorization by the President or his/her duly designated representative.

ARTICLE 184. Anti-Hazing

- Section 1. The University shall adhere to Republic Act No. 8049 (*An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Organizations and providing Penalties Therefore*).



Chapter 2. UNIVERSITY SUPREME STUDENT COUNCIL

ARTICLE 185. Creation of University Supreme Student Council

- Section 1. There shall be a University Supreme Student Council (USSC) regardless of the number of Colleges/Schools and campuses. The University Supreme Student Council shall be the highest governing body of the students.
- Section 2. The University shall provide an Office for the Supreme Student Council.

ARTICLE 186. Student Representation

- Section 1. Students shall be represented in the Board of Regents in accordance with Republic Act No. 6764 (*An Act Converting the Tarlac College of Technology to Tarlac State University*).

ARTICLE 187. Governance

- Section 1. The governance of students shall be provided for in an appropriate organizational structure in the Constitution and By-Laws of the University Supreme Student Council. Whenever feasible, the University Supreme Student Council shall provide each bonafide student-member a copy of the Constitution and By-Laws.

ARTICLE 188. Officers, Election and Tenure of Office

- Section 1. The officers of the University Supreme Student Council shall be elected by the student body through direct vote during a general election set forth in the Council's Constitution and By-Laws.
- Section 2. The date and manner of election of the USSC officers and other officers shall be governed by the provisions of its Constitution, and election rules and regulations promulgated by the head of the Office of Student Affairs and the duly authorized members of the commission on elections.



- Section 3. The President shall be the head and chief executive officer of the University Supreme Student Council. During his/her tenure of office, he/she shall not hold any elective position in any political unit of the student body.
- Section 4. The tenure of office of elected USSC officers shall be for one academic year.

ARTICLE 189. Board of Advisers


- Section 1. There shall be a Board of Advisers for the University Supreme Student Council to be chaired by the head of the Office of Student Affairs. The two (2) members shall be chosen by the duly elected USSC officers from among the regular or permanent faculty members of the University whose acceptance of the position shall be done in writing.
- Section 2. The Board of Advisers shall act as liaison between the USSC officers and the University administration and perform functions that shall assist the officers of the Council to improve their performance in serving the general welfare of the council's constituents as defined in the USSC Constitution and By-Laws.

ARTICLE 190. Funds

- Section 1. The funds of the University Supreme Student Council shall be drawn from the approved undergraduate students' contributions which shall solely be used for the general welfare of the students.
- Section 2. The USSC funds shall be treated as trust fund.
- Section 3. All expenses incurred by the Council shall be subject to internal and government audit rules and regulations to safeguard the integrity of the students' fund.

ARTICLE 191. The Officers of the USSC

- Section 1. The Officers of the USSC shall pass resolutions, rules, and policies in accordance with the duly approved Constitution and By-Laws of the Council.

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Chapter 3. COLLEGE SUPREME STUDENT COUNCIL

ARTICLE 192. Sub-Supreme Student Councils

Section 1. Every College/School in the University shall have Supreme Student Council as provided by the Constitution and By-Laws of the University Supreme Student Council.

ARTICLE 193. Officers, Election and Tenure of Office

Section 1. This Section shall be covered by the provisions provided for in the Constitution and By-Laws of the University Supreme Student Council.

ARTICLE 194. Representation in the University Supreme Student Council

Section 1. The duly elected College/Schools Presidents or its equivalent title shall become officers of the University Supreme Student Council as Board of Directors.

ARTICLE 195. Board of Advisers

Section 1. All College/School Supreme Student Councils shall have Board of Advisers who will assist the officers in the management of their funds and activities.

ARTICLE 196. Funds

Section 1. College/School funds shall be drawn from the approved appropriations authorized by the Constitution and By-Laws of the University Supreme Student Council.



Chapter 4. STUDENT ACTIVITIES

ARTICLE 197. Student Calendar of Activities

- Section 1. Student organizations may organize and hold social functions, cultural, educational, civic, community, religious/spiritual, sports, recreational and other activities that contribute to the welfare and development of their members and students of the University.
- Section 2. The University will not grant any permission for the use of campus facilities when such use will result to danger and damages of property, commission of crime, and occasions which are in substantial opposition to public policy, customs and traditions.

ARTICLE 198. Use of Campus Facilities

- Section 1. The University, through the Office of Student Organizations, shall provide requirements and procedures as regards the use of campus facilities.
- Section 2. The University will not grant any permission for the use of campus facilities when such use will result to danger and damages of property, commission of crime, and occasions which are in substantial opposition to public policy, customs and traditions.

ARTICLE 199. Posting and Announcements

- Section 1. All postings inside the campus should bear the approval stamp of the authorized Office of the University. Posting may include notices of organizational meetings, assemblies, announcements, messages and the like, provided, they are not contrary to University policies, rules and regulations.
- Section 2. The University shall have the right to disapprove requests for postings that violate institutional rules and regulations, and shall have the right to remove posters to give way to emergency or very important announcements from the university, and/or local and national government offices.



Chapter 5. STUDENT ORGANIZATIONS MANUAL

ARTICLE 200. Student Organizations Manual

Section 1. The Office of Student Affairs shall prepare Student Organizations Manual that shall embody the philosophical ideals, principles, organization, duties and responsibilities, qualifications, funds, appropriations, budget, accountabilities, activities, conduct and discipline, grievance and discipline board, and other important provisions among students pertinent to the governance of student organizations.

ARTICLE 201. Approval

Section 1. The Campus Organization Manual shall be subject to the approval of the University's Board of Regents prior to its implementation.



TITLE IX - STUDENT PUBLICATIONS

Chapter 1

PRELIMINARY MATTERS

ARTICLE 202. General Provisions

- Section 1. The University shall provide opportunities for student publications in keeping with the students' constitutional freedom of speech and of press as mandated in Republic Act No. 7079 (*Campus Journalism Act of 1991*).
- Section 2. The University shall establish pertinent rules and regulations on matters pertinent to the governance of any kind of student publication.



Chapter 2. PUBLICATIONS BY STUDENT ORGANIZATIONS

ARTICLE 203. General Provisions

- Section 1. A student publication whether printed or mimeographed can only obtain official recognition if it is sponsored by a recognized student organization and after it has been registered with the Office of Student Publication.
- Section 2. Printing or mimeographing of any publication may use existing funds reserved for the organizations, if and only if, it has been given due recognition. Cost of printing and materials accrued by an organization without official sanction will be charged to whoever is responsible.
- Section 3. The Office of Student Publication shall establish policies and procedures as regards the official recognition of publications by student organizations.
- Section 4. The editorial Board of the publication and the officers of the duly recognized student organization (s) sponsoring the material will be held solely responsible for the repercussions arising from legal or legislative violations in the content of materials without by-lines.
- Section 5. The Editorial Board of the various student publications will be held responsible for all comments, issues, validity, and veracity of information found in the published articles and editorial essays.



Chapter 3. OFFICIAL STUDENT PUBLICATION

ARTICLE 204. Aims and Purposes

- Section 1. There shall be an official student publication for the students of the University. The Student Publication shall be the official newspaper of the students of the Tarlac State University.
- Section 2. It shall be devoted primarily to improve information that is of general interest to the students, and shall not be used as medium for promotion of personal or sectoral interests.
- Section 3. The Student Publication shall be utilized to: a) train interested students in the application of the art and science of journalism; b) serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives; c) advocate social consciousness and uphold the interests of the Filipino people; and d) advance students' rights and responsibilities as well as promote their general welfare.

ARTICLE 205. Funding of Student Publication

- Section 1. Student subscriptions, and revenues realized from advertisements, donations and grants shall be the source of funding for the Student Publication. Subscription fees from students shall be collected during enrolment period.

ARTICLE 206. Use of Student Publication

- Section 1. Subscription fees, savings, donations, grants and other funds collected from other sources for the Student Publication shall be for its exclusive use.
- Section 2. The money collected shall be spent for the printing costs of the publication, transportation, meals and needs of the staff and faculty-adviser during their work at the printing press, office and photo supplies, attendance of Student Publication representatives and teacher-adviser at press conference/workshops, honoraria/allowances for staffers and teacher-adviser, and other incidental expenses.



ARTICLE 207. Printing of Student Publication

Section 1. The printing of the Student Publication by a private printer shall be conducted by the editorial board and the student publication staff through canvass or public bidding.

ARTICLE 208. Publication Adviser

Section 1. The faculty member Adviser of the Student Publication shall be selected by the school administration in coordination with the editorial board.


Section 2. The function of the adviser shall be one of technical guidance, provided, however, that he/she shall not alter contents nor censor articles or determine allocation of fund. For this reason, the Student Publication Adviser or the school administration shall not be held responsible or accountable for any breach of law-regulation pertaining to press-media matters.

Section 3. The editorial board, with the exception of the Adviser, jointly and shall be held fully responsible for the contents of the Student Publication.

ARTICLE 209. Selection of Staff Members

Section 1. The selection of the editor-in-chief and the staff members of the Student Publication shall be through competitive written examinations prepared, conducted and supervised by a committee composed of a representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (school administration and editorial board) and two past editors to be chosen by the outgoing editorial board with the approval of the Vice-President for Academic Affairs as recommended by the Office of Student Affairs.

Section 2. The Office of Student Organizations shall prepare other requirements or criteria vis a vis selection of staff members. The requirements for the selection of staff members shall be approved by the Vice-President of Academic Affairs.

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ARTICLE 210. Term of Office

Section 1. The term of office of the editor in-chief and his staff shall be for one academic year or until the selection of his/her successor shall have been made.

ARTICLE 211. Expulsion or Suspension of Staffers

Section 1. The Office of Student Affairs shall implement rules and guidelines with regard to the grounds for expulsion or suspension of staff members.

ARTICLE 212. Duties and Responsibilities


Section 1. The editorial staff shall strictly observe the ethical standards as campus journalists as mandated by Republic Act No. 7079 otherwise known as the Campus Journalism Act of 1991. They shall discharge their duties and responsibilities with utmost integrity and dignity.

Section 2. Any student writer may be liable for libel when he causes the publication of his writing which give public and malicious imputation of a crime or of a vice or defect, real or imaginary, or any act, omission, condition or status, or circumstances tending to cause dishonor, or contempt of a natural or judicial person.

ARTICLE 213. Expenditures and Disbursement of Funds

Section 1. The Office of Student Affairs shall create strict policies as regards expenditures and disbursement of Student Publication funds.


Section 2. Expenditures shall be contained in the approved annual budget plan of the Office of Publication and all expenditures must be disbursed and liquidated subject to the rules and regulations required by auditing procedures.

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Chapter 4. CAMPUS JOURNALISM MANUAL

ARTICLE 214. Campus Journalism Manual

- Section 1. The University shall require the Office of Student Affairs to prepare Campus Journalism Manual that shall embody the philosophical ideals, principles, organization, duties and responsibilities, qualifications, funds, appropriations, budget, accountabilities, activities, conduct and discipline, grievance and discipline board, and other important provisions pertinent to the governance of student journalism.
- Section 2. The Campus Journalism Manual shall be subject to the approval of the University's Board of Regents prior to its implementation.


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TITLE X - STUDENT CONDUCT AND DISCIPLINE

Chapter 1. PRELIMINARY MATTERS

ARTICLE 215. Rights of Student-Respondent.

- Section 1. Every student-respondent shall enjoy the following specific rights:
- a. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
 - b. To be penalized only on the basis of substantial evidence(s) the burden of proof being with the person filing the charge.
 - c. To be penalized on the basis of evidence(s) introduced at the proceedings or of which the respondent has been properly appraised and given the opportunity to rebut the same.
 - d. To enjoy, pending final decision on the charges, all his rights and privileges as a student. Subject to the recommendation of the head of Student Affairs, the President may order preventive suspension to the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the University; and
 - d. To defend himself personally or by a counsel, or by a representative of his own choice to the Student Judicial Council, and for this purpose, the University President shall create such Council to attend to all matters regarding student discipline and grievances. If the respondent desires, but is unable to secure the services of counsel, he shall manifest the fact at least two (2) days before the date of hearing, and request the Investigating Forum to designate a counsel for him from among the faculty members and staff of the University.

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Chapter 2. NORMS OF CONDUCT

ARTICLE 216. Norms of Conduct and Discipline

- Section 1. For the guidance of all students, the following norms of conduct and discipline of students are hereby promulgated, namely:
- a. **Moral Character.** A student is imbued with moral character if among other qualities: 1) he/she has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and levels of conduct in the society where he/she lives; 2) he/she is honest to himself, accepting his shortcoming and striving to improve or change them; 3) he/she is fair and just in his dealing with his/her fellowmen; 4) he/she lives by the precepts of love, justice, compassion and concern for others; and 5) he/she respects and defends the rights of others as he/she wants his/her own right to be respected and defended.
 - b. **Personal/Self Discipline.** A student is imbued with personal/self-discipline, if among other qualities: 1) he/she devotes himself/herself to the fulfillment of his/her obligations and considers his/her rights as a means to or rewards for the fulfillment of such obligations; 2) he/she learns to forego the enjoyment of certain rights and privileges that other needs may be benefited; 3) he/she resolves his/her problems and conflicts without prejudicing others; 4) he/she is tolerant of others and humble enough to accept opinion that may be better than his/hers; 5) he/she avoids vices, e.g. gambling, drinking, drugs, sexual excesses and aberrations, etc; and 6) guides and controls his/her life, actions, and emotions.
 - c. **Civic Conscience, Nationalism and Patriotism.** A student is imbued with civic conscience, nationalism and patriotism, if among other qualities: 1) he/she respects duly constituted authorities and obeys laws, rules and regulations; and 2) he/she settles disputes, problems and conflicts through the channels provided for by law and society.



Chapter 3. GROUNDS FOR DISCIPLINARY ACTION

ARTICLE 217. Grounds for Disciplinary Action

Section 1. The following shall be grounds for disciplinary action:


- a. Dishonesty such as the following or any similar act:
 - Cheating in examinations and/or quizzes or any other similar acts such as the following:
 1. unauthorized possession of notes or any material;
 2. relative to the examination, whether he/she actually uses them or not; and
 3. talking with another without permission during the examination;
- b. Oppression such as the following or any similar act:
 - Direct attack upon the person of a student, faculty, administration or non-teaching staff or any person.
- c. Neglect of duty as a student officer such as the following or any similar act:
 - Failure in the fulfillment of his/her function as a leader as provided for in the student organization's constitution and by-laws.
- d. Misconduct such as the following or any similar act:
 - Deliberate disruption of an academic function or school activity which tends to create disorder, tumult, breach of peace or serious disturbances;
- e. Disgraceful, immoral, fraudulent and/or unlawful conduct such as the following or any similar act:
 1. Acts of lewdness, commission of any act of immorality or the display or distribution of pornographic materials within the school;
 2. Illicit relationships;
 3. Acts of lasciviousness or indecent or indiscreet acts of intimacy;
 4. Impersonating or giving of fictitious names with malicious intent;
 5. Intentional making of false statement of any material fact, or participating or attempting to practice any deception or fraud for such purposes as admission or registration in or graduation from the TSU;



3. Acts of bribery to corrupt the standards of the TSU;
- f. Disrespect in words or in deed, which tends to put any member of the studentry, faculty, administration or non-teaching staff or any person of authority in ridicule or contempt;
- g. Unauthorized solicitation of funds or promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter causes.
- h. Falsification of official documents such as forging or classifying and/or tampering with academic or official record or documents of any kind;
- i. Gambling of any form within the premises of the institution;
- j. Willful refusal to pay just debts;
- k. Insubordination such as:
 1. Willful disobedience to any just order of any person in authority within the university premises including related school activities held off-campus.
 2. Any other similar acts.
- l. Conduct prejudicial to the best interest of the institution such as:
 1. Vandalism or destruction of school property;
 2. Acts that bring the name of the institution or any of its members into disrepute such as public malicious imputation of a crime or a vice or defect, real or imaginary, or an act, omission, condition, status or circumstances, which tends to
 3. cause dishonor, discredit or contempt to the name of the institution or any negligent act that leads to the above;
 4. Smoking in prohibited places; 5. Littering or scattering of trash;
 6. Cutting/uprooting/stoning/picking of fruits trees/ ornamental plants and unauthorized fishing within the entire university/college/school jurisdiction;
 7. Climbing or jumping over the boundary fence of the school; and
 8. Any other similar acts.
- m. Abuse of authority, rights and privileges such as:
 1. Appropriating school properties for personal use;
 2. Committing indecent and unlawful acts in the exercise of his rights or privileges;



3. Unauthorized publication of printed and broadcast materials and distribution thereof to members of the academic community of the Institution;
4. Unauthorized posting of notices;
5. Unauthorized extension of time and use of facilities in conducting student activities; And
6. other similar acts.

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Chapter 4. STUDENT JUDICIAL COUNCIL

ARTICLE 218. Student Judicial Council

Section 1. In accordance with the unique mix of students in the University, there may be created Student Judicial Divisions (SJDs) in different colleges/schools of the University which shall have the same composition as the Student Judicial Council and which shall also be appointed by the University President upon the recommendation of the Supreme Student Council through the head of the Student Affairs Office.

ARTICLE 219. Composition

Section 1. There shall be a Student Judicial Council (SJC) composed of five members, one of whom shall act as chairman.

Section 2. All of the members of the Student Judicial Council shall be bonafide students duly confirmed by the University President upon the recommendation of the Supreme Student Council through the head of the Office of Student Affairs and Vice President for Academic Affairs.

Section 3. The members of the Student Judicial Council or Division shall meet minimum qualifications to be set by the President of the University.

ARTICLE 220. Function

Section 1. Every duly constituted Student Judicial Council or Division shall exercise the powers and perform the functions as mandated by this Part.

ARTICLE 221. Jurisdiction

Section 1. The Student Judicial Council shall have jurisdiction only in cases in which the imposed disciplinary sanction is a minor one.



ARTICLE 222. Term

Section 1. The Student Judicial Council or division shall have a term of one year to commence from the date of confirmation and to end when their replacements shall have been confirmed by the University President.

ARTICLE 223. Vacancy

Section 1. In case of a vacancy, the replacements shall be immediately confirmed by the University President in accordance with pertinent provisions under this Part.

ARTICLE 224. Student Manual

Section 1. The Office of Student Affairs shall prepare a Manual that shall include the classification of offenses and the procedures in filing complaints with the SJC/SJD to be approved by the President of the University.

ARTICLE 225. Bar To Filing a Similar Complaint

Section 1. Once a compromise agreement shall have been signed and an order by the SJC/SJD recorded in the Book of Decision, no complaint having the same substance, date and parties shall be entertained.



Chapter 5. DISCIPLINARY SANCTIONS AND OPERATIVE EFFECTS

ARTICLE 226. The Sanctions

- Section 1. The sanctions that may be imposed shall be classified as major and minor sanctions.
- Section 2. Major sanctions shall consist of suspension, dismissal or dropping, non-admission to the institution or expulsion from the institution. Minor sanctions shall consist of reprimand, restoration or written apology/promise from the offender and fine.
- Section 3. Suspension as a sanction can range from a minimum of one week to a maximum of one year. The Office of Student Affairs shall establish rules as regards sanction of suspension.

ARTICLE 227. The Penalty of Dropping

- Section 1. The penalty of dropping shall consist of either dropping from the University or dropping from the subject.
- Section 2. Dropping from the University shall consist of the total ban of the student from enrolling in any course offered by the institution. Dropping from the subject shall consist of dropping the student from the subject without prejudice to his enrolling in the same subject but in another semester/year as the case may be.
- Section 3. The Registrar shall be duly notified of this sanction imposed upon the student.

ARTICLE 228. Expulsion

- Section 1. Expulsion shall carry with it the total ban of the student from enrolling in any course offered by any educational institution in the country within the period of one year from the date the order became final and executory.
- Section 2. The Registrar shall be correspondingly notified of the student/s who are imposed this sanction.



ARTICLE 229. Aggravating, Mitigating and Alternative Circumstances

Section 1. Aggravating, mitigating and alternative circumstances of any kind as provided by law in the commission of the acts shall be considered in the imposition of the sanction.

ARTICLE 230. The Nature and Extent of Participation of the Respondent

Section 1. The nature and extent of participation of the respondent in the offense charged shall be considered in the imposition of the sanction.

ARTICLE 231. The Sanction of Warning, Reprimand, and Apology

Section 1. The sanction of warning, reprimand, and apology shall be executed strictly in accordance with the decision of the case.

ARTICLE 232. Disciplinary Sanctions

Section 1. The suggested disciplinary sanctions that may be imposed include the following: dishonesty, oppression, neglect of duty as student officer, misconduct, and disgraceful, immoral, fraudulent and/or unlawful conduct.

Section 2. The Office of Student Affairs shall establish the nature, range and operative effects of disciplinary sanctions as identified herein.



TITLE XI-GRIEVANCES

Chapter 1. PRELIMINARY MATTERS

ARTICLE 233. Definition of Grievance

- Section 1. A grievance is any dissatisfaction, complaint, irritation, or misunderstanding (real or imagined) of a student arising from his/her status as a student or his/her relationships with a faculty member, a non-teaching staff or an administrator within the institution.
- Section 2. As befits members in an academic community, grievances against any member of the academic community are best settled through sincere dialogue and discussion. It is only as a last resort that one must take formal procedures to settle such grievance or resort to student assemblies such as rally, demonstrations, picket boycotting of classes or similar acts as expression of an opinion or petition for redress of grievances.

ARTICLE 234. Informal Grievance/s.

- Section 1. Proper communication is absolutely necessary if the academic community is to interact satisfactorily. If something goes wrong, those affected should not wait for a crisis situation to appear but should attempt to settle the matters as soon as possible.
- Section 2. A grievance made orally is considered as Informal. An informal grievance shall be settled informally (that is, orally). Informal grievances may be conveyed directly to the party concerned or through the use of an intermediary who may be any member of the academic community.

ARTICLE 235. Formal Grievance

- Section 1. A grievance is considered formal when expressed in writing and duly signed. A formal grievance needs a formal procedure for settlement.



- Section 2. If the party concerned does not feel that necessary action on his/her complaint has been taken after the prescribed time, said party shall not be barred to elevate the case to the higher forum.
- Section 3. A formal grievance may be filed as follows: 1) By Students/ Class/Group of Students against a faculty member; 2) By Students/Class/Group of Students against a non-teaching personnel; and 3) By Students/Class/Group of Students against an administrator.
- Section 4. A formal grievance of a faculty member, non-teaching personnel or administrator against a student/class/group of students shall be governed by the provisions of this Part.



Chapter 2. GROUNDS FOR GRIEVANCES

ARTICLE 236. Grounds for Grievances against a Faculty Member

- Section 1. The following shall be considered as grounds for grievances against a faculty member:
- a. inability to deal seriously and conscientiously with his/her teaching assignment, including meeting schedules, classes and clearly informing students of course requirements;
 - b. unfair and partial grading of students;
 - c. failure to make an active interest in the individual academic problems of students;
 - d. divulging secrets of students which may come to the faculty member's attention in his role as counselor;
 - e. discourteous conduct of faculty member like embarrassing students in front of a class resulting to contempt or ridicule of the student;
 - f. frequent/repetitious nagging of students without reasonable basis and consuming time space in the classroom for irrelevant matters;
 - g. inability to serve as a model for standard in academic and scholarly excellence, personal integrity, and professional ethics;
 - h. repeated introduction into his classes discussions of subject matter outside the scope of the course beyond his field of professional competence;
 - i. inability to look after the well-being of the students in class as a substitute parent (loco parentis);
 - j. abuse of authority/confidence;
 - k. imposition of irrelevant and/or oppressive course requirement;
 - l. sexual harassment;
 - m. unauthorized collection of contribution (cash or kind), or sale of tickets; and
 - n. other similar acts.

ARTICLE 237. Grounds for Grievances against a Non-Teaching Staff

- Section 1. The following shall be considered as grounds for grievances against a non-teaching staff:




- a. neglect of duty;
- b. discourtesy or improper behavior in the course of official duties;
- c. abuse of authority;
- d. unauthorized solicitation of contributions, unauthorized sale of tickets or extortion of clientele;
- e. sexual harassment;
- f. refusal to perform official duty; and
- g. other similar acts.

ARTICLE 238. Grounds for Grievances against an Administrator

Section 1. The following shall be considered as grounds for grievances against an administrator:

- a. abuse of authority;
- b. failure in leadership to provide quality education;
- c. neglect of duty;
- d. authorization of illegal contributions or sale of tickets;
- d. sexual harassment;
- e. malfeasance, misfeasance and nonfeasance in the performance of duties; and
- f. other similar acts.

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Chapter 3. GRIEVANCE AND DISCIPLINE BOARD

ARTICLE 239. Composition

- Section 1. The Grievance and Discipline Board shall be composed of five (5) members who shall be appointed by the President of the University with one (1) representative each from the following sectors, upon recommendations of their respective constituents: Administration, Faculty and Student Body.
- Section 2. The faculty representative shall come from the Academic Council. There shall be an Arbiter who must be a lawyer. In case, there is no lawyer employed in the university, a government lawyer may be requested to act as arbiter or one with sufficient background may be appointed. There shall be secretary of the Board who shall be skillful in or note taking.
- Section 3. The Board shall be headed by a Chairman (as designated by the President) who shall preside during the hearing and deliberation. The President shall likewise appoint alternates for the members of the Board who shall attend the sessions, in case the absence of the regular member. Automatically, the Arbiter shall be the alternate for the Chairman and shall preside during the Chairman's absence or inability, in which case the Arbiter shall then exercise the right to vote. Nothing shall prohibit the appointment of a member in a dual capacity e.g. that of Chairman and Arbiter, provided that in such event, the Arbiter who is concurrently the Chairman shall exercise the right to vote.
- Section 4. The Arbiter and the secretary in their singular capacity shall have no right to vote.

ARTICLE 240. Jurisdiction

- Section 1. All complaints of a student to another student or against a faculty member, non-teaching personnel or a university administrator involving any of the grounds for disciplinary action in the case against another student and any of the grounds for grievances against a faculty member, non-teaching personnel and/or administrator as provided for



under this Part shall be cognizable by the Grievances and Discipline Board provided, however, that in complaints filed against another student, the complaint shall first pass the Student Judicial Council if the nature of the complaint and accusation falls within the jurisdiction of the Student Judicial Council.

ARTICLE 241. Powers and Functions of the Board

- Section 1. The Board shall exercise the powers and perform the functions as follows:
- a. to receive complaints of student/s or any member of the academic community against another student/s or of student/s against faculty member/s, non-teaching personnel, and administrator;
 - b. to conduct formal investigation of the complaint;
 - c. to conduct summary proceedings of complains; and
 - d. to submit a report of their accomplishments as may be required.

ARTICLE 242. The Powers and Functions of the Arbiter

- Section 1. It shall be the duty of the Arbiter to see to it that hearings or proceedings are conducted in an orderly manner and that due process is properly observed.
- Section 2. The Arbiter shall have power to enforce rules of procedure and shall have the power to rule on the admissibility of evidence presented as well as on the propriety of questions profound, provided that the Arbiter shall not have the right to vote during deliberations. The duty of the Chairman and the other members of the Board shall be a formal inquiry and thereafter shall render a decision thereon.

ARTICLE 243. Procedures in Filing Complaints with the Board

- Section 1. The Office of Student Affairs shall prepare the procedures that shall govern the hearing of the complaints filed with the Board.



ARTICLE 244. Summary Proceedings

- Section 1. No formal investigation shall be necessary and the respondent may be immediately penalized in any of the following situations: 1) when the violator/offender is caught in flagrante by any person in authority; 2) when the evidence of guilt is very strong; 3) when the violator/offender is habitual violator/offender, that is, he/she has been punished for at least three times by authorized officials as shown by his/her records for the same offense to which he/she is charged; and 4) when the student-respondent admits his/her guilt in writing during a preliminary inquiry, the formal investigation can be dispensed with.
- Section 2. Any decision rendered whether as result of a formal investigation or summary proceedings shall be in writing stating the grounds for which the disciplinary penalty is imposed. When not appealed within the prescribed period, the penalty shall be final and executory.
- Section 3. Any decision rendered by the Student Discipline Board in Summary Proceedings shall be final. However, cases may be appealed within three days from receipt of the decision thereof.



Chapter 4. REVIEW COMMITTEE ON GRIEVANCE AND DISCIPLINE

ARTICLE 245. Composition

Section 1. There shall be constituted a Review Committee on Grievance and Discipline that will be composed of the following members: three (3) faculty members from the Academic Council and one (1) student officer. One of the three faculty members who shall be designated as Secretary will have no right to vote. The Chair shall be selected/appointed among themselves.

ARTICLE 246. Powers and Functions

Section 1. The Committee shall exercise their powers and perform the following functions: 1) to review the records of the case forwarded to it; 2) to affirm/reverse the decision of the Student Discipline Board; 3) to reduce or increase penalty recommended by the Student Board as it is deemed proper and just; and 4) to render a report of its accomplishments as may be required.

ARTICLE 247. Jurisdiction

Section 1. Any decision made by the Grievance and Discipline Board under a formal inquiry shall be automatically reviewed by the Academic Council Committee on Grievance and Discipline. The Academic Council Committee on Grievance and Discipline shall be created by the University President for this purpose. Any decision made by the latter body in case of summary proceedings shall also be appealable

ARTICLE 248. Procedures for Review

Section 1. After a decision shall have been rendered in writing by the Discipline and Grievance Board whether from a complaint in which a full dress inquiry or summary proceedings have been undertaken.

Section 2. Five copies of said decision together with records of the case shall be automatically forwarded to the Committee not later than three days after a written decision has been made.



Section 3. If the case decided upon is a result of summary proceedings, and no timely appeal has been made, the decision sent by the Committee and forwarded within twenty four (24) hours after the last day for appeal to the Discipline Authority execution.

Section 4. If the case is one in which a formal inquiry has been undertaken, the Committee shall convene to review to case. If an appeal for decision on summary proceedings has been filed within the appeal period, the case shall likewise be reviewed.

ARTICLE 249. Appeal from the Decision of the Committee

Section 1. The Office of Student Affairs shall prepare appropriate rules and procedures on this regard.

ARTICLE 250. Exoneration

Section 1. A respondent exonerated by the Disciplining Authority or other bodies under this Chapter shall be immediately restored his rights and privileges and the charge erased from his records. Once the decision is affirmed penalizing the respondent, a copy of the decision together with a copy of the complaint shall be filed in the respondent's folio and shall form part of his/her records.



Chapter 5. SETTLING FORMAL GRIEVANCES

ARTICLE 251. The Grievances and Discipline Board.

Section 1. The Grievances and Discipline Board shall have sole and exclusive jurisdiction over all formal grievances.

ARTICLE 252. Procedures for Settling Formal Grievances

Section 1. A grievance procedure is an orderly process whereby the concerned parties present to each other a complaint or any dissatisfaction, in the hope of getting it settled. The following procedures will be followed for the settlement of all formal grievances: 1) a student-complaint against his/her teacher; 2) a class-complaint against a faculty member; and 3) student (s)-complaint against non-teaching staff.

ARTICLE 253. Decision of the Grievance Board

Section 1. Any decision arrived at by the Grievance Board must be in writing and shall state the reasons for arriving at such decision. Such decision shall be made within three days after the last day of the period provided for in the conduct of grievance procedures. Copies of the decision shall be furnished to the concerned parties.



Chapter 6. ACADEMIC COUNCIL COMMITTEE ON GRIEVANCES AND DISCIPLINE

ARTICLE 254. Composition

Section 1. There shall be constituted an Academic Council Committee on Grievances composed of four members of whom two (2) are faculty members belonging to the Academic Council and one student officer who is a regular member of the Student Council. The fourth member shall be the Secretary of the Committee who shall have no right to vote.

ARTICLE 255. Powers and Functions

Section 1. The Committee shall exercise the power and perform the function as follows: 1) to review the record of the case forwarded to it by the Grievance Board; 2) to affirm/reverse the decision of the Grievance Board; 3) to reduce or increase the sanction recommended by the Grievance Board as it deems proper and just; and 4) to render a report of its accomplishments as may be required.

ARTICLE 256. Jurisdiction

Section 1. Any decision made by the Grievance and Discipline Board, whether as a result of summary proceedings or formal investigation, shall be within the review power of the Committee.

ARTICLE 257. Procedures for Reviews


Section 1. The Committee shall follow the following procedures for review: 1) any decision made by the Grievance Board shall be automatically reviewed by the Committee. The records of the cases shall be forwarded to the Committee by the Grievance Board not later than three days after a written decision has been made; 2) within three (3) days upon receipt of the records of the case, the Committee shall convene and render a decision not later than three (3) days from the start of the review; and 3) the written decision of the Committee shall be forwarded to the disciplining Authority not later than three (3) days after the date



when the decision was rendered. All parties concerned shall be provided a copy of the decision.

ARTICLE 258. Appeal from the Decision of the Committee

- Section 1. Any party not satisfied with the decision rendered may file a motion for reconsideration stating the grounds therefor within three (3) days upon receipt thereof, the decision of the Committee shall become final and executory.
- Section 2. Once the motion for reconsideration is denied, the party filing said motion shall have the right to appeal to the Disciplining Authority within three (3) days from receipt of the denial.
- Section 3. A respondent exonerated by the Disciplining Authority or other bodies under this Part shall be immediately restored his rights and privileges and the charge erased from his records. Once the decision is affirmed sanctioning the respondent, a copy of the decision together with a copy of the complaint shall be filed in the respondent's folio and shall form part of these records. Any decision rendered must be in writing, stating the grounds therefore and furnished to the parties within three (3) days after its promulgation.
- Section 4. Any grievance not appealed from within the time and/or in the manner provided for in any of the grievance procedure under this Part shall be considered withdrawn or resolved to the satisfaction of the concerned and the case shall be considered finally closed and terminated.
- Section 5. Should the grievance not be settled by any of the procedures provided for under this Part, only then may either party pursue such other actions as may be allowed by law.

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Chapter 7. SANCTIONS

ARTICLE 259. Sanctions

- Section 1. Sanctions that will be imposed should not be unjust, cruel and oppressive. A progressive system of imposing sanctions shall be adopted taking into consideration the gravity of the offense, aggravating circumstances, mitigating circumstances and alternative circumstances attendant thereto.
- Section 2. No respondent shall be penalized twice for the same offense or complaint of.
- Section 3. Sanctions may range from warning, reprimand, suspension, transfer or detail or revocation of designated position. Dismissal/termination from service as a sanction shall be the last resort. All sanctions shall be given with the utmost objectivity and impartiality to the end that no injustice is committed.
- Section 4. Respondents in any grievance proceeding are prohibited to commit any hostile act whether directly or indirectly against the complainant for purposes of intimidation and/or coercing the latter to withdraw the case. These acts if committed during the tendency of the grievance case and satisfactorily proven, shall be considered as aggravating factors in the imposition of the sanctions.



TITLE XII - STUDENT ASSEMBLIES

Chapter 1. PRELIMINARY MATTERS

ARTICLE 260. Definition of Student Assemblies

- Section 1. As defined in MECS Order No. 61 s. 1985, a student assembly shall mean any rally, demonstration, march, parade, procession, convocation, seminar, workshop or any other form of meeting or mass action held by students within the premises of school/university for such purposes as the discussion issues, presentation of a cause, expression of an opinion or petition for redress of grievances.
- Section 2. As a matter of principle, the University shall uphold the students' rights to peaceably assemble and petition the lawful school authorities for redress of their grievances, provided however, that the exercise of such rights shall be within the bounds of law, public policy and acceptable customs and traditions.
- Section 3. The University shall give the students freedom to allow the discussion of ideas and exercise of free speech as long as this exercise of their right to free speech does not disturb, prevent or otherwise infringe upon the exercise of other rights to engage in their respective studies, work or other peaceful and lawful activities (Ref. MECS Order No. 61 s. 1985).



Chapter 2. PROCEDURES IN CONDUCTING STUDENTS RALLIES

ARTICLE 261. Application for Holding of Student Assemblies

Section 1. The Office of Student Affairs shall establish procedures, rules and regulations in applying for holding of student assemblies.

ARTICLE 262. Conduct of Student Assemblies

Section 1. Before a permit for mass action or academic student assembly is granted, to ensure a peaceful assembly, the student leader (s) must agree to adopt the policies set forth by the University.

ARTICLE 263. Creation of Negotiating Panel

Section 1. In cases where the student mass action is intended for petition for redress of grievances, the student organization/s sponsoring such mass action shall submit with the application for permit the following: 1) a position paper indicating therein the issues to be discussed, the subject/s of the grievances and proposed remedies/solutions/actions to be undertaken by concerned authorities for the settlement of the grievance; and b) a structure of the negotiating panel identifying the names of the members therein.

Section 2. The creation of the negotiating panel shall be done within the prescribed period for the issuance of the permit for student mass action.

ARTICLE 264. Selection of Arbitrator

Section 1. If a satisfactory solution to both parties is not reached by the parties, then the matter shall be submitted to arbitration at the request of either party to one Arbitrator who is mutually acceptable to the parties. The Arbitrator shall decide on the grievances based on a written report submitted by both parties and after hearing their sides. In reaching a decision, the Arbitrator shall be guided and shall apply existing laws or arguments (if any), regulations, applicable jurisprudence, the evidence presented or which may be taken judicial notice of the established principles of equity.



- Section 2. The decision of the Arbitrator shall be final and binding on the parties subject to limitations provided by existing laws, rules and regulations.
- Section 3. Should the grievance or complaint not be settled by the above procedures, only then may either party pursue such other action as may be allowed by law.

ARTICLE 265. Student Assemblies held in Public Places.

- Section 1. The Public Assembly Act of 1985 and other pertinent laws of the land shall govern activities conducted in public places which include "any highway, boulevard, avenue, road, street bridge or other thoroughfare, park, plaza square, and/or any open space of public ownership where the people are allowed access". The following procedures shall be adhered to: 1) a written permit secured from the Office of the Mayor shall be required for any student leader/s to organize and hold a public assembly in a public place; 2) in securing a permit, the name of the University must not be used not unless permitted by school authorities; and 3) the application which is in writing shall be filed with the Office of the Mayor at least five (5) working days before the scheduled public assembly or as may be provided by the city or municipal rules and regulations.



TITLE XIII-SCHOLARSHIP STANDING

CHAPTER 1. SCHOLARSHIP

ARTICLE 266. General Provision

Section 1. The university shall follow the existing rules and regulations stipulated in R.A. 10931 or the Universal Access to Quality Tertiary Education Act.

ARTICLE 267. University Scholarship

Section 1. Any undergraduate student who will obtain a weighted average of 1.0 to 1.45 and has no grade lower than 2.5 in any subject at the end of the semester shall be give a university scholarship. The student shall be entitled to one hundred percent full cost of tuition and miscellaneous fees.

ARTICLE 268.College Scholarship

Section 1. Any undergraduate student who obtains a weighted average of 1.46 to 1.75 and has no grade below 3.0 in any subject at the end of the semester shall be awarded college scholarship. The student shall be entitled to fifty percent reduction of tuition and miscellaneous fees.

ARTICLE 269. Military Scholarship (PD 577)

Section 1. Dependents of military personnel who died or became incapacitated during the line of duty shall be exempted from the payment of tuition fees. Qualified applicants are granted tuition fee waiver based on the availability of slots, and an endorsement letter coming from the AFP National office.

ARTICLE 270. Government Scholarship

Section 1. The university shall accept all other kinds of scholarships offered by the government to qualified students.



ARTICLE 271. Private Scholarship

Section 1. Private scholarships shall include monetary benefits, the extent of which is determined by the private donors. The rules governing each scholarship, including the qualifications required of prospective awardees, are subject to the approval of the University. Fund shall be granted to students who are selected, screened and sponsored by outside entities, companies, agencies, or foundations after passing the University's admission requirements. Through this program the sponsor may agree to establish a scholarship Memorandum of Agreement (MOA) with the University by providing financial assistance to qualified and deserving students.

ARTICLE 272. Additional Requirements for University and College Scholarship


Section 1. In addition to the general average prescribed, a student must have taken during the previous semester at least fifteen (15) units of Academic credit or the normal load prescribed in the curricular program; must be up to date with all the academic and non-academic requirements and must have no grade of "Inc."

Section 2. A University or College Scholarship shall only be for a period of one (1) semester and shall continue in succeeding semesters, provided, the scholar satisfies the prescribed grade point average (GPA) for the period.

Section 3. If a student is a recipient of two or more scholarships, the students shall be required to choose only one (1).

ARTICLE 273. GRANTS- IN - AID

Section 1. In addition to academic scholarship, TSU students may avail themselves of the following grants, sponsored by TSU/CHED/ private or outside entities subject to the University rules and regulations and the law.

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Chapter 2. FINANCIAL AID AND LOAN PROGRAMS

ARTICLE 274. FINANCIAL AID AND LOAN PROGRAMS.

Section 1. Financial Aids and Loan Programs are classified as follows:

a. University -Funded Grants (Funds from the University Operating Budget)

The University shall award assistance to deserving students who are qualified members of good standing of the (TSU Performing Arts, winning SCUAA Athletes), Supreme Student Council, and Editor-in-Chief of the University Publication. Students shall be given discounts on tuition and miscellaneous fees every semester.

The University will bill the sponsor every semester based on the MOA as agreed upon.

Ruled governing scholarship, including qualifications of prospective awardees, shall be subjected to the approval of the Head of the Scholarship Unit.

b. Tuition Fee Discounts

Discounts on tuition fees shall be given to qualified students who are dependent children of Barangay Officials, Sangguniang Kabataan Officials (Sec. 393, paragraph of Local Government Code of 1991).

Children of TSU faculty/personnel who are permanent in status shall also be given one hundred percent tuition fee discounts.

c. Family Tuition Discount

This privilege shall be availed of by families with three or more children enrolled in the undergraduate programs of the University. The tuition discount that the child with the lowest ID number can avail of may range from 40 percent



in case of three children, 60 percent for 4 children and 80 percent for 5 children.

d. Loan Program

Loans shall be made available to upper year students who cannot meet the deadlines for payments of tuition fees. These shall be short-term loans which are payable within the term.



BOOK V

FUND SOURCING AND LINKAGES

CHAPTER 1. FUND SOURCING

The University shall institute an organized program for obtaining fund or gift support from alumni, friends, faculty and staff, corporations, organizations, and private foundations.

ARTICLE 275. Coordinating Unit

- Section 1. There shall be a coordinating unit for all types of fund raising program and for all solicitations of funds from private individuals, foundations, businesses, corporations, and organizations. This Unit shall be responsible for the following:
- a. Researching information regarding grant programs and funding opportunities from governmental agencies, vendors and foundations.
 - b. Presenting written and oral proposals for potential funding sources.
 - c. Interacting with vendors to obtain funding for joint development projects.
 - d. Recording all gifts and donations received by the University as well as their corresponding donors.

ARTICLE 276. Solicitation.

- Section 1. No University personnel, academic units, or administrative departments should conduct any solicitation drive or campaign without first clearing the process with the appropriate authorities and Coordinating Unit.
- Section 2. The request to undertake a fund raising program or to solicit contributions from individuals, private foundations, businesses, corporations, and organizations must be first reviewed through regular channels by the appropriate Director, Dean, and Vice President.



ARTICLE 277. Obtaining Clearance.

Section 1. To avoid institutional and donor embarrassment, individual or multiple appeals and/or solicitation of gifts from businesses, individuals, organizations, corporations, or foundations must be cleared through the Coordinating Unit. The Preliminary Request to Seek External Funds Form should be completed to initiate this process and then forwarded to the unit.



CHAPTER 2 - DONATIONS, ENDOWMENTS, AND GRANTS

ARTICLE 278. Acceptance of Donations, etc.

Section 1. All donations to the University, i.e., funds, books or other personal properties shall be accepted by the President in the name of the University, except where the university will defray additional expenses for the receipt of such conditions, shall it be in which case the donations shall be submitted to the Board of Regents for its consideration and action.

ARTICLE 279. Recording and Acknowledging Gifts.

Section 1. All gifts and donations must be recorded by the University Endowment Office within three (3) days of receipt. A complete and accurate record of every donor shall be submitted to the Board of Regents.

Section 2. All gifts-in-kind and restricted gifts to TSU shall be reviewed in conjunction with the Unit stipulated to receive the gift.

- a. Gifts-in-Kind. Gifts-in-kind (art objects, equipment, securities or negotiable assets, books, etc.) should be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gifts. Consideration should be given to the cost of maintenance, cataloging, delivery, insurance, display and any space requirements for exhibiting or storage.

When gifts-in-kind are given to TSU and the donor intends on receiving a tax deduction, it shall be the donor's responsibility, not the University's, to obtain an appraisal of the gift. TSU shall not become involved in the appraisal process. Information on all prospective gifts-in-kind should be submitted to the Coordinating Unit on the designated Gift-in-Kind Form. When the University acquires the gift, and after the gift agreement is signed, the University shall conduct inventory of the gift, the President or an individual designated by the President, shall contact the donor.



- b. Restricted gifts. Acceptance of a gift imposes a legal obligation to comply with the terms established by the donor. Therefore, the nature and extent of this obligation must be clearly understood. Accordingly, the terms of each restricted gift will be reviewed to ensure that they do not hamper the usefulness and desirability of the gift to TSU.


Gifts shall be refused or returned when the purpose:

1. Is inappropriate or not conducive to the best interest of TSU;
 2. Is clearly commercial; or
 3. Would obligate TSU to undertake responsibilities, financial or otherwise, that it may not be capable of meeting during the period required by the terms of the gift.
- c. Real Estate. Gifts and bequests of real property shall be handled in accordance with the system policy on acceptance or real property gift and bequest and the real property management policy.

ARTICLE 280. Discouraging Undesirable Gifts.

Section 1. "Undesirable" gifts are those:

1. Restricted in use based on race, color, religion, creed , nationality, or gender;
2. Restricted in beneficiary to relatives or descendants;
3. Restricted in beneficiary to relatives or descendants; reserving the designation of beneficiary or gift to the donor or his or her assigns: i.e., scholarships, fellowships, professorships (such "gifts" restrict donor tax consequences);
4. Restricted to the future employment of the recipient of any gift;
5. Restricted by interest rates and conditions for repayment of loans; or
6. Involved any proposed endowment fund for which additional sums are not guaranteed and certified in writing.

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ARTICLE 281. Publicity Regarding Gifts.

Section 1. Publicity regarding gifts can only be released after the University receives the signed gift agreement. Publicity options developed by the Office of Public Affairs and Information and reviewed by the President are presented to the donor for its approval prior to release.

ARTICLE 282. Recognizing Donors.

Section 1. Donors shall be recognized in a form of a plaque of certificate of recognition or as appropriate and subject to the approval of the Board of Regents.



**BOOK VI
ACCREDITATION**

CHAPTER 1. PRELIMINARY MATTERS

ARTICLE 283. Definition.

Section 1. Accreditation is a quality management mechanism that occurs in adjunction to the minimum requirement of quality that are stipulated for institutions and programs and verified by the Commission of Higher Education Development. Accreditation which imposes higher standards than those set by government is a voluntary continuous self-improvement mechanism to ensure the public of compliance with, and even beyond, minimal required standards.



CHAPTER 2. TYPES OF ACCREDITATION

ARTICLE 284. Program Accreditation.

Section 1. Evaluation of academic programs based on the standards and guidelines set by the duly recognized accrediting agency.

ARTICLE 285. Institution Accreditation.


Section 1. Evaluation of the institution as a whole based on the standards and guidelines set by the duly recognized accrediting agency.

ARTICLE 286. International Standards/ Accords.

Section 1. Evaluation of the institution and/or programs based on the standards and guidelines set the duly recognized international accrediting agency or organization.

ARTICLE 287. Professorial Accreditation.

Section 1. Evaluation of faculty who has attained the status of Professor 1 and above based on the results of NBC 461. Professorial accreditation is conducted within the regional level through the DC-SUC III/ CIRPS and coordinated by the DC-SUC III/ CIRPS Technical Staff of the University.

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BOOK VII

ACADEMIC FREEDOM OF TEACHERS

ARTICLE 288. Right Guaranteed.

Section 1. Members of the faculty shall enjoy academic freedom; provided, however, that in the discharge of their official functions, they shall be guided by law.

ARTICLE 289. Definition of Terms.

Section 1. Academic freedom is the right of a member of the faculty to teach the subject of his/ her specialization according to his/ her best lights; to hold, in other subjects, such as ideas as he/ she believes sincerely to be right; and to express his/ her opinions on public questions in a manner that shall not conflict with his/ her duties as a member of the faculty nor question his/ her loyalty to the school, college or University that employs him/ her.


ARTICLE 290. Unauthorized change of class size and schedule

Section 1. Classes, no matter their size, shall not be split without prior clearance of the Dean, who must comply with existing rules and policies on class size. No overload pay will be given for teaching resulting from unauthorized or irregular splitting of classes; neither shall any member of the faculty be compensated who changes her class hours or schedule.

CHAPTER 1. TITLE SPECIAL DETAIL

ARTICLE 291. Authorization

Section 1. A member of the academic staff or administrative officer may accept assignment on special detail and secondment in the Philippines for the benefit of the University with the permission and approval of the President. Persons assigned on special detail and secondment shall submit a complete and detailed report of their work within thirty (30) days after their return duty.

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CHAPTER 2. RESTRICTIONS

ARTICLE 292. Proceedings to the Board of Regents.

Section 1. No member of the faculty, officer, or employee of the University shall publish or discuss publicly the proceedings of meetings of the Board of Regents or its decisions, not yet released for publication, without the written permission of the President.

ARTICLE 293. Complaints.

Section 1. No member of the faculty, officer, or employee shall publish nor discuss publicly charges or complaints against any other member of the faculty, officer or employee concerning his/ her official duties, or his/ her private life or conduct.

ARTICLE 294. Journalistic Responsibility.

Section 1. Author of articles appearing in the University publications shall individually responsible for the opinions expressed therein.

ARTICLE 295. Private Enterprise.

Section 1. No member of the faculty, officer, or employee of the University shall, without permission from the President, practice any profession or manage personally any private enterprises which, in any way, may conflict with his/ her functions in his/ her office; nor shall he/ she be financially interested in any contract with the University.

ARTICLE 296. Outside Assignment.

Section 1. No Administrative Officers of the University shall, unless expressly authorized by the President, accept other assignments involving administrative duties and responsibilities in any branch of the government service or private entity.

ARTICLE 297. Study Permit.

Section 1. No member of the faculty shall enroll as a student in the University or in any outside institution without the permission of the President. Permission may be granted only when, upon the



consideration of the teaching load of the faculty member , the nature and scope of the course the faculty intends to take, and the time the course requires, do not impair the efficiency of the faculty member.

ARTICLE 298. Inviting an Outsider.

Section 1. No member of the faculty may invite any person who is not officially connected with the University to give a lecture or talk on any subject before his/ her class or any group of students without permission from the Dean or the President.

ARTICLE 299. Accepting Research Works.

Section 1. Before a member of the faculty can undertake any research work under the auspices of an organization outside of the University, he/ she shall comply with the existing policies on Research rules of the University as provided for in the TSU Research Manual.

ARTICLE 300. Private Practice.


Section 1. Permission to engage in private practice of the profession of faculty members may be granted only if such private practice may enhance their usefulness to the University or improve their efficiency; provided, that said practice is done outside of his/ he official time with the University.

ARTICLE 301. Duration of Private Practice.

Section 1. The privilege of private practice, when granted, shall be for a definite period of one (1) year, renewable at the discretion of the President for one year period, and under such conditions as may be prescribed by him/ her regarding the nature of the work, the time of performance, and other circumstances.

ARTICLE 302. Outside Teaching.

Section 1. No member of the faculty on full-time basis may engage in teaching outside the University unless so authorized and consistent with existing policies.

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ARTICLE 303. Dealings with Students.

Section 1. No member of the faculty shall have dealings with any student of which may influence the scholastic standing of such student in the University.

ARTICLE 304. Private Lessons.

Section 1. No member of the faculty shall be permitted to give private lessons to any student enrolled in his/ her college or school.

ARTICLE 305. Required Textbook.

Section 1. No book, outline, compilation, or syllabus, whether printed or duplicated, shall be used as basic or required textbook in any class unless approved by a committee in accordance with the rule prescribed by the President.

ARTICLE 306. Invitations to Speak.

Section 1. Members of the faculty of the University shall be permitted to accept invitations to speak at graduation exercises, in seminars, workshop and/or gatherings of other schools or colleges; and the time spent in going to and returning from the place shall be considered official.

ARTICLE 307. Receiving Gifts.

Section 1. The university shall strictly apply "No Gift Policy" that are within the bounds or context of the university. The same with receiving gifts in exchange of grades or favor is strictly prohibited.



Concluding Title

CHAPTER 1. AMENDMENTS, REPEALS AND EFFECTIVITY CLAUSE

Article 308. Amendments and Repeals.

Section 1. Save as to matters specifically provided for by law, any provision in this Code may be amended at any regular meeting of the Academic Councils. The amendment (s) shall thereafter be submitted to the Board of Regents for its approval.

Article 309. Effectivity Clause.

Section 1. This Code shall take effect upon approval of the Board of Regents following its ratification by the Administrative and Academic Councils.

