

Chapter 1

THE ACADEMIC STAFF

Article 1. **Composition.** The academic staff of the university shall be composed of the teaching staff and the academic non-teaching staff as defined hereinafter.

Section 1. The University's teaching staff shall consist of the regular and non-regular or part time faculty.

Section 2. The regular members of the faculty are those with plantilla items, which include the following:

- a. University Professors
- b. College Professors
- c. Professors
- d. Associate Professors
- e. Assistant Professors
- f. Instructors

Section 3. The non-regular or part-time members of the faculty shall include the following categories. They shall serve in accordance with the terms and conditions of their appointments or contracts:

- a. Exchange faculty
- b. Visiting faculty
- c. Visiting lecturers
- d. Contractual instructors
- e. Others whose designations shall be determined at the time of their appointments, e.g. professor emeritus

Section 4. The academic rank of the non-regular or part-time faculty shall be determined on the basis of their credentials following the existing evaluation point system.

Section 5. The members of the academic non-teaching staff shall include persons holding some academic qualifications and performing academic functions directly supportive of teaching. They are the following:

- a. Registrars
- b. Librarians
- c. Guidance Counselors

- d. Researchers, Research Aides/Assistants, Research fellows and related personnel
- e. Professional Extension Workers
- f. Technical Specialists such as Training Specialists, Information Specialists, Labor Education Officers, Legal Education Officers and related technical positions.
- g. Other academic non-teaching employees ranked under the foregoing categories, as needed.

Section 6. Repeated re-appointments to any non-regular position shall not entitle the appointee the right to a permanent designation.

Article 2. **Qualifications for Appointment**

Section 1. All appointments to the academic staff shall be made strictly on the basis of merit and fitness.

Section 2. Recruitment shall be limited to those who possess at least a master's degree or its equivalent except for those teaching highly technological courses like accountancy, law, engineering.

Section 3. No religious test shall be applied nor shall religious affiliations be a matter of inquiry in the appointment of faculty members of the university; provided that no member of the faculty shall teach for or against any particular church or religious sect.

Section 4. Members of the faculty of the university shall have the required professional license(for those with board examination) as a requisite to appointment.

Section 5. Appointment and promotion of academic staff shall be in accordance with the University Merit System and Promotion Plan.

Section 6. Full-time employees of other government and non-government agencies can be appointed as part time faculty of the University upon submission of written permission from their home agency.

Section 7. The university shall discourage nepotism in appointments to the academic staff of the university, except in cases where the interest of the university requires otherwise and the Board of Regents so decides.

Section 8. No person shall be eligible for appointment as a regular member of the faculty of the university during the term for which he has been elected to any political office.

Section 9. No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the election.

Section 10. No person shall be appointed as a member of the faculty on a full-time basis if said person is a staff member of another institution, except under consortium arrangements. Provided, that when the immediate requirements of the university justify the appointment and no other applicant approximates the needed high professional and scholastic competence. Such person may be appointed on a year-to-year basis until one, who possesses the desired competence is available for regular appointment.

Section 11. Appointments of all members of the faculty shall be subject to the approval of the Board of Regents.

Section 12. One (1) position of College/University Professor shall be authorized for every six years, the total of which shall not exceed the number of colleges of the University. Candidates to said rank shall be required to undergo screening process as stipulated in appropriate issuance.

Section 13. No person who resigned or is separated from the service whose age is beyond 50 years shall be re-appointed, re-employed or reinstated.

Article 3. **Terms and Conditions of Appointment**

Section 1. The precise terms and conditions of every appointment for academic personnel shall be stated in writing.

Section 2. The nature of appointment to a teaching position shall be in accordance with the University Merit System and Promotion Plan.

Section 3. For contractual and part-time faculty, the terms and conditions of appointment shall be governed by the provisions specified in the contract.

Article 4. **Compensation**

Section 1. Regular members of the faculty shall receive compensation in accordance with the existing rate prescribed for State Universities and Colleges for each academic rank.

Section 2. Honorarium shall be given to the following for each hour of actual service rendered. The rate shall be in accordance with schedules

fixed by law, subject to the approval of the Department of Budget and Management and the Board of Regents.

- a. Visiting professors, lecturers and exchange faculty
- b. Academic staff who will be assigned to perform tasks other than teaching in excess of their regular load prescribed by the university.

Article 5. **Tenure and Rank**

Section 1. The initial appointment in the university to a faculty rank shall be temporary in character for a period not exceeding one school year. A school year consists of two semesters and one summer term.

Section 2. A temporary appointment may be renewed every academic year but in no case shall the faculty concerned become permanent unless he/she shall have finished his/her masteral degree.

Section 3. All appointments in the academic staff shall be in accordance with the University Merit System and Promotion Plan.

Section 4. Nothing herein provided shall preclude the university from extending appointments to the faculty on a contract basis as governed by the terms and conditions of the contract.

Section 5. The same requirements herein specified shall apply to promotions to ranks, except that tenure already earned shall be respected.

Article 6. **Resignation**

Section 1. No resignation by a faculty member shall take effect sooner than thirty (30) days from the date the same was submitted in writing to

the University President through channels, unless sooner approved by the President.

Article 7. **Termination**

Section 1. In case of non-renewal of a temporary appointment, the person concerned shall be informed in writing at least thirty (30) days before the termination date in accordance with existing Civil Service laws. An appointment with tenure may be terminated only by resignation, retirement, death or removal for cause after due process.

Chapter 2

Faculty Duties and Responsibilities

Article 1. All faculty members shall render the following duties and responsibilities inherent in accordance with the vision, mission, goals and objectives of the university:

- a) perform teaching and allied school assignments effectively and efficiently by coming to class well-prepared;
- b) observe regular attendance and punctuality in all Campus/University programs and activities;
- c) recognize and respect the rights of his superior, colleagues and students;
- d) prepare and update course syllabi, instructional materials and other teaching devices for all the subjects handled;
- e) assess students' academic performance through appropriate assessment tools.
- f) administer Mid-Term and Final Examinations on scheduled dates. All test items included in the test must be subjected for "Item Analysis";
- g) evaluate test results by scoring the test papers in every Mid-Term and Final Examination and return the scored test papers to the students two weeks after the scheduled examination;
- h) interpret individual scores based on the norms of the group;

- i) make and update students' record for factual mentoring and evaluation.
- j) submit final grades of students two weeks after the date of examination;
- k) attend and actively participate in all meetings of the department he/she belongs and staff meetings called by the administrators and higher authorities;
- l) continuously sustain professional growth and advancement through attendance to professional meetings, conferences, seminar-workshops, trainings, educational forum and the like;
- m) conduct research, extension and production activities;
- n) participate as an agent of constructive social, economic, moral, intellectual, cultural and political change in the school and the community within the context of national policies;
- o) maintain professionalism at all times; and conscientiously fulfill the terms and conditions of his appointment and give the administration a reasonable time to effect his replacement when he/she decides to terminate his services with the school;
- p) possess the required licensure qualifications and NC certificates whichever is appropriate to the discipline being taught;
- q) avoid being AWOL (absence without leave) if unable to report for work by notifying his immediate supervisor.
- r) perform other duties assigned to him by the immediate supervisor and other authorities from time to time aimed at improving and strengthening the progress and operation of the school; and

Chapter 3

FRINGE BENEFITS, RIGHTS AND PRIVILEGES OF FACULTY

Article 1. **Fellowships and Exchange/Fellowship Privileges**

*Section 1. **Regular Fellowship (Full).*** Fellowships for faculty development shall be created on the basis of the greatest need of, and usefulness to the University. Fellowship shall be awarded by the President

upon recommendation by the head of the unit concerned, of the most able, promising and deserving in the line of study selected.

Section 2. Unless in exceptional case, as determined by a duly constituted committee, no member of the faculty below the rank of Associate Professor shall be appointed to a University fellowship.

*Section 3. **Partial Fellowship.*** Members of the faculty who obtained fellowships from other entities may be granted partial fellowships under such terms and conditions as maybe determined by the Vice President for Academic Affairs.

Section 4. A member of the faculty receiving any offer of financial aide from any person or organization in the term of fellowships, graduate or research assistantships, or other kinds of remunerative employment to be able to pursue advance or special studies abroad, must obtain the approval of the President.

*Section 5. **Local Fellowship.*** The head of unit shall recommend to the President promising faculty members who may be appointed as local fellows by the President to enroll in the university for advance degrees free of tuition with full pay, book allowance and other benefits under such terms and conditions as stipulate.

Section 6. All candidates for fellowship shall undergo a thorough physical and medical examination by the university's health service unit or equivalent government health agency.

Section 7. Recipients of university fellowships shall sign a contract under such terms and conditions.

*Section 8. **Exchange Professorship.*** Exchange arrangements and consortia maybe made with institutions of recognized standing, both local and foreign. The President upon approval by the Board of Regents shall allow exchange professorships with accredited institutions of higher learning for a period of one year, renewable for another year.

In addition to his regular salary, an exchange professor assigned abroad or elsewhere shall be given such assistance that will enable him/her to maintain the dignity of his/her position in his/her place of assignment.

*Section 9. **Visiting Professorship.*** The President upon approval by the Board of Regents shall appoint visiting professors who shall serve in the university for some special purpose for a period of one year renewable for another year. He may also appoint visiting professors from the university to another institution of recognized standing by special arrangements and conditions mutually acceptable to both institutions.

Article 2. University Scholarship for Academic and Non-Academic Staff

Regular members of the Academic and Non-Academic staff shall have the privilege of enrolling in the University for not more than six (6) units a semester, shall enjoy full scholarship subject to certain regulations and to the discretion and approval of the President or his duly authorized representative upon recommendation of the Campus Executive Director and endorsement of the Office of the appropriate Vice-President. Permission may be granted only when the work of the staff member, the nature and the scope of the course he/she intends to take, and the course required will not impair the efficiency of the staff member in the performance of his/her regular duties.

Article 3. **Housing Privilege**

The University shall, as far as practicable, provide adequate and convenient housing for its students, faculty, and administrative employees and guests by reserving and developing a portion of its campus and/or off-campus sites for the purpose. Availment of housing units shall be in accordance with the University Housing Code approved by the Board of Regents.

Article 4. **Salaries and Other Compensation**

Section 1. Regular members of the faculty who are full-time or part-time shall receive compensation in accordance with the existing rate prescribed for State Universities and Colleges for each academic rank.

Section 2. Honorarium shall be given to the following for each hour of actual service rendered in accordance with schedules fixed by law, subject to the approval of the Department of Budget and Management:

- a. visiting professors, lecturers and exchange faculty
- b. academic staff who will be assigned to perform tasks other than teaching in excess of their regular load prescribed by the university.

Section 3. Faculty members both contractual and with plantilla item whether temporary and permanent shall be entitled to overload pay and the equivalent leave credits in accordance to approved guidelines and policies on overload.

Article 5. **Leave Benefits**

Without prejudice to leave laws and policies promulgated by authoritative agencies, faculty members and employees of the university shall enjoy the following:

*Section 1. **Teacher's leave (Vacation).*** Teacher's leave shall be granted to full time members of the faculty who do not perform

administrative functions. The teacher's leave with pay shall consist of seventy (70) days during summer vacation and fourteen (14) days during Christmas vacation for a total of eighty four (84) days.

*Section 2. **Teacher Vacation Service Credits.*** Full time members of the academic staff who had been authorized to render services on Saturdays, Sundays and holidays or during school vacations as recommended by the Campus Executive Director and approved by the President, shall be given teacher vacation service credits computed at the rate of one (1) day of service credit for every day of actual service.

*Section 3. **Sick leave.*** Sick leave shall be granted only on account of illness of the faculty concerned or a member of his immediate family, provided as defined in the Civil Service Law and Rules.

*Section 4. **Cumulative leave.*** Cumulative leave may be granted to regular members of the faculty who regularly perform administrative functions as a full-time non-teaching personnel; provided, that administrative functions as used in the preceding sentence shall be construed to mean those functions that are necessary in the management of the university or any of its units.

Section 5. Faculty members who are engaged in such work as research or other assignments which involve work beyond their normal work load, and which prevent them from taking advantage of the teacher's leave, both conditions being certified to by the concerned Campus Executive Director, may enjoy cumulative leave status instead of teacher's leave. This privilege may be granted only when the assignment is covered by an

appointment approved by the President of the university for at least one academic year.

Section 6. Both vacation and sick leaves shall be cumulative and any part thereof not taken within the calendar year in which it is earned shall be carried over to the succeeding years. Any officer, faculty member or employee herein referred to who voluntarily resigns or is separated from the university through no fault of his own, shall be entitled to the commutation of all accumulated vacation and/or sick leaves to his credit; and that the President shall authorize the commutation of the salary that would be received during the period of the vacation and sick leaves of an officer or employee.

*Section 7. **Maternity Leave.*** Lawfully married women employees shall be entitled to the privilege granted by the Maternity Leave Law. They shall be entitled to maternity leave of sixty (60) days; provided, however, that such leave shall be paid subject to the provisions of the Maternity Leave Law; provided, further, that if the health of the mother of the child requires it, as evidenced by a medical certificate, such leave may be extended by the President and, provided, finally that in no case shall the period of leave be less than two (2) months.

*Section 8. **Paternity Leave.*** A paternity leave is granted to a lawfully married male employee allowing him not to report to work for seven (7) days while continuing to earn the compensation therefore on the condition that his legitimate spouse has delivered a child or suffered a miscarriage for purposes of enabling him to effectively lend support to his wife in her period of recovery and/or in nursing the newly born. (R.A. 8187)

*Section 9. **Leave Without Pay and Unexplained Absence.*** Leave of absence without pay, not to exceed one year shall be granted for a good cause, the application for leave to be filed well in advance so that said leave will not interfere with the work of the university.

Section 10. For unexplained/unauthorized absence of at least thirty (30) days beyond the expiration of the leave granted, any member of the faculty, officer or employee of the university may, after due notice and investigation by the proper university authorities, be dropped from the service pursuant to Civil Service rules and regulations

*Section 11. **Military Service Leave.*** Military service leave shall be granted to members of the faculty, officers and employees as necessary.

Section 12. Any person mentioned in the next preceding section who may be called in accordance with the National Defense Act or any other law for trainee instruction, or for regular active duty training, shall be paid his salary during his absence for such purpose.

Section 13. The person referred to in the preceding section who goes for training voluntarily with the Armed Forces of the Philippines without being obliged to go, shall apply for leave of absence. In case the application is approved, he shall draw no compensation from the university during his absence. Provided, however, that this absence shall not curtail his vacation and sick leave privileges in the University.

*Section 14. **Special Service Leave.*** Special service leave not exceeding four (4) years, renewable yearly, shall be granted to members of the faculty who accept, on a temporary basis, government positions which are primarily confidential, policy-determining or highly technical in nature

which is usually terminable at the pleasure of the appointing power; Provided, however, that members of the faculty appointed to such positions shall be entitled to a leave of absence from the university co-terminus with such a government assignment.

Section 15. Nothing in the foregoing rule shall preclude a professor on special service leave to continue serving the university as professional lecturer or consultant in any of the units of the university that may require his/her services.

*Section 16. **Sabbatical Leave.*** To enhance the pursuance of scholarship, sabbatical leave shall be granted to permanent members of the faculty who have rendered at least seven years of very satisfactory service in the University provided that such shall be covered by memorandum of agreement (MOA).

Section 17. Sabbatical Leave shall not be longer than one year, with full salary. In addition, if the sabbatical leave is spent abroad, full transportation and other expenses incidental to this leave privilege shall be provided by the university if finances warrant.

*Section 18. **Study Leave.*** Academic and non-academic staff members with permanent status are also entitled to a study leave not exceeding one (1) school year after three (3) years or a fraction thereof of continuous service in the University subject to the approval of the Board of Regents upon recommendation of the President. An extension of one (1) school year is allowed if it is needed to finish his/her theses or dissertation for a graduate course, subject to the rules governing the

extension of study scholarship grants. Grantees shall render three (3) years of service for every one (1) year of scholarship enjoyed.

*Section 19. **Terminal Leave.*** Commutation of terminal leave shall be granted to a member of the academic and non-academic staff who retires, resigns, or is separated from the service through no fault of his own. Computation is provided for in the General Leave Law of the Civil Service Commission.

Article 6. **Other leave privileges.** Other specified leave privileges are granted to non-teaching personnel and academic faculty with administrative designations who are entitled to the following special privileges:

- a. Funeral/mourning leave
- b. Graduation leave
- c. Enrolment leave
- d. Wedding/anniversary leave
- e. Birthday leave
- f. Hospitalization leave
- g. Relocation leave

Section 1. Such leaves when availed of are subject to the following conditions:

- a. That the employee may be granted a maximum of three (3) days within a calendar year for the availment of any of the special leave privileges which he/she would opt to avail;
- b. That such special privilege shall be non-cumulative and non-commutable; and
- c. That the employee shall seek approval of the application for any of the said special privileges at least one (1) week prior to the availment of the special privilege, except on emergency cases..

Article 7. **Pecuniary Benefits and Incentives.** The University shall provide monetary benefits and incentives to faculty members and employees, subject to certain conditions and restrictions.

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Article 8. **Professor Emeritus.** A retired faculty professor who has at least actively and faithfully served the University and/or the government and has achieved marked distinction as productive scholar, scientist, artist or widely acknowledged as effective and dedicated educator may be appointed Professor Emeritus.

Article 9. Incentives shall likewise be given to all faculty, staff and support personnel who directly contribute in income generation within the University. An incentive scheme shall be devised and the net income of the various projects shall be shared by those directly involved in the project.

Article 10. Time Release. This is given as a free day per week on official time to those who are pursuing graduate education.

Section 1. Faculty members who have plantilla items and currently in the following stage/situation of their graduate education are qualified to apply for a time release:

- a. preparing for comprehensive examination;
- b. currently enrolled in thesis writing (proposal preparation, data collection, final report writing);
- c. enrolled every Saturday but the subject(s) is only offered during weekdays; and
- d. travel requirements for those enrolled outside Pangasinan.

Section 2. The time release is one day per week or as deemed necessary but not to exceed 2 days. A Maximum of one month for those preparing for comprehensive examination, one year (2 semesters and one summer) renewable every term for those currently enrolled in thesis writing (proposal preparation, data collection, final report writing) and enrolled every Saturday but the subject(s) is only offered during weekdays.

Section 3. The faculty must file an application letter to be recommended by the Chairman to the Associate Dean/Program Dean and to the Campus

Executive Director. The Campus Executive Director will endorse the application to the President thru the VP for Academic Affairs. A plan of study for the duration of the time release should be attached in the application letter.

Section 4. The faculty who is granted time release must submit a final copy of the research report, a final copy of proposal, a processed data, result of comprehensive examination, and final grade in the enrolled subject whichever is appropriate/applicable to the reason for applying time release.

Section 5. Non submission of the output or non completion of the degree within the specified time table is a disqualification of extension of time release and request for future time release.

Chapter 4

ACADEMIC FREEDOM

Article 1. **Academic Freedom of Teachers**

Section 1. Academic freedom is vested to the institution. This is extended to the faculty members who teach the subjects of their specialization according to their best lights; to hold in other subjects, such ideas as they believe sincerely to be right, and to express their opinions on public questions in a manner that shall not interfere with their duties as members of the faculty or jeopardize their loyalty to the school, college or university that employs them. Within its specific framework, the following policies are hereby declared:

- a. the University shall not impose any limitation upon teachers' freedom in the exposition of any subject/course in the classroom or in public addresses and publications by the faculty members.

- b. the University shall not place any restraint upon the teachers' freedom in the choice of subjects for research and investigation undertaken on the individual member's and/or group's own initiative; and
- c. furthermore, the University shall recognize that the teacher, in speaking or writing outside of the university on subjects beyond the scope of his own field of study, is entitled to the same freedom as all other citizens and is subject to the same responsibilities as such.

Section 2. No faculty in the university shall inculcate sectarian tenets in any of his teachings, nor use his position directly or indirectly to influence the students in the university for personal interest or against any particular church or religious sect, ideology or political party.

Section 3. If the conduct of a faculty inside or outside the classroom should give rise to doubt concerning his/her fitness to his/her position, the matter shall be referred to the Campus Executive Director through the Department Chair or his immediate head. Should the matter require further action, the Campus Executive Director shall initiate the creation of a fact-finding committee. Under no circumstances shall the faculty be subjected to any administrative action relative to the above nor be dismissed without being accorded the right to due process.

Chapter 5

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Faculty Workload

Section 1. The faculty workload shall consist of teaching, research, extension, production or a combination of teaching and any or several of the following: research, extension, administration, and production projects.

Section 2. The regular teaching load of a full-time faculty member is 21 units with 1 preparation, 18 units with 2 preparations, 15 units with 3 or more

preparations. No faculty member shall teach less than this regular number of units per week except those holding administrative designations or positions with equivalent workload.

Section 3. A faculty with approved research is given workload equivalent as follows:

- a. Program leader - 9 units
- b. Project Leader - 6 units
- c. Study Leader - 3 units

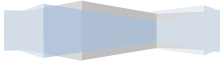
Section 4. The workload of a regular full time faculty is equivalent to 21 units. In excess of the workload units, a faculty will be granted an overload pay not exceeding six (6) units subject to existing rules and policies.

Section 5. In exceptional cases, the President of the University may exercise his discretion on the rule of overload as stated herein.

Section 6. Administrative designations at the Campus and University levels are given the corresponding unit equivalent in accordance with a distribution scale approved by Board of Regents and other appropriate bodies.

The equivalent units for administrative designations shall be as follows:

- a. Vice President - 18 units
- b. Campus Executive Director - 15 units
- c. University Director
(Instruction, Research,
Extension, Auxiliary/Production,
Student Services) 15 units
- d. Other University Director
(Admission and Testing,
Student Teaching,
Sports, Cultural, Gender,
OJT/NSTP, Resource Generation)
Associate/Program Dean 12 units
- e. University Deputy Directors 9 units



- f. Department Chairman with
11 faculty members and above 9 units
- g. Department Chair with
10 faculty members and below 6 units

Section 7. In order to justify the academic rank of those designated with administrative functions, such faculty members should teach at least one (1) three-unit course.

Section 8. In case of two or more designations, only the higher designation is accredited.

Section 9. Administrative designations in the Campus level shall have the endorsement of the Campus Executive Director, and approval of the University President; administrative designations in the University level shall have the endorsement of the Vice President concerned and the approval of the President.

Section 10. In the event that the faculty does not meet the regular workload in the mother campus, he/she will be given teaching load in his specialization in other campus under the faculty mobile arrangement. A faculty whose expertise is needed in other campus shall also be under the mobile arrangement.

Section 11. Other activities allied to workload shall be governed by rules and policies issued by the University

Chapter 6

Faculty and Staff Development

Article 1. **Organization.** The Academic Staff Development Program (ASDP) shall be headed by the VP for Academic Affairs.

Under this particular program, the VP Academic Affairs shall have the following functions:

- a. coordinate with the Campus Executive Directors for the yearly scholarship field priorities and training needs of their faculty members;
- b. suggest the prioritized educational institution where the scholar should enroll;
- c. review and recommend as to research classification and amount of thesis/dissertation support;
- d. facilitate the regularity of the release of salaries and stipends of the scholars;
- e. monitor the progress of scholars' in the graduate programs;
- f. in coordination with the Campus Executive Directors and the VP for Planning and Administration, analyze the training needs of the University faculty;
- g. plan and implement training programs for the University personnel in coordination with the HRMO and
- h. send faculty members and academic non teaching staff to trainings, seminars, workshops and other activities that will upgrade their professional competencies. The seminars to be attended must be related to their field of specialization and/or functions. The immediate supervisor should justify that the knowledge/skills to be gained would be beneficial to the unit and/or College.

Article 2. **Composition of the Scholarship Committee**

The Scholarship Committee shall be composed of the following:

The Campus Level Committee shall be composed of the Campus Executive Director as Chair, the Associate Deans/Program Deans as Vice-Chair, the Department Chair, Faculty Club President and Administrative Officer, as members.

The University Level Committee shall be composed of the Vice-President for Academic Affairs as Chair, the Director of Curriculum, Instruction and Accreditation as Vice-Chair, the Campus Executive Director, the Human Resource Management Officer and the Faculty Federated Club President as members.

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Article 3. Functions and Responsibilities. The Human Resource Management Officer will act as Secretary during meetings of the Scholarship Committee and general meetings of the scholars.

The Scholarship Committee shall have the following functions:

Campus Level

- a. screen and recommend to the University Scholarship Committee the qualified applicants for MA/MS/MBA/Ph.D./Ed.D./DPA Diploma degree, scholarships, study visits and short-term courses and research grants; and
- b. recommend appropriate action in the scholars' request for extension of scholarship, additional thesis support, leave of absence and other matters including misconduct and violations of contract.

University Level

- a. screen and recommend to the University President the qualified applicants for MS/Ph.D./Diploma degree, scholarships, study visits and short-term courses and research grants; and
- b. recommend appropriate action to the University President in the scholars' request for extension of scholarship, additional thesis support, leave of absence and other matters including misconduct and violations of contract.

The Scholarship Committee Chairman at the Campus Level shall coordinate with faculty and staff scholars and shall be responsible to meet scholars regularly at least twice a year and submit to the Office of the President through the Office of the Vice President for Academic Affairs the required reports of progress, problems and/or difficulties of scholars.

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Article 4. Types of Scholarship. There shall be three types of scholarship program under the ASDP namely:

- a) degree-oriented - MS/MA/MBA and Ph.D./DBA or equivalent degree;
- b) non-degree (diploma, short-term courses, study tours); and
- c) special study privileges - thesis grants, subsidized study grants, privileges for faculty and staff studying at PSU Graduate School.

Article 5. Screening and Selection. The general policy guidelines concerning screening and selection of scholarship recipients by the Scholarship Committee are as follows:

- a. previous scholars must have served the University for at least two (2) years before they can be eligible for another scholarship except when there is no other eligible applicant for a prioritized field, or when an outside support is available;
- b. a faculty member or staff can enjoy only two (2) degree oriented scholarships or special study privileges;
- c. faculty members and staff who are forty five (45) years old and above will not be considered for degree scholarship programs. However, they can apply for the Special Study Privileges;
- d. only regular or temporary faculty members/staff are eligible for scholarship and must have at least a very satisfactory (VS) performance rating for the past evaluation;
- e. newly appointed faculty members must have served the University for at least one year from the time they are given a plantilla item before they can be eligible for scholarship under the University ASDP. Exceptions will be in cases of externally-funded scholarships or study assistance;
- f. the scholarship applicant should submit/present a certificate of admission in the graduate school accredited by the University;
- g. applicants to the PSU Graduate School under the Special Study Privilege are required to secure first a written authorization from the University President before they can be admitted/enrolled; and
- h. faculty members and staff who will study at their own expense may be allowed to enroll in other schools provided that the degree to be taken is vertically articulated to their previous degrees and must be approved by the University President.

Article 6. Criteria in Granting Scholarship.

The scholarship applicants shall be evaluated on the basis of the following criteria:

Criteria	Maximum Points
I. Professional/work experience	40
Length of service in PSU	5
Length of service in other agencies	3
Nature of Job	8
Researches undertaken	6
Technical papers published	10
Technical papers written but not published	4
Non-technical papers written	4
II. Educational Qualification	35
Weighted Average in High School	5
College	10
Post-Graduate	5
Honors, Awards received in the area of specialization	5
Graduate Courses enrolled/completed	5
Other non-degree training(s)	5
III. Other Qualifications	25
Communication skills (verbal & non-verbal)	10
Work Attitude/Performance	10
Potential (Capability to take more responsible posts)	5
TOTAL	100

Article 7. **Basic Requirements of Scholarship.** Scholars should enroll the required regular load during the semestral or summer classes. Regular load means twelve (12) units per semester, nine (9) units per trimester and quarterterm and six (6) units of academic subjects during summer. A load of nine (9) units may be allowed during the initial semester or six (6) units during the initial trimester or quarterterm of coursework upon prior approval of the Scholarship Committee. The scholars should coordinate with the Academic Committee before finalizing their coursework in order to ensure that the load requirement is satisfied.

In case the intended course to be enrolled is dissolved or has reached the quota for the required number of enrollees and no substitute course is allowed by the graduate committee, the scholar's stipend will be pro-rated based on his load during the semester. The scholar will be required to reinstate if he does not have any subject to enroll for reasons stated above.

Article 8. Change of Specialization. The selection of scholars is based on specific fields of specialization. The scholars cannot change their field of specialization or major course work without prior authorization from the University. A change in the field of study/specialization and school shall not be allowed especially if it requires additional period of scholarship and additional expense on the part of the University except in certain meritorious cases beyond their control. The unit heads/deans should justify that the change will benefit their units/college in particular and the University in general.

A faculty member who pursued a program authorized by the University but which is not in line with his field of specialization or not needed by his Campus/unit will be required to transfer to another Campus/unit within the University System that needs such field of study/specialization.

A scholar who changes his field of specialization without prior approval will be required to reinstate and refund in full all expenses incurred during his scholarship to include tuition and other fees, stipend, book allowance, thesis allowance, salary and other financial incentives.

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Article 9. Leave of Absence. A maximum leave of absence equivalent to one school year may be granted to the faculty member or staff on scholarship upon prior-request based on meritorious reasons subject to the submission of an Approved Leave of Absence (LOA) from the graduate school and approval of the

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University President upon recommendation of the Scholarship Committee. The scholar on LOA shall not be entitled to allowances and other financial incentives due to a scholar.

Article 10. Length of Study. Faculty members and staff on scholarship are allowed a maximum of two (2) years to finish their MA/MS/MBA related degrees and three (3) years to finish their Ed.D./Ph.D./DBA/DPA related degrees excluding the period of their approved LOA.

Article 11. Extension of Scholarship. Extension of the length of scholarship specified in Article 10 may be allowed only for five (5) months with full privileges upon certification of the Adviser that the scholar can finish the course within the extension period and the Scholarship Committee has determined that normal credit loads have been taken every semester. An additional extension for less than or maximum of five (5) months only on official time and without stipend could be granted for meritorious reasons with certification of the adviser and/or dean of the graduate school.

Upon completion of the allowable scholarship period, (3 years for MSIMA/MBA and 4 years for Ed.D./Ph.D/DBA), the grantee shall be required to reinstate to the University. In case of non-completion of the thesis/dissertation requirements, he/she can continue on her/his own but is no longer entitled to scholarship and leave privileges.

Article 12. Completion of Degree. A scholar, upon completion of degree, should submit within three (3) months an article about his/her study for publication in the University Research Journal. Three (3) bound copies of his thesis or dissertation shall likewise be submitted to the University Library, Research Office and Accreditation Office. Further, a scholar should present a

paper to the Agency In-House Review or other venues as may be coordinated by the Research Office.

Article 13. Obligations of Scholars. The scholar, before commencing studies should agree to the following terms and conditions:

- a. to conduct himself in a manner so as not to bring disgrace or dishonor to the University and to the country.

Any misconduct such as immorality, assault on authority, excessive drunkenness, inciting rebellion or sedition or a combination of the same, and acts not in conformity with the Code of Conduct for Government Employees (RA 6713) are grounds for immediate termination of scholarship, pending investigation and subsequent legal proceedings against the scholar in accordance with Civil Service and other government rules and regulations.

- b) to keep up with the high standards of scholarship.

The grantee should understand that scholarship is both a privilege and a responsibility. It is the responsibility of a scholar to behave as a responsible scholar at all times. He is therefore required to maintain a grade point average of 2.00 for graduate courses (or their equivalent requirements) at the end of every semester. Otherwise, he shall automatically lose his scholarship slot. Fees paid for re-enrolling subjects which were not completed/graded within the allowed period of completion, should be refunded and deducted from the succeeding stipends.

- c) to submit the following to the Office of the VPAA:

<u>Graduate Degree Program</u>	<u>Deadline for Submission</u>
1. approved list of guidance/advisory committee	before the start of the first term
2. approved plan of course work	on or before the start of the second term for MS/MBA/related degree and qualifying exam for the PhD/related degree
3.progress report indicating the subjects taken and grades received	On or before the start of the next term immediately following the term being reported.

<u>Non-Degree Programs</u>	<u>Deadline</u>
Completion report	One month after the completion
d. to attend the regular meetings called by the Chairman of the Scholarship Committee to be scheduled every first Friday of December and second Friday of May;	
e. to refrain from engaging in any work with pay or accept other forms of scholarship while enjoying scholarship grant from the University and/or outside sponsors;	
f. in the case of those who attended non-degree programs, they shall submit a narrative report to the Office of the President through the FSDO within thirty (30) days upon completion of the non-degree training. The report should include, among others, scope of the program, important experiences and recommendations for the improvement of the scholarship program;	
g. if a scholar cannot submit his report within the required period even after due notice by the VP AA, he would be asked to explain his negligence in writing and financial incentives for the year, incentive or productivity pay would be withheld until such requirement has been complied with;	
h. to serve the University for a period of not less than three (3) years for every year of degree scholarship grant or a fraction thereof of not less than two (2) months. For short-term courses of at least one month,	

a participant is required to serve the University for three times the Length of the grant;

- i. to refund to the University or the financing agency in full of such sums of stipend, allowances, thesis allowance, tuition and other fees, salaries and other expenses involved in the scholarship for failure to comply with the terms and conditions of the grant through any or a combination of the following causes:
 1. Willful neglect - includes any or combination of the following: poor scholarship, habitual non-submission of required reports, involvement in conducts of misdemeanor, non-attendance to required meetings of scholars, immorality, or such other grave misconducts as defined by the Civil Service Law and RA 6713;
 2. Resignation;
 3. Voluntary retirement; and
 4. Inability to finish the degree within the scholarship period, including the approved extension of study leave.

Scholars who failed to comply due to the causes mentioned above (i1 and i4) are required to report back but must seek clearance first from the Office of the President before returning to the mother unit. The concerned Campus Executive Director and Vice President should require the returning scholar to present a clearance or authorization from the Office of the President before giving him any assignment.

j. in no case shall dropping or failure in all courses be allowed. Should the scholar drop a course, the scholar will be required to refund the fees, stipend and other benefits received from the University for that academic period;

k. if a scholar suddenly withdraws from. pursuing studies, he would not be eligible for another scholarship consideration for at least two (2) years. He will be required to refund all expenses in connection with the scholarship;

l. if after completing the studies the FDP scholar without serving or not completing the service contract, decides to transfer to a private, institution/agency with the exception of those in the UN Agency System, shall be required to pay, in full or pro-rated such amount that was spent in connection with this scholarship.

m. a clearance from the University will not be issued to the former scholar until he is cleared from his financial obligations. All pending

financial claims, if there is any, will be released only upon presentation of a clearance. On cases where a guarantor is to be assigned to take over the scholar's obligations, the guarantor should be within the first degree of affinity and/or consanguinity. He may also designate faculty members as guarantor(s) provided they hold permanent appointment in the University and whose salary grade (s) is/are at least the same with that of the scholar; and

n. a faculty scholar who fails to finish the degree within the scholarship period due to some meritorious reasons such as Illness, absence of the adviser or any member of the guidance committee and other reasons beyond the control of the scholar may be allowed to reinstate to service. The request for reinstatement shall be evaluated by the Scholarship Committee upon endorsement by the Unit Head and Dean/Director and concerned Vice President.

A returning scholar required to refund the total amount incidental to his scholarship, a duly notarized affidavit stating the inclusive period within which the full refund must be made. He will be given a maximum of ten years to pay without interest, after which, an interest of one percent per month on the balance shall be imposed.

A scholar who did not finished the degree during the scholarship period but continue to pursue and finish the degree on his own in an accredited school or through other grants may be absolved from paying his financial obligations effective upon submission of proofs of completion/graduation.

A faculty scholar without an approved request for reinstatement shall not be given teaching loads and other assignments and is temporarily not entitled to salary and other benefits.

Article 14. Privileges. A scholar is entitled to the following benefits:

- a. actual matriculation/tuition and other fees;
- b. maximum book allowance of P500/subject term excluding thesis/special problem;

- c. graduation fee;
- d. monthly stipend of P10,000.00 for Ph.D/Ed.D./DBA and P 7,000.00 for MS/MBA; **and**
- e. Financial support of P15,000.00- 25,000 for Masteral thesis and P30-40,000 for Ph.D. dissertation in line with the university thrust as recommended and subject to availability of funds by higher authorities;

Article 15. Selection of Educational Institution. The Office of the Vice president for Academic Affairs announces at least two prioritized educational institutions for each field of specialization. Selection of scholars shall be based on the field of specialization of the educational institutions.

Article 16. Special Study Privileges.

For those who cannot avail of the regular FDP Scholarship, special study privileges may be extended to those who will enroll during weekends at accredited schools provided prior authorization is sought from the higher authorities.

Basic Requirements

Any faculty member of PSU who desires to finish advance degrees may avail of this grant provided the following basic requirements are satisfied:

- a) the grantee has a permanent or temporary plantilla item;
- b) the area of specialization being pursued by the grantee is in line with the identified thrusts of FDP/related to work assignments of applicants
- c) the grantee shall be enrolled in a reputable and accredited school:
- d) the grantee should have rendered at least one (1) year of continuous service to the University and that his/her performance rating is at least very satisfactory for the past two years;
- e) the applicant should be endorsed by the Dean/Director to ensure that the grant shall not hamper the operations of the unit where the applicant belongs;
- f) a contract with the University shall be executed providing that the grantee shall serve the university for a period equivalent to his/her

study leave which shall not exceed one year for thesis "grant and five years for subsidized studies and

- g) thesis support equivalent to those enjoyed by FDP scholars may be given provided that the study falls within the research thrust of the university and that funds are available for the purpose. Such thesis support should have the concurrence of the Research and Extension Council before the Scholarship Committee endorses the same to the Office of the University President.

The grantee shall enjoy the following privileges: tuition fee and other fees, book allowance, salary and stipend equivalent to one half of the stipend being received by the regular FDP scholars and full thesis support during the period covered by his study grant subject to availability of funds.

Article 17. Thesis Grant. This grant shall be made available to non-FSDP grantees who have finished their course work requirement in a reputable graduate school and are ready to conduct their thesis/dissertations.

1. The grantee has to execute a contract with PSU under the following terms and conditions:

The grantee shall:

- a) finish the degree in one year;
- b) have an approved thesis/dissertation outline;
- c) serve the University for at least two years after the grant;
- d) refund the University of his/her tuition, allowances incident to his/her studies for failure to finish his/her degree within the prescribed period and;
- e) Submit progress reports to the HRMO and concerned Deans Director and Vice President.

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Article 18. Subsidized Study Grants (for those studying on weekends only). This grant shall be made available to faculty members and staff with permanent and temporary who will start/continue an advance degree on his own after meeting the basic requirements stipulated in the guidelines and upon execution of scholarship contract

Privileges:

actual matriculation and other fees and monthly stipend subject to availability of funds. Stipend will be pro-rated if the units enrolled are less than nine units. .

Obligations:

- a. finish the degree within five years
- b. refund to the University the total subsidies for failure to finish the degree within the prescribed period;
- c. refund the cost of tuition for failed subjects or INC not completed within the prescribed period.
- d. submit progress reports to the FSDO and HRMO

Article 19. Faculty Studying on their Own. Those intending to pursue graduate studies on their own must also follow the provisions in the policy guidelines Degree earned in violation of these guidelines may not be used for promotion and requests for reclassifications.

Article 20. Enrollment at the PSU Graduate School. Permanent or temporary faculty and staff who could not avail of the regular FDP scholarship or special study privileges may apply at the PSU Graduate School subject to the recommendation of the Scholarship Committee and approval of higher authorities.

The approved request to pursue graduate studies should be submitted to the Graduate School upon enrolment. In the absence of such, the faculty is not entitled to free tuition and other fees.

Article 21. Scholarship in Non-Degree Programs. Attendance to local non-degree programs like short course/training of at least three months is normally discouraged unless this is a matter of urgency in so far as operations and/or establishments of new university are concerned.

Attendance to short courses overseas is encouraged to broaden the experience of the faculty members. Unless initiated by the individual faculty/staff member, NEDA, CHED and other foreign institutional agencies normally coordinate with the University available training courses/overseas fellowship and the faculty or staff recommended by the University competes with the applicants from other Campuses. The same rules, guidelines and obligations are followed for the overseas non-degree scholarship program.

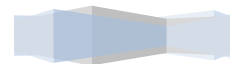
Attendance to seminars, workshop, and/or conferences of less than a month that would not entail much expenses on travel, board and lodging is normally encouraged. Faculty or staff members desiring to attend seminars/workshops or meetings sponsored by private entities or societies should finance their attendance or secure financial support from the sponsors.

Article 22. Trainees' responsibilities. Participants to training programs whether abroad, local or those conducted by the Continuing Education & Training Services (CETS) are required to complete their trainings. A contract of grant will be executed providing among others that failure to pass the training will tantamount to a refund of the cost of training fees and other allowances received during the training.

Chapter 7

Awards

A Diploma of Merit shall be awarded to members of the faculty and the administrative staff for exemplary conduct, loyalty and exceptionally efficient and meritorious services to the University upon their voluntary resignation or their retirement from the service. Provided, that the faculty/staff has served the University for at least fifteen (15) years. The Diploma shall be signed by the



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President and the Secretary of the University and issued on the date following the last day of active service.

Section 1. There shall be an approved and strengthened incentive award system in the University which shall encourage creativity, innovativeness, efficiency and integrity in the public service by recognizing and rewarding faculty members, individually or in group for their inventions and exemplary accomplishments in instruction, research, extension and production which contribute to the economic improvement in the operation of the University.

Section 2. All deserving members of the faculty and academic staff with plantilla item who meet the criteria for each specific award shall be entitled to receive the award.

Section 3. Recipients of incentive/honor awards shall be given preferences in promotion, and training grants and scholarship.

Section 4. The University shall create an Incentive Award Committee headed by the Vice President for Academic Affairs.

Section 5. The Incentive Award Committee shall formulate the guidelines or rules to attain program objectives in accordance with established guidelines of this Development System subject to the approval of the Board of Regents.

Section 6. Any member of the faculty and academic staff may nominate a colleague for any available award in the prescribed form in the Incentive Award System at any time of the year and such nomination shall be evaluated together with all other nominees annually.

Section 7. The Incentive Award Committee shall submit the names of those whose inventions and exemplary accomplishments have been found to meet the awards criteria to the University President for granting of the institution award.

Section 8. The awards may be given during the PSU annual founding/foundation celebration.

CHAPTER 8

FACULTY IN-BREEDING

Article 1. Definition/Clarification of Terms

An individual is considered inbred if he is a teaching member of the faculty and if he has received one or more of his earned degrees from the institution in which he is giving instruction.

Academic inbreeding is the practice where higher education institutions hire their students as faculty members right after their graduate studies have been complied. This implies that faculty career is spent continuously at the same institution where the academic degrees were earned.

Article 2. Principles and General Norms for the Recruitment, Appointment and Hiring of Faculty Personnel concerning Faculty Inbreeding

- 1 Faculty applicants who are graduates of the University may be taken in and are treated on equal footing with graduates from other institutions. However, priority will be given to applicants who graduated with honors and topnotchers in the board examinations.
2. Except for those who have graduated with honors, the fresh graduates from the University who apply for teaching positions shall be advised to first have at least a year of outside PSU work experience or must have obtained professional training in relevant work experiences before they would be considered as official applicants for teaching job.

- 3. In case the recruited faculty members are graduates of the University, they shall be required to pursue and prioritize graduate degrees from other Universities.
- 4. In case the recruited faculty members have BS and MS degrees which have been earned in the University, they shall be required to undergo/undertake extensive faculty professional development programs/avenues to develop and infuse them outside-training and capability build-up.

Chapter 9

ADMINISTRATIVE DISCIPLINE

Article 1. **Suspension and Dismissal.** No officer or employee in the University shall be suspended or dismissed except for a cause as provided by law after due process.

Article 2. **Removal by the BOR.** The Board of Regents can remove any member of the academic and non-academic staff only for a cause, after an investigation and hearing shall have been observed. The investigation shall be in accordance with the Merit System and Promotion Plan and Executive Order No. 292. The Board’s decision with respect to removal shall be automatically reviewed by the Civil Service Commission, the decision of which shall be appealable to higher authorities in accordance with law and rules.

Article 3. **Proceedings on Disciplinary Cases.** Proceedings on disciplinary cases shall not necessarily adhere to technicalities applicable to the regular courts of justice. However, all procedural steps on matters of discipline prescribed by the Merit System and Promotion Plan for Faculty and Academic Staff and Civil Service Commission shall be followed accordingly.

Article 4. **Other Penalties.** Other penalties, such as forfeiture of leave credits, cancellation of Civil Service eligibilities and others shall be imposed upon any

member of the academic or non-academic staff who is found guilty as charged in accordance with pertinent provisions of Executive Order 292.

CHAPTER 10

ACADEMIC CALENDAR, EXAMINATIONS AND GRADING SYSTEM

Article 1. **Academic Calendar**

Section 1. The annual academic calendar in the Graduate and Undergraduate programs of the University shall be prepared in accordance with the calendar issued by the CHED, and the details thereof shall be prepared by the Office of the Vice President for Academic Affairs of the University.

Section 2. The calendar year shall consist of two (2) semesters and one summer term. Each semester shall consist of at least eighteen (18) weeks.

Section 3. Class work in one summer term shall be equivalent to one semester work and shall consist of at least six (6) weeks.

Section 4. Extra- and co-curricular activities for the academic year shall be calendared at the start of the academic year, to be scheduled separately from the regular academic calendar.

Section 5. The Campus Coordinator for Student Affairs shall prepare the annual calendar of extra and co-curricular activities of students in the Campuses, in consultation with the different student organizations. The schedule shall be submitted to the Office of the University President through the Office of the Director for Student Services for approval.

Article 2. General Academic Policies

Section 1. **Schedule of Classes.** The schedule of classes assigned to faculty members in the graduate and undergraduate programs shall be prepared by the Registrar in accordance with the academic calendar.

Section 1.1 The Registrar shall prepare the schedule of classes in consultation with the Department Chairman/ Associate Dean/ Program and to be approved by the Campus Executive Directors.

Section 1.2. No faculty member shall change the schedule of his/her classes, unless with official consent of the Registrar and written approval of the immediate supervisor.

Section 1.3. Classes shall be scheduled within the regular office hours, except when it is really very necessary to do it otherwise, as determined by the Campus heads, and approved by the University President through the Office of the VP for Academic Affairs.

Section 1.4. Faculty members shall meet their class or students at a time, date, or place indicated in the approved schedule of classes, except when the Campus Head expressly approved otherwise.

Section 2. **Class Size**

Section 2.1. A regular academic class shall consist of a maximum of 45 students.

Section 2.2. Unless otherwise authorized by the Campus Head, all laboratory classes shall not exceed thirty (30) students.

Section 2.3. Deviations from the above standards shall be subject to the approval of the duly constituted authorities of the University upon the recommendation of the Campus Head.

Section 3. **Suspension of Classes**

Section 3.1. Classes in the campuses can be suspended by the Campus heads only with authority from the President, except in cases of fortuitous events for which report shall be submitted to the University President.

Section 3.2. Unless otherwise authorized by the Campus head, faculty members and personnel shall report in their official stations even when classes are suspended.

Section 3.3. All class hours lost due to suspension of classes during fortuitous events such as typhoons and earthquakes shall be replaced, depending upon the discretion of the President or his authorized representative.

*Section 4. **Attendance***

Section 4.1. Faculty members shall keep an accurate record of their students' attendance. A student who has ten (10) unapproved absences is no longer qualified to a passing grade.

Section 4.2. Approved absences of students are limited to illness as certified by a physician, death of a family member, official and authorized representation of the University in official functions/activities and other reasons as maybe deemed justified by the faculty concerned.

Section 4.3. The students incurring approved/ unapproved absences shall be responsible for all the requirements, assignments, and topics missed while being absent.

Article 3 - Examinations and Grading System

Section 1. Examinations are integral components of instruction and shall be administered by the faculty member subject to University policies/rules for the purpose of evaluating student performance.

Section 2. As a general rule, mid-term and final examinations are administered each semester or summer term. This is compulsory for all undergraduate courses except in laboratory courses and the like wherein at the discretion of the instructor/professor concerned, a special procedure other than a final examination may be prescribed. The faculty however can exempt at his/her discretion, a student who has manifested academic excellence during the term.

Section 3. Students who failed to take mid-term and final examinations because of valid reasons may be allowed to take a special examination upon presentation of supporting documents.

Section 4. Students without examination permits shall not be allowed to take the mid-term or final examination.

Article 4. Grades and Grading System

Section 1. The academic performance of the students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.

Section 2. Faculty members shall adopt a uniform grading system, using numerical ratings from "1" to "5.0", where 1.0 is the highest.

Section 3. The subject faculty is the sole authority to give grade to the students.

Section 4. A faculty member leaving the University shall submit to the Associate Dean/Program Dean all records of his/her students who incurred grades of INC (incomplete) or CF (Conditional Failure). These records will be turned over to the faculty member who was designated by the Associate Dean to take the place of the leaving faculty. Students shall complete their grades or take their re-examination with the designated faculty member.

Section 5. In the undergraduate level, every faculty member shall submit his/her report of grades as soon as possible but not later than ten (10) working days after the last day of the final examination.

Section 6. No faculty member shall change a grade after the report has been filed in the Office of the Registrar. In cases where a faculty commits error, the faculty concerned shall officially request for authority to change through his/her department head, to be approved by the Campus Head. However, change of grades shall no longer be allowed after a year from the initial filing. In no case likewise shall any change of grades operate to the prejudice of the student.

Section 7. A grade of “Incomplete(INC)” is given if a student’s class standing throughout the semester is passing, but fails to submit/complete some requirements. A final grade based on overall performance shall be given to the student once the deficiencies are submitted/completed. The INC grade is to be removed within one semester it was incurred, otherwise, it shall already be changed to a failing grade of 5.0. The faculty concerned shall advise the Registrar in writing to convert the Inc to 5.0.

Chapter 11

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REMEDIAL PROGRAM

Article 1. Objectives

1. To assist groups of students to cope up with their difficulties in studying, intervention programs are given to them such as peer

tutoring or conducting tutorial class by the faculty themselves or by a group of students.

2. To provide a substitute faculty to handle the classes in cases when faculty members are unable to handle their classes or meet their students because of their attendance to trainings, seminars, representation services and other functions which are official in nature.

Article 2. Types of Remedial Program

A. For students needing supplemental, voluntary remedial classes

1. Tutorial Class

The tutorial class is handled by a faculty to improve the performance of the students who have difficulty in their classes in Mathematics, English and Sciences. Most often, the tutorial class will be under the supervision of the adviser or faculty member concerned.

2. Peer Tutoring

This program is done to teach other students by a group of competent students in areas where they have low performance. The peer tutoring is done during the vacant periods of the students.

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B. For faculty members who could not attend to their classes

A faculty member who could not attend to his/her class due to personal reasons or official activities/obligations are required to accomplish the request for remedial class form. This shall be submitted and approved by the Program Dean/Associate Dean before the scheduled travel or leave of the faculty.

Article 3. Monitoring of the conduct of remedial classes/program should be initiated by the Office of the Associate Dean/Program Dean.

APPENDIX A

GLOSSARY OF TERMS

1. Academic Teaching Staff– refers to the faculty members holding an academic position/rank serving as full time in the University.
2. Academic Non-teaching staff– refers to employees with an academic or vocational environment whose jobs do not involve teaching.
3. Full time faculty- refers to faculty with academic, lecturer or clinical rank, and for the purpose of this manual, those whose assignment is 100% time for either an academic year contract or a fiscal year contract.
4. Part Time faculty – refers to a faculty who is hired to handle specialized courses(Accounting, Engineering, Law) and is paid on a hourly basis carrying a load of 3-12 units per term.
5. Mobile Faculty – a faculty whose appointment is either permanent, temporary or contractual who handles a teaching load assignment outside of his/her mother campus.
6. Permanent appointment – this is issued to a faculty who meets all the qualification standards required of the position to be filled up. The standards referred to are the education, experience, training and eligibility requirements.
7. Temporary appointment- this is issued to a faculty who does not meet the qualification standards required of the position such as the education, experience, training and eligibility requirements.
8. Contractual appointment - this is issued to a faculty who does not meet some of the qualification standards required of the position such as the education, experience, training and eligibility requirements but the services/expertise is to be rendered is of short duration or for a limited period not to exceed one (1) year.
9. Overload pay – refers to the payment for teaching services for credit courses rendered by a full time faculty member in addition to the required normal load .

APPENDIX B

FUNCTIONS AND RESPONSIBILITIES OF FACULTY MEMBERS WITH ADMINISTRATIVE DESIGNATIONS

The Vice President for Academic Affairs

The Vice President for Academic Affairs shall be a regular item as SUC Vice President in the University plantilla (RA 8292). The functions and responsibilities of the Vice-President for Academic Affairs are:

1. Directs the planning, implementation, coordination, monitoring and evaluation of instructional programs to ensure effective training and education of students, both undergraduate and graduate in the University;
2. Serves as Chair of the University Faculty Recruitment and Selection Committee, Suggestion and Incentives Awards Committee, Faculty and Academic Staff Development Committee, University Athletic Committee, Curriculum Development Committee, Admissions and Testing Committee, Production and Publication of Instructional Materials Committee; and Program Accreditation Committee;
3. Reviews, amends and enriches curricular programs and proposals and delivery systems proposed to upgrade the quality of instruction before they are presented to the Academic Council, the President and the Board.
4. Prepares and submits for review a Ten-Year Academic Development Plan specifying its objectives, academic programs, staff development, physical development and financial requirements;
5. Prepares and submits budgetary proposals for academic and instructional programs and quarterly/annual reports to the Office of the President of the University;
6. Formulates and develops a Faculty and Academic Staff Development Program in accordance with the priorities in the University Development and Investment Plan;
7. Collects, collates and analyzes institutional and faculty performance;
8. Initiates the accreditation of curricular programs by appropriate accrediting agencies;
9. Formulates and develops programs and activities for external and cultural affairs, sports and physical fitness and student teaching to ascertain efficient management and effective service delivery.

10. Establishes a network of linkages with outside agencies and other educational institutions and monitors all activities pertaining to academic affairs and makes reports on such activities to the President; and
11. Does other functions upon direction of higher authorities.

The Vice-President for Administration and Planning

The functions and responsibilities of the Vice-President for Administration and Planning are

1. Manages, maintains and coordinates the day-to-day activities, their execution, monitoring and evaluation, particularly on finance, administrative services, maintenance of physical plant and facilities, civil security, legal matters, information management, and physical planning.
2. Serves as Chair of the University Planning and Budget Committee, University Complaints and Grievance Committee and the University Recruitment and Promotions Committee,
3. Carries out quality improvement activities of outputs and reduction of wastage and inefficiency;
 - a. effective management of personnel – their roles and responsibilities
 - b. efficient management of inventory of supplies and materials – reduce hidden costs, control acquisition costs, and preserve/maximize their utility
 - c. efficient time management to reduce sickness, tardiness and absenteeism
 - d. efficient utility of buildings, classrooms, apparatuses, equipment, vehicles and energy.
4. Executes all housekeeping programmable and routinary activities and functions and those explicitly devolved by the University President.
5. Executes and monitors policy decisions pertaining to general administration.
6. Maintains the general security of all university officials, faculty employees and students, buildings, facilities and equipment and all properties of the university through the proper management of a civil security system
7. Creates a conducive atmosphere for quality and productive outputs

8. Consults, discusses, and submits with the legal office all issues and problems that need arbitration, interpretation and court representation in consultation with the Solicitor General Office
9. Coordinates and oversees the preparation of plans and designs of physical infrastructures like buildings, road network, water system, athletic oval and grounds, etc.
10. Monitors and feeds back to the President all activities concerning administrative affairs; and
11. Does other functions upon direction of higher authorities.

The Vice-President for Research, Extension and Auxiliary Services

The Vice President for Research and Extension shall have a two-year term subject to redesignation to a like term. The functions and responsibilities of the Vice-President for Research and Extension are:

1. Plans, implements, monitors, coordinates and evaluates the University Development Plan for Research, Extension and Auxiliary Services;
2. Coordinates and promotes interdisciplinary collaboration in research and extension programs and projects of campuses in accordance with the thrust and priorities of the University;
3. Screens and evaluates study, project, program proposals in research and extension intended for funding by the University and other agencies before approval by the University Research, Extension and Auxiliary Services Council with him as chair;
4. Prepares and submits budgetary proposals for research, extension and auxiliary services;
5. Collects, collates, analyzes, synthesizes and communicates research and extension data including transfer of technology and information to related divisions and departments in the University;
6. Recommends research and extension personnel and staff for scholarship, fellowship and training programs;
7. Creates an atmosphere for quality and productivity in the division;
8. Monitors and feeds back to the President research, extension and production activities and performance;
9. Establishes linkages with research and extension institutions and agencies both public and private;
10. Does other duties and functions upon directive of higher authorities.

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The Vice President for Business and Resource Generation

The Vice President for Business and Resource Generation shall have a two-year term subject to redesignation to a like term. Under guidance and direction emanating from the president, your functions and responsibilities shall be the following

1. Plans, implements, monitors, coordinates and evaluates the University Development Plan for Business and Resource Generation;
2. Coordinates and promotes interdisciplinary collaboration in Business and resource Generation programs and projects of campuses in accordance with the thrust and priorities of the University;
3. Screens and evaluates study, project, program, proposals in business and resource generation before approval by the University Business and Resource Generation Management Committee;
4. Prepares and submits budgetary proposals for Business and Resource Generation operations;
5. Monitors and feedbacks to the University President business and resource generation activities and performance;
6. Establishes linkages with development agencies, both private and public, for possible fund generation and business strategies;
7. Collects and analyzes business and resource generation information as a basis for distribution of monetary and other forms of incentive;
8. Does other duties and functions upon directive of higher authorities.

The Campus Executive Director/Dean

The Campus Executive Director/Dean shall have a two-year term subject to redesignation to a like term. The functions and responsibilities of the Campus Dean are:

1. Plans, implements, monitors, coordinates and evaluates academic programs and administrative management in the campus/school;
2. Prepares, develops, and integrates a Five-Year College Development Plan, Annual Action Plan, and makes Quarterly, Annual and other reports based on the inputs from the different departments, units or sections in the campus/school;
3. Directs and supervises the preparation of curricula/course, methods and strategies of teaching, admission and retention policies for the consideration and approval of the University Academic Council and recommends recipients of awards and degrees;
4. Prepares and rationalizes academic loads and work functions of faculty members and support staff in the campus/school;
5. Makes plans and measures designed to improve the student development services and faculty/staff welfare;

6. Exercises and encourages initiatives from all sectors of the campus for the generation of funds, interest in research, grants and fellowship for students, faculty members and staff;
7. Initiates and develops linkages with other institutions and other government and non-government agencies/entities;
8. Monitors all activities pertaining to the operation of the campus and makes report of such activities of the President; and
9. Does other related functions upon direction of higher authorities.

University-Level Directors

The University-Level Director shall have a two-year term subject to redesignation to a like term. Aside from the directors already provided in the code; the President may designate other directors as the need arises. The functions and responsibilities of the University-level Director are:

1. Assists the higher rank University Officials, under whose area of responsibility the particular function area is subsumed, in all activities, projects, and programs designed to achieve the objectives and goals of the University;
2. Coordinates and provides liaison services in all activities in planning, implementing, monitoring, and evaluating programs/projects/activities in the University;
3. Initiates study and review of existing procedures, strategies and approaches involved in University projects and programs, and make recommendations for necessary steps to be taken to effectively achieve the objectives and goals of the University along one's particular function area;
4. Provides technical expertise whenever needed in the various campus and units of the University specifically in one's function area; and
5. Does other functions upon direction of higher authorities.

Director for Open University System

1. Administers the development and provision and delivery of instructional programs in advance and higher education levels, special non-degree programs in critical areas, research and development projects, and extension services for regional and provincial development;
2. Administers and manages the development and utilization of alternative instructional delivery systems with the use of various or combination of print, audio- video, computer and communications and information technology;

3. Prepares, submits and administers the PSU-OUS regular and special budgets and seek fund sources and support from other government and non-government agencies and instrumentalities;
4. Administers regular accreditation and equivalency programs and services for the recognition of prior learnings;
5. Develops, establishes and maintains linkages and partnerships with international and national organizations for joint, complementary, collaborative and supportive programs and projects;
6. Develops and maintains close collaboration, complementation and cooperative working relationships with colleges, divisions and academic units of the university;
7. Recommends to the University President the awarding of diplomas and certificates to graduates of degree and non-degree programs, and special citations to distinguished patrons, alumni, friends and sponsors of the PSU-OUS;
8. Prepares and submits annual/quarterly accomplishment reports to the Office of the University President;
9. Does other functions upon directive of higher authorities.

Director for Public Relations Information Management Office

1. Establishes functional and symbiotic working relationship between the University and her constituents, stakeholders, the media community and the general public;
2. Provides adequate measures for effective inter-agency information dissemination with other sectors in the academe, government offices, NGOs, both national and international settings and the public in general;
3. Promotes wholesome image of the university through active public relations and effective information management interventions; and
4. Coordinates all publications and information management initiatives conducted by all campuses and units of the University.

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Director for Gender and Development

1. Directs the planning, implementation, coordination, monitoring and evaluation of the Center programs, projects and activities in support of the Gender and Development (GAD) mainstreaming efforts within and outside the University;
2. Conceptualizes and implements research studies, projects and programs; and collects and updates GAD data and materials;

3. Prepares and designs training curricula and modules which are GAD responsive and related; and standardize GAD core messages and tools which are region- and local-specifics;
4. Provides expert advice and technical assistance in GAD-oriented curriculum and gender responsive planning;
5. Advocates and promotes GAD-based reforms in education, legislation and policies;
6. Establishes network of linkages with government and non-government agencies and organizations;
7. Prepares and submits annual/quarterly reports of accomplishment to the Office of the University President and other related offices; and
8. Does other functions upon directive of higher authorities.

Director for Presidential Management Office and Executive Secretariat

1. Directs, manages and oversees the flow of communications on rules and regulations, fiscal, faculty and personnel issues, policy decisions and other important matters circulated for efficient and effective operations of the Office of the University President;
2. Directs and supervises all personnel in the office and safeguards all office equipment, furnitures and other accessories;
3. Manages, directs and schedules protocols, visits of guests, visitors and other individuals in the Office of the University President;
4. Sets and reminds the University President of his appointments, commitments and schedules of meetings, conferences and other social obligations;
5. Coordinates, reviews and monitors university activities like fiscal operations and internal control, budgeting and planning processes, construction of physical infrastructures and other special development projects;
6. Acts as press/media relations officer and promotes good public and harmonious community relations;
7. Submits to the Office of the University President annual/quarterly reports of accomplishments and other reports;
8. Does other functions as maybe required by the University President.

Director for Extension and Community Outreach

1. Provides direction in the planning, implementation, monitoring, coordination and evaluation of the University Extension Programs;
2. Formulates, prepares and integrates the University Extension Program and its corresponding budget proposal; and submits annual action plans and quarterly/annual reports of accomplishment to the office of the President/Vice President;
3. Promotes and enhances the extension consciousness and capabilities of extensionists, faculty members and staff;
4. Screens, reviews, evaluates and recommends extension/training program proposals for funding by the University or external agencies;
5. Accepts and accredits completed extension/training programs submitted by proponents and extensionists;
6. Provides and recommends opportunities for each personnel in extension to optimize the use of his training/experiences, talents, skills and knowledge;
7. Establishes a network of linkages with government and non-government extension institutions; and
8. Does other related functions upon direction of higher authorities

Director for Research

1. Provides direction in the planning, implementation, monitoring, coordination and evaluation of the University Research Development Program;
2. Formulates, prepares and integrates the University research program and its corresponding budget proposal and submits annual action plans and quarterly /annual reports of accomplishments to the Office of the President/Vice President;
3. Promotes and enhances the research consciousness and capabilities of researchers, faculty members and staff;
4. Screens, reviews, evaluates and recommends research study/project/program proposal of proponents for University or external funding ;
5. Acknowledges and accredits completed research study/project/program submitted by proponents;
6. Establishes a network of linkages with government and non-government research institutions, local and foreign; and
7. Does other related functions upon direction of higher authorities.

Director for Business Affairs and Auxiliary Services

1. Provides direction in the planning, implementation, monitoring, coordination and evaluation of income-generating projects in the University;
2. Develops, conducts and evaluates project feasibility studies to establish economic desirability, financial feasibility and social and operational viability of income-generating projects for funding or seed capital;
3. Develops and formulates policies on incentives for income-generating projects;
4. Prepares and develops the annual University budgetary requirements of income-generating projects; monitors projects performances and financial status; and implements incentives mechanisms;
5. Submits annual action plans and quarterly and annual reports of accomplishments to the Office of the President; and
6. Does other related functions upon direction of higher authorities.

Director for Student Teaching

1. Develops the University Student Teaching Program and administers and manages the same in cooperation with campuses offering teacher education courses in both the elementary and high school levels;
2. Coordinates with the chairs/coordinators of Student Teaching, Laboratory Elementary School, Laboratory High School and the Professional Education departments in the development and improvement of the student teaching program in the University;
3. Serves and acts as the liaison and linkage between the University and the public cooperating schools as well as the cooperating officials and teachers;
4. Conducts meetings, conferences and other forms of in-service training strategies designed to improve the student teaching program;
5. Reviews, evaluates and enriches on a continuing basis the University Student Teaching Program;
6. Provides expertise and leadership in the production of instructional computer-video programs on teaching methodologies and strategies;

7. Prepares and submits annual/quarterly accomplishment reports and other documents;
8. Establishes a network of linkages with institutions of higher learning both public and private offering teacher education program for resource complementation and maximization; and
9. Does other functions upon directive of higher authorities.

Director for Student and Alumni Affairs

1. Provides the direction in the planning, implementation, monitoring, coordination and evaluation of various services that enhance the learning environment of students and work conditions of faculty and staff in the University;
2. Administers the Student Scholarship Program of the University.
3. Recommends for the enrichment of learning resource centers the procurement of books, references, journals, serials, magazines, newspapers, and laboratory equipment and facilities;
4. Formulates and develops policies and procedures in the selection, admission and retention of students in coordination with the Admission and Testing Committee;
5. Coordinates the organization, staffing and structuring of the guidance and counseling services in the University;
6. Coordinates the provision of facilities and services/housing for students, faculty and staff;
7. Coordinates the provision and delivery of medical and dental services to students, faculty and staff;
8. Coordinates the provision of functional canteen and cafeteria services in the University;
9. Coordinates the promotion and enrichment of the cultural and moral development of students, faculty and staff;
10. Coordinates the provision of opportunities for the well-rounded development of students through autonomous and constructive student organizations and publications; and
11. Does other related functions upon direction of higher authorities.

Director for Admission and Testing

1. Manages and coordinates the admission of students, programs and subject schedules, registration and graduation in consultation with the Dean/Director for Students Affairs;
2. Keeps, stores, and retrieves all academic records of students and issues certification therefore in accordance with existing rules and regulations;
3. Reconstructs missing students' records in the file on the basis of official academic records, and maintains updated students permanent academic records;
4. Issues transfer credentials, transcript of records, certification letters and other academic documents to students and authorities;
5. Prepares and submits academic records of graduating students to the Academic Council;
6. Prepares, integrates and submits reports of enrolments, graduates and other pertinent academic records to the office of the President;
7. Causes the installation, use and application of computers and other machines in student record systems;
8. Requests and procures appropriate academic record forms for enrolment, recording and graduates; and production of catalogues, directories and brochures; and
9. Does other related functions upon direction of higher authorities.

Director for Information Communication Technology Management Center

1. Plans, implements, monitors, coordinates and evaluates university information systems developed, purchased or leased from other agencies, public and private;
2. Develops, tests and validates information systems/programs for the university human resources, student records, budgeting and accounting, library resources, physical infrastructures and lands, etc.
3. Develops, sets-up and maintains the university Local and Wide Area Networks (LAN and WAN) when resources warrant;
4. Conducts special and regular computer training programs for university officials, faculty and employees, personnel of other government and non-government organizations, and private individuals;
5. Provides and extends assistance to university colleges, components and other academic units in the computerization of vital services for greater efficiency and economy;

6. Establishes data and information bank for management decision and policy-making purposes; and
7. Does other functions upon order of higher authorities.

Director for Curriculum, Instruction and Program Accreditation

1. Provides direction in the planning, implementation, monitoring, coordination and evaluation of programs, projects and activities in improving and enhancing the quality of instruction and conduciveness of the learning atmosphere in the University;
2. Initiates and leads in the proposal of new degree programs, and in the amendment and enrichment of existing ones for relevance and quality;
3. Formulates, develops and implements the Faculty and Academic Staff Development Program in accordance with the University Development Plan;
4. Disseminates and recommends faculty members and support personnel for short-term training and scholarship grants;
5. Rationalizes and standardizes faculty work loads and other assignments;
6. Cooperates and coordinates with colleges and other academic units in the accreditation of degree programs and of faculty members who would-be full professors;
7. Initiates, advocates, screens and approves, for purposes of accreditation of scholarly work, such as the development, validation and production of books, instructional resources and other learning materials by faculty members and other officials of the university in consultation with Instructional Materials Development committee; and
8. Does other functions upon directive of higher authorities

Director for Physical Fitness, Sports Development and ROTC

1. Provides direction in the planning, implementation, monitoring, coordination and evaluation of the University physical and sports development programs;

2. Develops, and implements continuous sports, physical fitness and recreation activities in the University;
3. Initiates and coordinates the procurement and distribution of physical education and sports development facilities and equipment;
4. Prepares and formulates the University Ten-Year Sports Development Program/Annual Action Plans and submits quarterly/annual reports to the University President; and
5. Does other related functions upon direction of higher authorities.

Director for External, Cultural and Performing Arts

1. Provides direction in the planning, implementation, monitoring, coordination and evaluation of external programs, projects and activities regarding scholarship, information exchange, and promotion of alumni, community and cultural relations;
2. Disseminates and exchanges development information and communication regarding University activities with all component colleges, other government agencies, private sector and the general public;
3. Integrates and coordinates alumni, community and cultural activities designed to promote closer work relationships with the University;
4. Establishes and galvanizes closer linkages with other agencies and foundations that sponsor professorial chairs, researches, scholarships, training, fellowship and other academic activities beneficial to the University; and
5. Does other related functions upon direction of higher authorities.

Director for Placement, OJT and Cooperative Development

1. Assists students look for employment;
2. Makes a follow-up of graduates regarding their employment;
3. Helps facilitate the conduct of the on-the-job training activities of students; and
4. Helps in the organization and revitalization of cooperatives among the faculty, non-teaching personnel and also among students.

Director for Institutional Planning and Development Management Office

1. Prepares, formulates and integrates the long and short-term development plans and annual action plans of the University, colleges and other academic units;
2. Gathers, stores, retrieves and prepares national and local development data and information, newsletters and tabloids, quarterly/annual performance reports, academic and statistical bulletins, planning standards, computer files on faculty, employees, students, books, equipment, buildings and other university resources for planning, decision-making and a one-stop information shop (MIS) about the University;
3. Undertakes a comprehensive monitoring and evaluation of all programs, projects and activities in the University;
4. Initiates the conducts policy studies, organization and management studies and operations research for the improvement of policy formulation and decision-making;
5. Initiates the development, testing, and institutionalization of management systems, information and communications technology programs for organizational efficiency, effectiveness and productivity;
6. Prepares a short-term HRD program designed to enhance and strengthen the professional , technical and administrative capabilities of faculty, staff and employees;
7. Prepares and develops project planning and development (project proposals and feasibility studies) with staff and specialists group to maximize the human and physical resources of the University;
8. Submits annual plans and quarterly/annual performance reports to the Office of the University President;
9. Establishes network of linkages to maximize resources, and
10. Does other functions upon directive of higher authorities.

Director Physical Plant and Facilities Maintenance Services

1. Prepares schedule of periodic inspection and maintenance of buildings, machines, equipment and motor vehicles in every component colleges in coordination with the college dean to prevent early deterioration of same facilities;
2. Recommends to the higher authorities the immediate repair of buildings, machines, equipment and motor vehicles that need urgent attention;

3. Set up three strategic centers for the repair and maintenance of buildings, machines, equipment and motor vehicles and recommends the appointment and designation of repair and maintenance crews in each center;
4. Develops strategies in preventive maintenance of buildings, machines, equipment and motor vehicles and recommends the same to college deans for their implementation;
5. Acts as manager of the PSU Convention Center at PSU Lingayen and oversee its lease and use by organizations, both public and private;
6. Coordinates and monitors the operations of the coordinators for Physical Plant and Facilities in the component colleges;
7. Prepares and submits annual/quarterly accomplishment reports and other documents as required; and
8. Does other functions and responsibilities upon directive of higher authorities;

University Web Administrator

1. Advises and assist management on mater pertaining to web development and systems and developments requirement of the university;
2. Designs, implements, maintains, and deploys through the university website a secure university – wide registration and admission system under the supervision of the office of admission and testing;
3. Makes available current, accurate, and relevant information to management through the university website <http://www.psu.edu.ph> for better planning and decision making and trains end users so as to enhance personnel and office productivity in using web technologies;
4. Disseminates through the official university website information and other mater pertaining to the university;
5. Maintains and administers the co-located server of the university;
6. Keeps the President duly informed of events and mater on web developments that are likely to affect policies and programs, as well as day-to-day operations of the university.

Deputy Director for Gender and Development

1. Assist the GAD Director in planning, implementation. Coordination, monitoring and evaluation of the programs, projects and activities of the GAD office within and outside the university;
2. Assist the GAD Director in the conceptualization and implementation of research studies, projects and programs and in the collection and update of GAD data and materials;
3. Assist the GAD Director in preparing and designing of training curricula and modules which are gender-responsive and gender-related;
4. Assist the GAD Director in the provision of expert advice and technical assistance in GAD-oriented curriculum and gender-responsive planning;
5. Assist the GAD Director in advocating and promoting gender-based reforms in education, legislation and policies;
6. Assist the GAD Director the establishment of network and linkages with government and non-government agencies and organization;
7. Assist the GAD Director in the preparation and submission of annual/quarterly reports of accomplishment to the Office of the University president and other related offices; and
8. Does other functions upon directive of higher authorities

Deputy Director for Student Services and Alumni Affairs

1. Assumes special responsibilities from the Director for Student Services and Alumni Affairs;
2. Oversees the campus publication updates of the University;
3. Prepares communications as regards student services and alumni affairs;
4. Assists in implementing new student information program such as organization, staffing and structuring of the guidance and counseling services of the University;
5. Assists the Director as to the provision of facilities and services/housing for students faculty and staff;
6. Administers meetings of student organizations as assigned by the Director;
7. Plans and arranges social networking events of student groups;

- 8. Functions as liaison between the director and campus coordinators as regards student services;
- 9. Coordinates the provision and delivery of medical and dental, canteen and cafeteria services to students, faculty and staff;
- 10. Oversees the campus publication updates of the University;
- 11. Evaluates the existing scholarship programs of the university;
- 12. Checks the requirements of the campus field trips and other related educational excursions.

Associate Deans/Chairmen/Coordinators

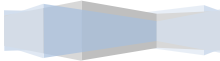
- 1. The Associate Deans shall have a two-year term while Department Chair/Area Coordinators shall have a one-year term subject to a redesignation for a like term.
- 2. The duties of Associate Deans/Department Chair/Area Coordinators are primarily to assist the Deans/Directors and those which are specifically delegated to them by their respective deans/directors.

APPENDIX C

ORGANIZATIONAL STRUCTURE

Unanimously approved by the members of the University Academic Council through a referendum on the following dates:

Asingan	=	September 5, 2013
Bayambang	=	September 5, 2013
Binmaley	=	September 5, 2013
Infanta	=	September 3, 2013
Lingayen	=	September 4, 2013
San Carlos	=	August 30, 2013
Sta. Maria	=	August 30, 2013
Urdaneta	=	September 4, 2013



Pangasinan State University

Recommended for presentation to the members of the Board of Regents through a University Academic Council Resolution No. 15 dated August 29, 2013.

APPROVED BY THE MEMBERS OF THE BOARD OF REGENTS (BOR) by virtue of RESOLUTION No. 27-A, s. 2013, during its 152nd Regular Meeting held at the Conference Room. No. 2 CHED, Manila on October 3, 2013.

