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# UNIVERSITY CODE

Approved as per Board Resolution No. 35, s. 2021

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## FOREWORD

To aim its vision in becoming one of the top 500 universities in Asia, the Tarlac Agricultural University (TAU) continues to improve and modernize its operations according to its four core mandates which are instruction, research, extension and production.

As the University commits to its development plans in achieving its vision, mission and goals, we aim for the systematization of the administrative policies, procedures, and strategies. The Tarlac Agricultural University Code prescribes organizational processes within the University's system. It sets the appropriate values and norms to be observed among employees, supervisors and students. It also seeks to strengthen the unified working environment among all departments or units, support offices, and colleges.

The University Code is a compendium of all relevant policies, procedures, duties and responsibilities of the heads of each office/department/unit which are duly approved by the Board of Regents (BOR) of the University and consistent with the pertinent provisions of existing laws, rules and regulations of the government, the Commission on Higher Education and the Civil Service Commission. In an effort to promote efficiency and unity in the institution, this code would serve as a useful and ready reference and guide for all the operations of the University.

This code, which is a result of the collaborative work of the university's stakeholders, is composed of four (4) books. Book I comprises the organizational and functional structure of the University; Book II includes the administration of personnel, finances, properties and operations; Book III contains the academic matters; and Book IV contains matters about student affairs.

The publication and constant revision of the University Code are part of our continuing efforts to improve the system of governance to support the needs of our clientele, particularly the students and various institutional (local and international) partners. With our initiative to be recognized as one of the top 500 universities in Asia, we shall continue upholding excellence, integrity, and service.

**MAX P. GUILLERMO, Ph.D.**  
University President

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**BOOK I**  
**ORGANIZATIONAL AND FUNCTIONAL STRUCTURE OF THE**  
**UNIVERSITY**

**CHAPTER I. GENERAL PROVISIONS**

**ARTICLE 1. THE 2021 REVISED TARLAC AGRICULTURAL UNIVERSITY**  
**(TAU) CODE**

**ARTICLE 2. DECLARATION OF PRELIMINARY STATEMENT**

**Section 1. Coverage**

This Code primarily covers the TAU community which includes the administrators, faculty, non-teaching staff, students and other stakeholders as to the University's governance, its officials and all matters affecting instruction, research, extension and training, production as well as non-academic matters and rule of conduct for all the members of the TAU community.

**Section 2. Purpose**

This Code is the fundamental instrument of information and communication on the state of instruction, research, extension, training and production, and serves as the rule of conduct for the TAU community.

**ARTICLE 3. CLASSIFICATION**

The TAU, situated at Malacampa, Camiling, Tarlac, Philippines, is a Chartered State University and a non-sectarian institution of higher learning that is established for the agro-industrial development of the country in general and the Central Luzon Region in particular.

**ARTICLE 4. LEGAL BASIS**

The TAU was established as an autonomous State University by virtue of R.A. 10800 dated May 10, 2016.

**ARTICLE 5. STATEMENT OF THE UNIVERSITY VISION, MISSION, AND**  
**CORE VALUES (BOR Res. No. 26, s. 2019)**

**Section 1. TAU Vision**

TAU as one of the top 500 universities in Asia

## **Section 2. TAU Mission**

TAU is committed to improve the quality of life through the production of globally competent graduates and relevant technologies in the service of the society.

## **Section 3. Core Values**

TAU has three core values – INTEGRITY, EXCELLENCE, and SERVICE that guide in running the affairs of the University.

# **CHAPTER II. GOVERNANCE AND ADMINISTRATION**

## **ARTICLE 1. BOARD OF VISITORS**

### **Section 1. Composition**

The Board of Visitors of the Tarlac Agricultural University shall be composed of the President and the Vice President of the Republic of the Philippines, the Senate President, the Speaker of the House of the Representatives, the Chairperson of the Commission on Higher Education, the Chairperson of the Senate Committee on Education, the Chairperson of the House Committee on Higher and Technical Education, Senator(s), Representative(s), Provincial Government Officials, and Municipal Government Officials.

### **Section 2. Special Functions**

The Board of Visitors of TAU shall visit the University, individually or otherwise, at such time and date as they may deem proper, to examine the properties, courses of study, accounts and general conditions of the University. They shall also support the University's development thrusts and programs towards excellence and global competitiveness.

## **ARTICLE 2. THE TAU BOARD OF REGENTS (BOR)**

### **Section 1. Composition**

The governing body of TAU is vested on the Board of Regents (BOR) which shall be composed of the following: Chairperson of the Commission on Higher Education (CHED) or an authorized CHED Commissioner; President of the University; Chairperson of the Senate Committee on Education, Culture and Sports; Chairperson of the House Committee on Higher and Technical Education; Regional Director of the National Economic Development Authority (NEDA); Regional Director of the Department of Agriculture (DA); President of the Faculty Association or President of the Federated Faculty Associations (for multi-campus); President of the Supreme Student Council (or the authorized representative elected by the student council) or the President of the Federated Student Councils (for multi-campus); President of Alumni Association or President of Federated Alumni Associations (for

multi-campus); and two (2) prominent citizens from the private sector in the province where the school is located. (CMO – s. 2020 or the Revised IRR of 8292).

The two prominent citizens shall serve as members of the BOR for a term of two (2) years and may be reappointed for another term only. The President of the Faculty and Alumni Associations and the Student Regent shall sit in the BOR until the expiration of the term of such capacities.

The BOR may invite the Regional Director of the Department of Science and Technology (DOST III), Regional Director of the Commission on Higher Education (CHEDRO III), or their authorized representatives, and other agencies as resource persons when deemed necessary.

### **Section 2. Presiding Officer**

The CHED Chairperson is the ex-officio Presiding Officer of the TAU Board of Regents. In his/her absence, he/she shall authorize a representative, preferably a Commissioner, to sit at the meetings of the BOR. Provided, however, that during these meetings, the University President shall act as Vice Chairperson of the BOR (RA 8292, Section 3).

### **Section 3. Powers and Functions (RA 10800, Section 7 / RA 8292, Sections 4 & 5)**

The TAU Board of Regents shall exercise the policy-making functions in accordance with the general policies, plans and programs of education as may be formulated by the Board of Higher Education, the Commission on Higher Education (CHED), the Technical Education Skills Development Authority (TESDA) and the Department of Education (DepEd), and the general policies, plans and programs on national and regional development as may be issued by the National Economic Development Authority (NEDA) and other competent authorities.

The powers and duties of the TAU Board of Regents are provided for by Section 7 of RA 10800 and Sections 4 & 5 of RA 8292:

- 3.1. to promulgate and implement policies in accordance with the declared State policies and the provisions of the Philippine Constitution on education, agriculture, science and technology, as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994”;
- 3.2. to promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;
- 3.3. to receive and appropriate all sums as may be provided for the support of the University in the manner it may determine in its discretion, to carry out the purposes and functions of the University;
- 3.4. to import economic, technical and cultural books and publications;
- 3.5. to receive trust legacies, gifts and donations of real and personal properties of all kinds, and to administer and dispose of the same, when necessary,

for the benefit of the University, and subject to the limitations, directions and instructions of the donor, if any;

- 3.6. to fix the tuition fees and other necessary school charges, such as matriculation fees, graduation fees, and laboratory fees, as the BOR may deem proper to impose, after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust fund and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall be part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University and may be disbursed by the BOR for instruction, research, extension or other programs/projects of the University: Provided, that all fiduciary fees shall be disbursed for the specific purposes for which these are collected.

If, for reasons beyond its control, the University shall not be able to pursue any project for which the funds have been appropriated and allocated under its approved program of expenditures, the BOR may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

- 3.7. to adopt and implement a socialized scheme of tuition and other school fees for greater access to education of poor but deserving students;
- 3.8. to authorize the construction or repair of its buildings, machinery, equipment, and other facilities, and the purchase and acquisition of real property including necessary supplies, materials and equipment;
- 3.9. to appoint upon the recommendation of the President of the University, vice presidents, deans, directors, heads of campuses, faculty members, and other officials and employees of the University;
- 3.10. to fix and adjust the salaries of faculty members, administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and remove them for cause in accordance with the requirements of due process of law;
- 3.11. to approve the curricula, instructional programs, and rules of discipline drawn by the TAU's Administrative and Academic Councils herein provided;
- 3.12. to set policies on admission and graduation of students;



- 3.13. to award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology, agriculture or in any field of specialization within the academic competence of the University, and authorize the awarding of certificates of completion of non-degree and nontraditional courses;
- 3.14. to establish and absorb non-chartered tertiary institutions within the Province of Tarlac as branches and centers, in coordination with the CHED and in consultation with the Department of Budget and Management (DBM), and offer therein programs or courses in order to carry out constitutional mandate of providing equal access to educational opportunities;
- 3.15. to establish research and extension centers to promote the development of the University;
- 3.16. to establish professorial chairs in the University and provide fellowships to qualified faculty members, and scholarships to deserving students;
- 3.17. to delegate any of its powers and duties to the President and other officials of the University, as it may deem appropriate, so as to expedite the administration of the affairs of the University;
- 3.18. to authorize an external management audit of the University, to be financed by the CHED, subject to the rules and regulations of the Commission on Audit (COA), and institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- 3.19. to collaborate with other governing boards of other universities and colleges, under the supervision of the CHED and in consultation with the DBM, and work towards the restructuring of University to become more efficient, relevant, productive, and competitive;
- 3.20. to enter into joint ventures with business and industry partners for the profitable development and management of the economic assets of the University, the proceeds from which to be used for the development and strengthening of the University;
- 3.21. to develop consortia and other economic forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in the furtherance of the purposes and objectives of the University;
- 3.22. to develop academic arrangements for institutional capability building with appropriate institutions and agencies, public and private, local and foreign, and appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers, as the case may be;
- 3.23. to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual training

- system, open distance learning, and community laboratory for the promotion of greater access to education;
- 3.24. to establish policy guidelines and procedures for participative decision-making and transparency within the University;
  - 3.25. to outsource, where most advantageous to the University, the management of nonacademic services such as health, security, food, building or grounds or property maintenance, and such other similar activities; and
  - 3.26. to extend the service of the incumbent University President to complete a term beyond the age of compulsory retirement but not later than the age of seventy (70), if the President's performance is unanimously rated as outstanding and upon unanimous recommendation of the search committee or evaluation committee concerned.

#### **Section 4. Meetings and Quorum (RA 8292, Section 3.c and RA 10800, Section 8)**

The BOR shall regularly convene once every three (3) months. Whenever necessary, the Chairperson of the BOR may call a maximum of two (2) special meetings within the same period, upon three (3) days' prior written notice.

A quorum of the BOR shall consist of the majority of all its members holding office at the time of the meeting: Provided, that the Chairperson of the BOR or the President of the University is among those present in the meeting.

In the absence of the Chairperson of the CHED, a Commissioner of the CHED, duly designated by the CHED Chairperson, shall represent the CHED Chairperson in the meeting, with all the rights and responsibilities of a regular member: Provided, further, that this provision notwithstanding, the Chairperson of the CHED is hereby authorized to designate a CHED Commissioner as the regular Chairperson of the BOR, in which case the said CHED Commissioner shall act as the Presiding Officer.

The members of the BOR shall not receive any salary, but shall be entitled to reimbursements for actual and necessary expenses incurred, either in their attendance to meetings of the BOR or in connection with other official business authorized by resolution of the BOR, subject to existing laws and regulations.

#### **Section 5. Committees**

The BOR may create committees as it deems necessary in carrying out its functions properly. The University President shall be an ex-officio member of all committees created by the BOR.

#### **Section 6. Compensation**

The BOR shall receive corresponding honoraria / per diem as may be reasonably fixed by the BOR subject to government rules and regulations. All actual and necessary expenses incurred in their attendance of meetings or other official functions authorized by the BOR shall be reimbursed.

## **Section 7. Annual Report**

On or before the fifteenth (15th) day of the second month after the opening of regular classes each year, the University President shall file a detailed report setting forth the University's progress, conditions, and needs addressed to the Office of the President of the Philippines, through the Chairperson of the CHED (RA 8292 Sec. 14 and RA 10800 Sec. 21).

## **ARTICLE 3. THE ADMINISTRATIVE COUNCIL**

### **Section 1. Composition**

There shall be an Administrative Council consisting of the University President as Chairperson, the Vice Presidents, Deans, Directors, Chiefs of Administration and Finance; Board Executive Secretary, Principal of the Laboratory School and other designated officials of equal rank as members, whose duty is to review and recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action (RA 8292 Sec. 9 and RA 10800 Sec. 12).

The presidents of the Faculty Association or Federated Faculty Associations (for multi-campus), Non-Academic Staff Association (NASA), Supreme Student Council or Federated Student Councils (for multi-campus) are regular resource persons but are non-voting members.

### **Section 2. Powers and Functions**

The Administrative Council shall serve principally as the BOR's organ in defining, clarifying and reconciling the latter's policies and programs for smooth dissemination and effective implementation at all levels of the organization. In addition, the Council shall:

- 2.1 decide on appeal, cases of discipline brought by the Students' Grievance Committee;
- 2.2 recommend to the University President matters affecting the welfare of the faculty, personnel and students for BOR's action;
- 2.3 act as advisory body to the University President on matters affecting the vital operations of the University;
- 2.4 review all decisions of standing committees when appeals are brought before them;
- 2.5 review and, whenever necessary, amend all existing rules and regulations of the University to conform with the needs of the changing times;
- 2.6 act on other matters brought before it by faculty, personnel or student for deliberation and resolution of issues in controversy; and
- 2.7 recommend for appropriate action to the University President and/or TAU Board of Regents sanctions or penalties against any faculty, personnel or student found by the Council after due process and hearing.

### **Section 3. Meetings and Quorum**

The TAU Administrative Council shall meet monthly upon the call of the University President. Special or emergency meetings may be called by the University President anytime as the need arises. A simple majority shall constitute a quorum.

### **Section 4. Committees**

The Administrative Council may create standing or ad hoc committees in carrying out its functions properly.

## **ARTICLE 4. THE ACADEMIC COUNCIL**

### **Section 1. Composition**

There shall be an Academic Council with the University President as the Chairperson and all members of the instructional staff with the rank of not lower than assistant professor as members (RA 8292, Sec. 10 and RA 10800 Sec. 13).

### **Section 2. Powers and Functions (RA 8292, Section 10 & RA 10800, Section 13)**

The Council shall have the power to:

- 2.1 prescribe the curricula and fields of discipline of the University subject to the approval of the BOR;
- 2.2 fix the requirements for admission to the University as well as for graduation and the conferring of degrees, subject to review by the BOR;
- 2.3 recommend distinguished personalities, institutions and students to be recipients of degrees, honors and awards (P.D. 1437, Sec. 9);

In consonance with the provisions of P.D. 1437, Sec. 9, the Council has the power to:

- 2.4 discipline students of the University within the limits prescribed by rules of discipline as approved by the BOR;
- 2.5 articulate its sentiments and unified stand before anybody or tribunal on matters of national or public concerns; and
- 2.6 perform other functions as may be mandated by competent authorities.

### **Section 3. Meetings and Quorum**

The Academic Council shall meet quarterly or every first Thursday of the month of each quarter upon the call of the University President or his/her duly authorized representative. Simple majority shall constitute the quorum

### **Section 4. Committees**

The Academic Council may create standing or ad hoc committees as deemed necessary in the effective performance of its functions. Technical matters shall be deliberated first by the ad hoc committees concerned before the final decision/action of the Council.

## **Section 5. Amendments**

Amendments of policies, resolutions, rules and regulations passed by the council shall be by two-thirds vote of its members in a duly assembled meeting.

## **CHAPTER III. THE ADMINISTRATION AND ORGANIZATION OF THE UNIVERSITY MAIN PROGRAMS**

### **ARTICLE 1. MEMBERS OF THE ADMINISTRATIVE COUNCIL (BOR Res. No. 25, s. 2019)**

The members of the Administrative Council are:

- 1.1 University President;
- 1.2 Vice President for Finance and Administration;
- 1.3 Vice President for Academic Affairs;
- 1.4 Vice President for Research, Extension and Training;
- 1.5 Vice President for Student Affairs and Services;
- 1.6 Director, Planning and Development;
- 1.7 Director, External Linkages and International Affairs;
- 1.8 Director, Internal Audit and Quality Assurance;
- 1.9 Director, Gender and Development;
- 1.10 Director, Business and Auxiliary Services;
- 1.11 Director, General Services;
- 1.12 Director, Research and Development;
- 1.13 Director, Extension and Training;
- 1.14 Director, Rootcrops Research and Training Center;
- 1.15 Dean, College of Agriculture and Forestry;
- 1.16 Dean, College of Arts and Sciences;
- 1.17 Dean, College of Business and Management;
- 1.18 Dean, College of Education;
- 1.19 Dean, College of Engineering and Technology;
- 1.20 Dean, College of Veterinary Medicine;
- 1.21 Director, Curriculum and Instruction;
- 1.22 Director, National Service Training Program;
- 1.23 Director, Alumni Relations;
- 1.24 Director, Admission and Registration Services;
- 1.25 Director, Sports Development;
- 1.26 Director, Sociocultural Development;
- 1.27 Director, Student Services and Development;
- 1.28 Chief Administrative Officer for Administration;
- 1.29 Chief Administrative Officer for Finance;
- 1.30 Board Executive Secretary;
- 1.31 Principal, Laboratory School; and
- 1.32 Other designated officers of equal rank whose duty are to review and recommend policies governing the administration, management and

development planning of the University for appropriate action (RA 8292 Section 9).

The major offices of the University under the Office of the President shall be composed of the Office of the Vice President for Finance and Administration, the Office of the Vice President for Academic Affairs, the Office of the Vice President for Research, Extension and Training; and the Office of the Vice President for Student Affairs and Services.

## **ARTICLE 2. THE PRESIDENT OF THE UNIVERSITY**

### **Section 1. Description**

The University President shall be the Chief Executive Officer of the University. He shall be elected by the TAU Board of Regents, upon recommendation of the Search Committee duly constituted by the BOR.

### **Section 2. Qualifications**

The University President shall be:

- 2.1 not less than thirty-five (35) years old and not more than sixty-one (61) years old at the time of application;
- 2.2 a natural-born Filipino citizen;
- 2.3 a holder of an earned doctorate degree from a reputable higher education institution;
- 2.4 occupied top administrative/executive position for at least five (5) years in any established entity; and
- 2.5 subject to other qualifications as may be prescribed by the BOR, authorities or by law.

### **Section 3. Term**

The University President shall be appointed by the BOR with a term of four (4) years and shall be eligible for reappointment for another term.

In cases of death, incapacity, resignation, transfer or removal, a new president shall be designated by the governing board and shall serve only the unexpired term of his/her predecessor.

### **Section 4. Powers and Duties**

The general powers and duties of the University President shall be those mandated, inherent, and incidental to the Office of the President.

Some of the specific duties and responsibilities of the President of the University are:

- 4.1 implement and carry out the policies of the BOR in the governance of the University;

- 4.2 determine the agenda relative to the meetings of the BOR, Academic Council and the Administrative Council and include any proposal from the BOR or Council;
- 4.3 appoint or designate all officials of the University subject to policies and/or requirements laid down by the BOR;
- 4.4 preside over all the meetings of the Administrative and Academic Councils;
- 4.5 confer degrees and honors upon graduates and distinguished benefactors of the University as authorized by the BOR;
- 4.6 receive all documents from stakeholders needing BOR approval and inform the former about the BOR's action;
- 4.7 administer and supervise all the affairs and activities of the University;
- 4.8 submit a detailed report on the University's progress, conditions and needs addressed to the Office of the President of the Philippines through the Chairperson of the CHED and the Senate and House of Representatives on or before the fifteenth (15th) day of the second (2nd) month after the opening of the regular classes each year. (RA 8292 Sec.14 and RA 10800 Sec. 21); and
- 4.9 perform other functions and duties as may be directed by authorities or by law

**Section 5. Allowance**

The University President shall receive allowances based on existing government rules and regulations.

**ARTICLE 3. THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

**Section 1. Designation**

The Vice President for Finance and Administration shall be designated by the University President subject to the confirmation of the BOR.

**Section 2. Qualifications**

The qualifications of the Vice President for Finance and Administration shall be as follows:

- 2.1 holds a relevant doctorate degree, preferably with legal background;
- 2.2 has at least five (5) years of administrative or supervisory experience in institutions of higher learning;
- 2.3 a senior faculty, preferably, a holder of an academic rank of at least Associate Professor; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Vice President for Finance and Administration shall:

- 3.1 serve as deputy of the University President for administrative operations, planning and finance matters;
- 3.2 exercise supervision and control in all offices/units and staff involved of the general administration and support services of the University;
- 3.3 provide for the effective business management of auxiliary enterprises and other income generating projects;
- 3.4 develop, implement and enforce policies and procedures through systems that will improve the overall operation and effectiveness of the University;
- 3.5 ensure timely and accurate budget analysis and financial reporting for the management team, the University President and the BOR;
- 3.6 direct all investments and banking operations of the University;
- 3.7 evaluate the finance/administrative services structure and team plan for the continuous improvement of its efficiency and effectiveness;
- 3.8 collaborate with internal departments and external agents and constituencies to provide financial information/reports in order to accomplish strategic initiatives;
- 3.9 enforce the accounting and auditing rules in all business transactions and financial affairs of the University;
- 3.10 ensure that actual expenditures are in accordance with the authorized appropriations or allotments;
- 3.11 chair all the standing or ad hoc committees relative to non-teaching personnel's scholarships, recruitment, promotions, performance, awards and incentives, planning, discipline, and other administrative and financial matters;
- 3.12 represent the University President in all administrative and financial deliberations, meetings, forums and the like, where the latter is not available; and
- 3.13 perform other functions and duties as may be delegated by the BOR, the University President, the authorities and by law.

### **Section 4. Term**

The term of the Vice President for Finance & Administration is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

### **Section 5. Allowance**

The Vice President for Finance and Administration shall receive allowances based on the existing government rules and regulations.



## **ARTICLE 4. THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

### **Section 1. Designation**

The Vice President for Academic Affairs shall be designated by the University President subject to the confirmation of the BOR.

### **Section 2. Qualifications**

The qualifications for the Vice President for Academic Affairs shall be as follows:

- 2.1 holds a relevant doctorate degree;
- 2.2 a senior faculty, preferably, a holder of an academic rank of at least Associate Professor;
- 2.3 has an administrative or supervisory experience of at least five (5) years in an institution of higher learning; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Vice President for Academic Affairs shall:

- 3.1 supervise the deans and the principal of the Laboratory School including the heads/directors of curriculum and instruction, national service training program, and admission and registration services;
- 3.2 ensure that all academic programs are properly implemented in accordance with the policies, orders, rules, and regulations laid down by the CHED, TESDA, other regulatory bodies and laws;
- 3.3 chair all the standing or ad hoc committees relative to faculty scholarships, fellowships, recruitment, promotions, performance, awards and incentives, planning, discipline, instructional materials development, and other academic matters;
- 3.4 enforce the policies, orders, rules and regulations laid down by the Academic Council and the BOR;
- 3.5 represent the University President in all academic deliberations, meetings, fora and the like, where the latter is not available;
- 3.6 coordinate graduate programs; and
- 3.7 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

### **Section 4. Term**

The term of the Vice President for Academic Affairs is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

### **Section 5. Allowance**

The Vice President for Academic Affairs shall receive allowances based on the existing government rules and regulations.

## **ARTICLE 5. THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND TRAINING**

### **Section 1. Designation**

The Vice President for Research, Extension and Training shall be designated by the University President subject to the confirmation of the BOR.

### **Section 2. Qualifications**

The qualifications for the Vice President for Research, Extension and Training shall be as follows:

- 2.1 holds a relevant doctorate degree;
- 2.2 a senior faculty, preferably, a holder of an academic rank of at least Associate Professor;
- 2.3 has at least five (5) years of research and extension experiences in an institution of higher learning; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, authorities or by law

### **Section 3. Duties and Responsibilities**

The Vice President for Research, Extension and Training shall:

- 3.1 administer and supervise all the research, extension and training programs and activities of the University;
- 3.2 ensure that all research/training programs, projects and studies are properly implemented in accordance with guidelines, rules and regulations set by the BOR and other funding agencies concerned;
- 3.3 chair the standing or ad hoc committee which assesses, reviews and approves research, extension and training proposals for funding by local, regional, national or international agencies;
- 3.4 enforce and implement policies, orders, rules and regulations on research, extension and training laid down by the BOR, the Administrative and Academic Councils, and authorities;
- 3.5 represent the University President in all fora, deliberations, meetings, and the like, where the latter is not available; and
- 3.6 perform other functions and duties as may be delegated by the BOR, University President, authorities or by law.

#### **Section 4. Term**

The term of the Vice President for Research, Extension & Training is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Vice President for Research, Extension and Training shall receive allowances based on the existing government rules and regulations

### **ARTICLE 6. THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES**

#### **Section 1. Designation**

The Vice President for Student Affairs and Services shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications for the Vice President for Student Affairs and Services shall be as follows:

- 2.1 holds a relevant doctorate degree;
- 2.2 a senior faculty, preferably, a holder of an academic rank of at least Associate Professor;
- 2.3 has at least five (5) years of administrative or supervisory experience in an institution of higher learning; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, authorities or by law

#### **Section 3. Duties and Responsibilities**

The Vice President for Student Affairs and Services shall:

- 3.1 supervise the implementation of students' programs, projects, activities and services;
- 3.2 ensure that all students' programs, projects, activities and services are properly implemented in accordance with policies, orders, rules and regulations laid down by CHED, TESDA, other regulatory bodies and laws;
- 3.3 chair all standing or ad hoc committees relative to scholarships, fellowships, immersions, exchange, recruitment, promotions, planning, discipline and other matters pertaining to students;
- 3.4 enforce and implement policies, orders, rules and regulations laid down by the Academic Council and the BOR involving students;
- 3.5 monitor the implementation of programs, projects and services of alumni;
- 3.6 represent the University President in all fora, deliberations, meetings, and the like pertaining to student matters, where the latter is not available; and

- 3.7 perform other functions and duties as may be delegated by the BOR, the University President, authorities or by law.

#### **Section 4. Term of Office**

The term of the Vice President for Student Affairs & Services is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Vice President for Student Affairs and Services shall receive allowances based on existing government rules and regulations.

### **ARTICLE 7. THE DIRECTOR OF PLANNING AND DEVELOPMENT**

#### **Section 1. Designation**

The Director of Planning and Development shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Director of Planning and Development shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years of administrative and supervisory experiences;
- 2.3 has a leadership potential and visionary competence in tactical and strategic planning for the directions and aspirations of the University; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

#### **Section 3. Duties and Responsibilities**

The Director of Planning and Development shall:

- 3.1 establish a database about organizations, programs, activities, linkages and other related operations vital to a functional Management Information System (MIS);
- 3.2 spearhead the preparation of the long term, medium term and short-term plans for systematic and well-directed university operations;
- 3.3 administer or supervise the planning and development staff and their program of activities for systematic and continuing projections and updates;
- 3.4 assist the University President in undertaking institutional studies and in developing plans and programs for the University in coordination with other offices;
- 3.5 coordinate with the Vice Presidents on the plans and programs of their respective units consistent with the thrusts and priorities of the University;

- 3.6 determine priority projects to be implemented, together with the University President and the Administrative Council;
- 3.7 review and recommend to the University President, thru the VP-FA, infrastructure project plans and related engineering documents including the status of on-going and completed infrastructure projects;
- 3.8 package project proposals and feasibility studies on institution building to be submitted to the University President for endorsement to external funding agencies;
- 3.9 evaluate project proposals, plans and programs submitted by other offices for efficient implementation; and
- 3.10 perform other functions and duties as may be delegated by the BOR, the University President, authorities or by law.

#### **Section 4. Term**

The term of the Director of Planning & Development is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of Planning & Development shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 8. THE DIRECTOR OF EXTERNAL LINKAGES AND INTERNATIONAL AFFAIRS**

#### **Section 1. Designation**

The Director of External Linkages and International Affairs shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Director of External Linkages and International Affairs shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years of administrative and supervisory experiences;
- 2.3 has managerial and leadership qualities; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

#### **Section 3. Duties and Responsibilities**

The Director of External Linkages and International Affairs shall:

- 3.1 formulate strategic internationalization plan and processes that seek to align and integrate policies, programs, and initiatives to position the University as a globally-oriented and internationally-engaged institution;

- 3.2 initiate the development of institutional affiliations such as linkages with local and international institutions and membership in organizations and consortia;
- 3.3 recommend to the University President the areas or levels of partnership that the University should enter into with specific institutions and organizations in order to optimize opportunities for the University through the:
  - 3.3.1 Vice President for Academic Affairs (for curriculum internationalization, program mobility, transnational education (TNE), and faculty student academic mobility),
  - 3.3.2 Vice President for Research, Extension and Training (for research and training collaboration),
  - 3.3.3 Vice President for Finance and Administration (for non-teaching personnel international exposure); and
  - 3.3.4 Vice President for Student Affairs and Services (for students' extra- curricular activities and support services);
- 3.4 facilitate the forging of agreement documents between the University and its partner institutions;
- 3.5 monitor the status of all internationalization activities of the University by maintaining a regularly updated database of partnership agreements, academic exchanges and researches engagements;
- 3.6 coordinate initiatives of the different units of the University relative to international ranking, assessments, and branding;
- 3.7 regularly prepare consolidated report relative to the status of collaborative activities to document the internationalization experience of the University; and
- 3.8 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

#### **Section 4. Term**

The term of the Director of External Linkages & International Affairs is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of External Linkages and International Affairs shall receive allowances based on existing government rules and regulations and subject to the approval of the BOR.

## **ARTICLE 9. THE DIRECTOR OF INTERNAL AUDIT AND QUALITY ASSURANCE**

### **Section 1. Designation**

The Director of Internal Audit and Quality Assurance shall be designated by the University President subject to the confirmation by the BOR.

### **Section 2. Qualifications**

The qualifications of the Director of Internal Audit and Quality Assurance shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years of administrative and supervisory experiences;
- 2.3 has managerial and leadership qualities;
- 2.4. has extensive trainings and background in quality assurance and internal audit; and
- 2.5 subject to other qualifications as may be prescribed by the BOR, University President, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Director of Internal Audit and Quality Assurance shall:

- 2.1 ensure the continuous enhancement of the institutional goals in meeting the specified standards and requirements across all areas of instruction, research, extension and training and support services;
- 2.2 promote and implement quality-related strategic developments within sustainable quality assurance and enhancement frameworks and procedures and in accordance with the university vision and strategic planning;
- 2.3 monitor, review, evaluate and continuously develop the university's quality together with its quality assurance and enhancement strategies, frameworks and procedures at all levels of the University, for the promotion of academic excellence in learning, teaching and research;
- 2.4 provide administrative and substantive support for quality assurance and enhancement at all levels of the University, and to support the institutional and program accreditation processes and contents for external organizations and agencies;
- 2.5 pool and update continuously necessary documents for institutional and program accreditation / assessment
- 2.6 monitor and ensure the implementation of various Quality Assurance (QA) activities of all delivery units in accordance to the policies and procedures which are already established;
- 2.7 ensure that all necessary QA amendments are reflected in the appropriate policies of the University;

- 2.8 ensure that QA process improvement strategies will be identified, documented, and implemented;
- 2.9 develop and/or implement internal audit and quality assurance plans, policies and mechanisms;
- 2.10 manage the operating budget in the implementation of internal audit and QA activities in the University;
- 2.11 report periodically to the University President and present annual report on QA;
- 2.12 liaises with other HEIs on QA policies and procedures as necessary;
- 2.13 conduct systems audit regularly;
- 2.14 provide objective advice to the University President on matters relating to operations audit;
- 2.15 perform other tasks, independent routine operations, assigned by the University President;
- 2.16 organize managers' meetings to review inputs from various units aimed at achieving the Vision, Mission & Goals (VMGs) of the University;
- 2.17 ensure that internal audit and quality management systems are installed, monitored and strengthened;
- 2.18 safeguard assets, analyze and evaluate the reliability of reports and balance of financial data and determine the effectiveness of the system in the implementation of management and financial policies; and
- 2.19 perform other functions and duties as may be delegated by the BOR, the University President, authorities or by law.

#### **Section 4. Term**

The term of the Director of Internal Audit & Quality Assurance is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of Internal Audit and Quality Assurance shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 10. THE DIRECTOR OF GENDER AND DEVELOPMENT**

#### **Section 1. Designation**

The Director of Gender and Development shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Director of Gender and Development shall be as follows:



- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years of administrative and supervisory experiences;
- 2.3 has managerial and leadership qualities;
- 2.4. has familiarity with gender issues, extensive trainings on GAD planning, budgeting and other related matters; and
- 2.5 subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Director of Gender and Development shall:

- 3.1 spearhead the conduct of Gender and Development (GAD) and GAD-related researches and extension activities;
- 3.2 lead the mainstreaming of gender perspective in the University/department policies, plans and programs;
- 3.3 ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes and procedures of the University based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including the implementation;
- 3.4 assist in the formulation of new policies such as the (GAD) Code in advancing women's status;
- 3.5 lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender responsive planning;
- 3.6 coordinate efforts of different divisions, offices, units of the University and advocate for the integration of GAD perspectives in all their systems and processes;
- 3.7 spearhead the preparation of the agency annual performance-based GAD plans, programs and budget in response to gender issues of the constituencies and clients and in the context of the agency mandate, and consolidate the same following the format and procedure prescribed by the circulars and government agencies and shall likewise be responsible for submitting the consolidated GAD plans and budgets of the University;
- 3.8 lead in monitoring the effective implementation of GAD-related policies and the annual GAD plans, programs and budget;
- 3.9 lead the preparation and consolidation of the annual GAD Accomplishment Report and other GAD-related reports of the University;
- 3.10 strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance;
- 3.11 promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the

- various stages of the development planning cycle, giving special attention to the marginalized sectors;
- 3.12 ensure that all personnel of the University including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD; and
  - 3.13 perform other functions and duties as may be delegated by the BOR, University President, authorities or by law.

#### **Section 4. Term**

The term of the Director of Gender & Development is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of Gender and Development shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 11. THE DIRECTOR OF BUSINESS AND AUXILIARY SERVICES**

#### **Section 1. Designation**

The Director of Business and Auxiliary Services shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Director of Business and Auxiliary Services shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years of business managerial or supervisory experience in any income generating project;
- 2.3 has enterprising and promising attributes vital to achieving higher levels of productivity, proficiency and efficiency; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, University President, authorities or by law.

#### **Section 3. Duties and Responsibilities**

The Director of Business and Auxiliary Services shall:

- 3.1 oversee all production projects and marketing operations;
- 3.2 monitor and evaluate production projects, marketing operations and activities, and ensure that all expenditures and receipts are properly accounted for in accordance with established accounting and auditing rules;
- 3.3 identify, develop and implement production projects and marketing operations that are economically, socially, technically and ecologically sustainable;

- 3.4 require all Projects- In-Charge to render quarter, annual, and all related financial reports; and
- 3.5 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

#### **Section 4. Term**

The term of the Director of Business & Auxiliary Services is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of Business and Auxiliary Services shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 12. THE DIRECTOR OF GENERAL SERVICES**

#### **Section 1. Designation**

The Director of General Services shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Director of General Services shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years administrative and supervisory experiences;
- 2.3 has established leadership and demonstrated abilities in the construction, repair and maintenance of university buildings and all other facilities and infrastructures; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

#### **Section 3. Duties and Responsibilities**

The Director of General Services shall:

- 3.1 administer or supervise the general services staff and their year-round program of activities;
- 3.2 formulate and implement strategic or tactical plans for the repair, maintenance and improvement of university infrastructures and facilities;
- 3.3 coordinate with occupants or users of buildings and related facilities for systematic and orderly scheduling of installation, demolition or repair;
- 3.4 implement road maintenance and repair;
- 3.5 implement efficient electrical and water distribution system;
- 3.6 implement cleanliness, garbage collection and disposal;

- 3.7 implement landscaping and pruning of trees affecting buildings, electrical and water lines;
- 3.8 supervise the construction, repair/rehabilitation of buildings, roads, and other infrastructure-related projects to ensure the quality of workmanship of the project/s implemented; and
- 3.9 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

#### **Section 4. Term**

The term of the Director of General Services is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of General Services shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 13. THE CHIEF ADMINISTRATIVE OFFICER FOR ADMINISTRATION**

#### **Section 1. Designation**

The Chief Administrative Officer for Administration shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Chief Administrative Officer for Administration shall be as follows:

- 2.1 a senior employee, preferably, a holder of relevant doctorate degree;
- 2.2 a second grade civil service eligible or its equivalent;
- 2.3 has at least three (3) years of administrative and supervisory experiences; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

#### **Section 3. Duties and Responsibilities**

The Chief Administrative Officer for Administration shall:

- 3.1 monitor all the programs and activities of the different units of the administrative services;
- 3.2 formulate and implement a systematic program of activities so that each unit of the administrative services is expected to perform and accomplish its tasks according to established schedules and target outputs;

- 3.3 review and recommend all communications and other related documents from the administrative services' units for the Vice President for Finance and Administration's action;
- 3.4 recommend to the Vice President for Finance and Administration legal actions against any party suspected of violating laws, rules and regulations affecting the welfare of the faculty, non-teaching personnel, students and government properties;
- 3.5 direct the processing of papers, involving personnel and the technical preparation of plantilla; and
- 3.6 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by the law.

#### **Section 4. Term**

The term of the Chief Administrative Officer for Administration is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Chief Administrative Officer for Administration shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 14. THE CHIEF ADMINISTRATIVE OFFICER FOR FINANCE**

#### **Section 1. Designation**

The Chief Administrative Officer for Finance shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Chief Administrative Officer for Finance shall be as follows:

- 2.1 a senior employee, preferably, a holder of relevant doctorate degree;
- 2.2 has a second-grade civil service eligibility or its equivalent;
- 2.3 has at least three (3) years of administrative and supervisory experiences; and subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

#### **Section 3. Duties and Responsibilities**

The Chief Administrative Officer for Finance shall:

- 3.1 monitor all the programs and activities of the different units of the financial services;

- 3.2 formulate and implement a systematic program of activities so that each unit of the financial services is expected to perform and accomplish its tasks according to established schedules and target outputs;
- 3.3 review and recommend all communications and other related documents from the financial services' units for the Vice President for Finance and Administration's action;
- 3.4 direct the keeping of book of accounts and the preparation of financial reports;
- 3.5 supervise the collection, disbursements, and safekeeping of fees and other incomes of the University;
- 3.6 coordinate with the different colleges and departments of the University pertaining to budgeting, accounting, collections and disbursements, management improvement and financial reporting;
- 3.7 certify the availability of funds of vouchers, contracts and other related documents;
- 3.8 submit agency's annual financial reports and other related reports required by the University President, BOR, DBM, COA and other authorities;
- 3.9 assist the Budget Officer, Vice President for Finance and Administration, and the University President in defending the budget before the Regional Development Council, the Department of Budget and Management and the Congress; and
- 3.10 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

#### **Section 4. Term**

The term of the Chief Administrative Officer for Finance is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Chief Administrative Officer for Finance shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 15. THE DIRECTOR OF RESEARCH AND DEVELOPMENT**

#### **Section 1. Designation**

The Director of Research and Development shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Director of Research and Development shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years of research experiences and competence in agriculture or allied fields; and
- 2.3 subject to other qualifications as may be prescribed by the BOR, University President, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Director of Research and Development shall:

- 3.1 co-chair the standing or ad hoc committee which assesses, reviews and recommends research proposals for funding by local, regional, national or foreign agencies;
- 3.2 coordinate with the major offices of the University related to research activities;
- 3.3 lead in the formulation of research agenda and programs that jibe with the regional, national and international development goals;
- 3.4 initiate and strengthen linkages of the University with other research institutions and agencies; and
- 3.5 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

### **Section 4. Term**

The term of the Director of Research & Development is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

### **Section 5. Allowance**

The Director of Research and Development shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

## **ARTICLE 16. THE DIRECTOR OF EXTENSION AND TRAINING**

### **Section 1. Designation**

The Director of Extension and Training shall be designated by the University President subject to the confirmation of the BOR.

### **Section 2. Qualifications**

The qualifications of the Director of Extension and Training shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years of managerial or supervisory experience in outreach programs or farm and home extension activities;
- 2.3 has the leadership potential and genuine interest in community development; and

- 2.1 subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Director of Extension and Training shall:

- 3.1 administer or supervise all the extension staff and programs or activities of the University;
- 3.2 develop and implement strategic programs in training and in community development for the service areas of the University;
- 3.3 monitor and evaluate all extension programs or activities;
- 3.4 initiate and strengthen linkages with funding and development agencies for appropriate collaboration and support;
- 3.5 provide leadership in the improvement of life among the clientele; and
- 3.6 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

### **Section 4. Term**

The term of the Director of Extension & Training is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

### **Section 5. Allowance**

The Director of Extension and Training shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

## **ARTICLE 17. THE DIRECTOR OF ROOTCROPS RESEARCH AND TRAINING CENTER**

### **Section 1. Designation**

The Director of Rootcrops Research and Training Center shall be designated by the University President subject to the confirmation of the BOR.

### **Section 2. Qualifications**

The qualifications of the Director of Rootcrops Research and Training Center shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years managerial or supervisory experiences;
- 2.2 has leadership potential; and
- 2.3 subject to other qualifications as may be prescribed by the BOR, University President, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Director of Rootcrops Research and Training Center shall:



- 3.1 facilitate the preparation of research, development and extension agenda and program for the Rootcrops Research and Training Center;
- 3.2 monitor and evaluate research and training programs implemented;
- 3.3 establish information/data bank and manpower profile;
- 3.4 establish linkages with other funding agencies/institutions in coordination with the Research and Development Director;
- 3.5 prepare and submit reports to concerned offices and agencies; and
- 3.6 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

#### **Section 4. Term**

The term of the Director of Rootcrops Research & Training Center is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of Rootcrops Research and Training Center shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 18. THE DEANS OF COLLEGES**

#### **Section 1. Designation**

The Deans of the different colleges shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of a College Dean shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 holds an academic rank of at least Associate Professor;
- 2.3 has at least five (5) years teaching experience in the University;
- 2.4 has at least three (3) years managerial or supervisory experiences;
- 2.5 has managerial and leadership qualities;
- 2.6. must meet the qualifications set forth in the Policies, Standards and Guidelines (PSGs) issued by the Commission on Higher Education; and
- 2.7 subject to other qualifications as may be prescribed by the BOR, University President, and other authorities.

#### **Section 3. Duties and Responsibilities**

The College Dean shall:

- 3.1 administer programs and supervise the faculty and staff of the College;
- 3.2 establish academic program consortia with other HEIs;
- 3.3 evolve and implement strategic plans on:

- 3.3.1 curricular revision and enrichment;
  - 3.3.2 faculty training and development;
  - 3.3.3 apprenticeship and internship;
  - 3.3.4 research, extension and production activities;
  - 3.3.5 academic facilities and resources;
  - 3.3.6 community collaborations;
  - 3.3.7 sharing of resources with other Colleges; and
  - 3.3.8 other relevant concerns.
- 3.4 monitor/supervise the learning resources, laboratories and reading centers of the College;
  - 3.5 monitor and evaluate faculty and students' activities or performance;
  - 3.6 prepare a program of expenditures;
  - 3.7 designate the different department chairpersons, chiefs, and coordinators subject to the approval of the University President;
  - 3.7 review and approve the performance ratings of faculty and staff in the College; and
  - 3.8 perform other functions and duties as may be delegated by the BOR, University President, authorities and by law.

**Section 4. Term**

The term of College Deans is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

**Section 5. Allowance**

College Deans shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

**ARTICLE 19. THE PRINCIPAL OF THE LABORATORY SCHOOL**

**Section 1. Designation**

The Principal of the Laboratory School shall be designated by the University President subject to the confirmation of the BOR.

**Section 2. Qualifications**

The qualifications of a Principal of the Laboratory School shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 holds an academic rank of at least Associate Professor;
- 2.3 has at least five (5) years teaching experience in the University;
- 2.4 has at least three (3) years managerial or supervisory experiences;
- 2.5 has managerial and leadership qualities; and
- 2.6 subject to other qualifications as may be prescribed by the BOR, University President, and other authorities.

### **Section 3. Duties and Responsibilities**

The Principal of the Laboratory School shall:

- 3.1 administer junior and senior high school programs;
- 3.2 monitor/supervise faculty and staff of the Laboratory School;
- 3.3 monitor the performance of faculty from other colleges with teaching load in the junior and senior high school programs and report their performance to concerned deans;
- 3.4 establish academic program consortia with HEIs offering junior and senior high school programs and DepEd schools;
- 3.5 evolve and implement strategic plans on:
  - 3.5.1 curricular revision and enrichment;
  - 3.5.2 faculty training and development;
  - 3.5.3 apprenticeship and internship;
  - 3.5.4 research, extension and production activities;
  - 3.5.5 academic facilities and resources;
  - 3.5.6 community collaborations;
  - 3.5.7 sharing of resources with other Colleges; and
  - 3.5.8 other relevant concerns.
- 3.6 monitor/supervise the learning resources, laboratories and reading center of the Laboratory School;
- 3.7 monitor and evaluate faculty performance;
- 3.8 monitor and evaluate students' activities;
- 3.9 prepare a program of expenditures;
- 3.10 designate the different department chairpersons, chiefs, and coordinators subject to the approval of the University President;
- 3.11 finalize and approve the performance ratings of faculty and staff of the Laboratory School; and
- 3.12 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

### **Section 4. Term**

The term of the Principal of the Laboratory School is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

## **ARTICLE 20. THE DIRECTOR OF CURRICULUM AND INSTRUCTION**

### **Section 1. Designation**

The Director of Curriculum and Instruction shall be designated by the University President subject to the confirmation of the BOR.

## **Section 2. Qualifications**

The qualifications of the Director of Curriculum and Instruction shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least five (5) years teaching experience in the University;
- 2.3 has at least three (3) years managerial or supervisory experiences;
- 2.4 has managerial and leadership qualities; and
- 2.5 subject to other qualifications as may be prescribed by the BOR, University President, and other authorities.

## **Section 3. Duties and Responsibilities**

The Director of Curriculum and Instruction shall:

- 3.1 formulate, implement and evaluate policies, plans, programs and standards related to curriculum and instruction;
- 3.2 monitor the conduct of classes, in coordination with the college deans, in aid of formulating supervisory plans and programs in the academic community;
- 3.3 coordinate with the Office of Admission and Registration Services regarding the preparation of class schedules and academic calendar of activities affecting the teaching staff and the students;
- 3.4 coordinate with the colleges regarding new and/or revised CHED Memorandum Orders as bases in the development and revisions of curriculums;
- 3.5 coordinate with the colleges regarding the results of evaluation / assessment of instructional methods and programs by concerned officials/committees;
- 3.6 collaborate with the colleges regarding professional development for the effective implementation of the intended curriculum and instructional best practices in all colleges;
- 3.7 work cooperatively with the different colleges to ensure horizontal and vertical alignment among programs;
- 3.8 guide the selection and use of textbooks and other teaching materials;
- 3.9 keep abreast with educational development and the literature in the field of education and participate in the affairs of professional organizations devoted to the advancement of curriculum and instruction;
- 3.10 coordinate with different HEIs to adopt best practices in curriculum and instruction; and
- 3.11 consult industry partners on the enhancement of curricula to meet competency standards of industries;
- 3.12 initiate round table discussions with stakeholders, including, but not limited to industry partners, government agencies, and private sector on the evaluation and preparation of curricula that fit the competency standards of the labor sector;

- 3.13 create Curriculum Review Committee that will assist in the conduct curricular review, enhancement and innovation; and
- 3.14 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

#### **Section 4. Term**

The term of the Director of Curriculum & Instruction is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of Curriculum and Instruction shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 21. THE DIRECTOR OF NATIONAL SERVICE TRAINING PROGRAM (NSTP)**

#### **Section 1. Designation**

The Director of National Service Training Program shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Director of National Service Training Program shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least five (5) years teaching experience in the University;
- 2.3 has at least three (3) years managerial or supervisory experiences;
- 2.4 has managerial and leadership qualities; and
- 2.5 subject to other qualifications as may be prescribed by the BOR, University President, and other authorities.

#### **Section 3. Duties and Responsibilities**

The Director of National Service Training Program shall:

- 3.1 formulate, implement and evaluate policies, plans, programs of ROTC and CWTS;
- 3.2 develop, implement and monitor instructional plans and activities of ROTC and CWTS, in coordination with the college deans;
- 3.3 spearhead the preparation of development plan for the ROTC and CWTS;
- 3.4 supervise/monitor all programs and activities of ROTC and CWTS;
- 3.5. prepare and submit to CHED through the Regional Office enrollment, graduation and Annual NSTP Reports, and other data, as needed;

- 3.6. establish linkages with relevant government agencies, private sector and communities for more relevant and responsive NSTP activities and programs; and
- 3.7. perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

#### **Section 4. Term**

The term of the Director of National Service Training Program is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of National Service Training Program shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 22. THE DIRECTOR OF ALUMNI RELATIONS**

#### **Section 1. Designation**

The Director of Alumni Relations shall be designated by the University President subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Director of Alumni Relations shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 an active member of the TAU Alumni Association;
- 2.3 has at least three (3) years of administrative and supervisory experiences;
- 2.4 possesses proven leadership, integrity, competence, and diplomacy in social interaction and networking with the alumni; and
- 2.5 subject to other qualifications as may be prescribed by the BOR, University President, authorities or by law.

#### **Section 3. Duties and Responsibilities**

The Director of Alumni Relations shall:

- 3.1 plan, implement and promote programs and projects that would strategically engage the alumni to support the University's strategic goals and objectives;
- 3.2 draft Alumni Relations Strategic Plans, develop and implement a communications strategy to inform key stakeholders of the tactical strategies included in the plan;
- 3.3 prepare and conduct special events that involve alumni;
- 3.4 establish a database of alumni for coordinated communications to ensure maximum active alumni involvement;

- 3.5 monitor the expenditure of the alumni association and spearhead fund raising initiatives for special programs and projects that would have a significant impact on the University and the members of the Alumni Association;
- 3.6 coordinate closely with the officers of the TAU Alumni Association for the conduct of meetings and committee planning workshops to ensure strong and productive alumni relations between its members and the University's administrative leadership;
- 3.7. conduct regular tracer study for the alumni of TAU;
- 3.8. present results of tracer studies and recommends policy interventions corresponding to these results; and
- 3.9. perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

#### **Section 4. Term**

The term of the Director of Alumni Relations is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

#### **Section 5. Allowance**

The Director of Alumni Relations shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

### **ARTICLE 23. THE DIRECTOR OF ADMISSION AND REGISTRATION SERVICES**

#### **Section 1. Designation**

The Director of Admission and Registration Services shall be designated by the University subject to the confirmation of the BOR.

#### **Section 2. Qualifications**

The qualifications of the Director of Admission and Registration Services shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years managerial or supervisory experiences;
- 2.3 has managerial and leadership qualities; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, the University President, other authorities or by law.

### **Section 3. Duties and Responsibilities**

The Director of Admission and Registration Services shall:

- 2.1 administer programs and supervise the Office of Admission and Registration Services;
- 2.2 signs official copies of students' certificate of registration, report of grades, transcript of records, diploma and related documents within a reasonable period upon request and payment of required fees;
- 2.3 act as Secretariat of the Academic Council;
- 2.4 prepare an academic calendar of activities and schedule of classes in coordination with the Director of Curriculum of Instruction and Deans of Colleges/Principal of Laboratory School;
- 2.5 prepares and proposes general admission and retention policies of the institution;
- 2.6 consults and coordinates with all the Deans of the different colleges on the admission and retention requirements of the University;
- 2.7 introduces innovation in the Registration system of the University that is cost and time efficient; and
- 2.8 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

### **Section 4. Term**

The term of the Director of Admission & Registration Services is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

### **Section 5. Allowance**

The Director of Admission and Registration Services allowances shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

## **ARTICLE 24. THE DIRECTOR OF SPORTS DEVELOPMENT**

### **Section 1. Designation**

The Director of Sports Development shall be designated by the University President subject to the confirmation of the BOR.

### **Section 2. Qualifications**

The qualifications of the Director of Sports Development shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years administrative and supervisory experiences in sports programs;
- 2.3 has proven leadership in sports activities; and



- 2.4 subject to other qualifications as may be prescribed by the BOR, University President, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Director of Sports Development shall:

- 3.1 formulate and implement strategic sports development program/plans for the University;
- 3.2 spearhead and coordinate the conduct of intramural and other sports activities in the University;
- 3.3 initiate the holding of regular sports clinic to strengthen the capability of faculty, non-teaching personnel and students;
- 3.4 organize and enhance the sports activities of the University;
- 3.5 establishes linkages with relevant government agencies, private sector and different athletic organizations to promote and strengthen sports development in the University; and
- 3.6. perform other functions and duties as may be delegated by the BOR, University President, authorities and by law.

### **Section 4. Term**

The term of the Director of Sports Development is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

### **Section 5. Allowance**

The Director of Sports Development shall receive allowances based on existing government rules and regulations and subject to the approval of the BOR.

## **ARTICLE 25. THE DIRECTOR OF SOCIOCULTURAL DEVELOPMENT**

### **Section 1. Designation**

The Director of Sociocultural Development shall be designated by the University President subject to the confirmation of the BOR.

### **Section 2. Qualifications**

The qualifications of the Director of Sociocultural Development shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least three (3) years administrative and supervisory experiences in sociocultural programs;
- 2.3 has proven leadership in sociocultural activities; and
- 2.4 subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Director of Sociocultural Development shall;

- 3.1 formulate and implement strategic sociocultural development program/plans for the University;
- 3.2 spearhead and coordinate the conduct of sociocultural activities in the University;
- 3.3 organize and enhance the sociocultural activities of the University;
- 3.4 establishes linkages with relevant government agencies and the private sector in the promotion and strengthening of socio-cultural development;
- 3.6 establishes international ties for socio-cultural exchange of faculty and students, in close coordination with the Office of External Affairs and International Unit; and
- 3.7 perform other functions and duties as may be delegated by the BOR, University President, authorities and by law.

### **Section 4. Term**

The term of the Director of Sociocultural Development is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

### **Section 5. Allowance**

The Director of Sociocultural Development shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

## **ARTICLE 26. THE DIRECTOR OF STUDENT SERVICES AND DEVELOPMENT**

### **Section 1. Designation**

The Director of Student Services and Development shall be designated by the University President subject to the confirmation of the BOR.

### **Section 2. Qualifications**

The qualifications of the Director of Student Services and Development shall be as follows:

- 2.1 a senior faculty, preferably, a holder of relevant doctorate degree;
- 2.2 has at least five (5) years of teaching experience in the University;
- 2.3 has at least three (3) years managerial or supervisory experiences;
- 2.4 has managerial and leadership qualities; and
- 2.5 subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Director of Student Services and Development shall:

- 3.1 formulate and implement strategic plans for students on:
  - 3.1.1 testing and admission;
  - 3.1.2 guidance and counseling;
  - 3.1.3 vocational/career guidance;
  - 3.1.4 placements;
  - 3.1.5 year-round activities; and
  - 3.1.6 all related co-curricular or extra-curricular programs.
- 3.2 evaluate, accredit and recognize student organizations;
- 3.3 conduct and supervise the election of Supreme Student Council;
- 3.4 respond to the recurring problems of students on:
  - 3.4.1 housing and accommodations;
  - 3.4.2 student assistance;
  - 3.4.3 athletics;
  - 3.4.4 civic or military training;
  - 3.4.5 scholarships;
  - 3.4.6 discipline;
  - 3.4.7 placement of graduates;
  - 3.4.8 performance evaluation of activities;
  - 3.4.9 finances; and
  - 3.4.10 other student-related problems.
- 3.5 perform other functions and duties as may be delegated by the BOR, the University President, authorities and by law.

### **Section 4. Term**

The term of the Director of Student Services & Development is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

### **Section 5. Allowance**

The Director of Student Services and Development shall receive allowances based on the existing government rules and regulations and subject to the approval of the BOR.

## **ARTICLE 27. THE BOARD EXECUTIVE SECRETARY**

### **Section 1. Designation/Appointment**

The Board Executive Secretary shall be appointed/designated by the University President and subject to the confirmation of the BOR.

### **Section 2. Qualifications**

The qualifications of the Board Executive Secretary shall be as follows:

- 2.1 possesses a relevant advanced degree or its equivalent;
- 2.2 must be a second grade civil service eligible;
- 2.3 has at least three (3) years of experience in the government service;
- 2.4 has leadership qualities; and
- 2.5 subject to other qualifications as may be prescribed by the BOR, the University President, authorities or by law.

### **Section 3. Duties and Responsibilities**

The Board Executive Secretary shall:

- 3.1 prepare the agenda of meetings of the Administrative Council and the Board of Regents upon the order of the University President or Presiding Officer for the purpose;
- 3.2 consolidate, finalize and disseminate the minutes of the meetings to the parties concerned;
- 3.3 act as chief of the presidential staff and liaison officer of the University;
- 3.4 coordinate with the Director of Planning and Development in the preparation and submission of President's Report and Annual Report;
- 3.5 serve as the secretary responsible for the administration of the secretariat when the BOR is convened and operating; take BOR minutes of meeting; and certify as to the accuracy and correctness of the minutes before dissemination to authorities concerned prior to approval by the BOR; and
- 3.6 perform other functions and duties as may be delegated by the BOR, authorities and by law.

### **Section 4. Term**

The term of the Board Executive Secretary is two (2) years and could be withdrawn anytime by the University President. The renewal of the term is at the discretion of the University President.

### **Section 5. Allowance**

The Board Executive Secretary shall receive allowances based on existing government rules and regulations and subject to the approval of the BOR.

## **ARTICLE 28. THE GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS) COUNCIL**

### **Section 1. Description**

The GASS Council shall support the University's overall operations to sustain interconnected and seamless flow of operations of all programs.

The GASS Council is the policy-making arm of the Office of the Vice President for Finance and Administration.

The offices directly under the Office of the Vice President for Finance and Administration:

1.1. Administrative Services

The offices under the Administrative Services are the following:

- a. Human Resource Management Office (HRMO) which is headed by a chief shall provide well-screened and skillful human resource responsive to the needs of all the programs and projects in the University. The HRMO shall be responsible in the facilitation of active recruitment, selection, hiring, placement and performing a technical support function to the Human Resource Merit Promotion and Selection Board (HRMPSB) for the comparative assessment and evaluation and to the continuous development of faculty and non-teaching personnel in the University (based on the regular plantilla of the University (temporary or permanent position), Contract of Service, Job Order and part-time workers.
  - b. Property and Supply Management Office which is headed by a chief is responsible in the timely delivery of needed supplies, materials, and equipment to the end-users ensuring that these are all documented following the provisions of applicable government rules and policies. The office shall provide necessary safeguards and adequate systems and procedures in preserving fixed and movable properties of the University.
  - c. Procurement Management Office which is headed by a chief is responsible in planning the efficient procurement of goods, services and infrastructure and in ensuring that the provisions of Republic Act 9184 are strictly followed.
  - d. Motorpool Unit which is headed by a chief is responsible in the safe transport of faculty, non-teaching personnel and students, including goods and materials of the university, and in ensuring the efficient utilization of the university vehicles.
  - e. Records Management Office which is headed by a chief, shall ensure the effective implementation and efficient and responsive records management program following international standards.
  - f. Security Force/Unit which is headed by a chief is responsible in ensuring the safety and security of personnel, students, visitors, and movable and fixed properties of the University.
  - g. Medical and Dental Clinic which is headed by a chief is responsible in providing preventive medical programs to all the personnel and students of the University.
- 1.2. Financial Services is in-charge of the efficient and effective management of government funds and other assets entrusted to the University in such a manner as to accomplish its objectives. It is composed of three (3) offices, as follows:

- a. Budgeting Office is responsible in the preparation of budget proposals submitted to the Department of Budget and Management (DBM) and to the Board of Regents. This office also exercises the authority to control the use of budget in accordance with the approved appropriations and the eventual reporting of the results to the management and to the over-sighting government agencies.
  - b. Accounting Office is responsible in the timely and accurate preparation, presentation and reporting of all financial transactions of the University in a given period of time. This office is responsible in the correct interpretation and application of tax laws to various transactions of the University. It is also responsible in the preparation and maintenance of all books of accounts of the University including various subsidiary ledgers and related documents.
  - c. Cashiering and Treasury Office is primarily responsible in the effective and efficient management of cash including but not limited to collections and disbursements. The office is mandated to provide the most efficient and strategic use of the university fund.
- 1.3. Business and Auxiliary Services shall be responsible for the effective and efficient management of all production projects, marketing operations and activities in the University.
- a. General Services is primarily responsible for the repairs, maintenance and improvement of the university infrastructures and facilities including maintenance and improvement of grounds.

## **Section 2. Composition**

The GASS Council of the University is chaired by the Vice President for Finance and Administration with members composed of the following: the Chief Administrative Officer for Administration, Chief Administrative Officer for Finance and the heads of the different units and offices of the general administration and support services: Administrative Services (Human Resource Management Office, Property and Supply Management Office, Procurement Management Office, Motorpool Unit, Security Force, Records Management Office, Medical and Dental Clinic), Financial Services (Budgeting Office, Accounting Office, Cashiering and Treasury Office), General Services Office and Office of Business and Auxiliary Services.

The heads of the different offices under the Office of the President and the President of the Non-Academic Staff Association shall also members of the Council.

## **Section 3. Meetings and Quorum**

The GASS Council shall meet quarterly upon the call of the Vice President for Finance and Administration or his/her duly authorized representative. A simple majority shall constitute the quorum.

#### **Section 4. Functions**

The GASS Council shall perform the following functions:

- 4.1. evaluate policies, rules, regulations and guidelines emanating from its members to improve efficiency and effectiveness in the management of the University;
- 4.2. resolve issues, conflicts and problems affecting the non-teaching personnel and the general administration and support services as a whole;
- 4.3. meet and discuss new issuances to have a common understanding and implementation of the same; and
- 4.4. perform such other powers and functions as maybe designated by higher authorities.

### **ARTICLE 29. THE DEANS AND ACADEMIC DIRECTORS COUNCIL**

#### **Section 1. Description**

The Deans & Academic Directors Council shall directly supervise the academic programs and other academic-related activities of the different colleges of the University.

The Deans & Academic Directors Council is the policy-making arm of the Office of the Vice President for Academic Affairs.

The offices directly under the Office of the Vice President for Academic Affairs shall be the following:

- a. College of Agriculture and Forestry;
- b. College of Arts and Sciences;
- c. College of Business and Management;
- d. College of Education;
- e. College of Engineering and Technology;
- f. College of Veterinary Medicine;
- g. Curriculum and Instruction;
- h. Admission and Registration Services; and
- i. National Service Training Program.

#### **Section 2. Composition**

The Deans & Academic Directors Council of the University is chaired by the Vice President for Academic Affairs (VPAA) with members composed of the deans of the different colleges. It shall also include the heads/directors of the academic support units: Curriculum and Instruction, Admission and Registration Services, and National Service Training Program.

### **Section 3. Meetings and Quorum**

The Deans & Academic Directors Council shall meet quarterly upon the call of the Vice President for Academic Affairs or his/her duly authorized representative. A simple majority shall constitute the quorum.

## **ARTICLE 30. THE RESEARCH, EXTENSION AND TRAINING (RET) COUNCIL**

### **Section 1. Description**

The RET Council shall implement the various programs, projects, studies or researches of the University, and shall serve as the University's machinery for the acceleration of sustainable agro-industrial development through its extension of various technical services to clientele.

The RET Council shall be the policy-making arm of the Office of the Vice President for Research, Extension and Training.

The departments directly under the Office of the Vice President for Research, Extension and Training shall be the following:

- a. Research and Development;
- b. Extension and Training;
- c. Rootcrops Research and Training Center; and
- d. Gender and Development.

### **Section 2. Composition**

The RET Council of the University is chaired by the Vice President for Research, Extension and Training (VP-RET) with members composed of the following heads/directors of the different departments/units: Department of Research and Development (Bamboo Research and Training Center, SMART Agriculture Center, Animal Breeding & Artificial Insemination Center, Innovation & Technology Support Office, Affiliated Renewable Energy Center), Department of Extension and Training, Rootcrops Research and Training Center, and Gender and Development. The research, extension, and gender & development chairs, who serve as support arms of the Research and Extension Units of the different colleges of the University, shall also act as regular members of the council. The deans of the different colleges shall also members of the council.

### **Section 3. Meetings and Quorum**

The RET Council shall meet quarterly upon the call of the Vice President for Research, Extension and Training or his/her duly authorized representative. A simple majority shall constitute the quorum.



**ARTICLE 31. THE OFFICES DIRECTLY UNDER THE OFFICE OF THE  
PRESIDENT**

**Section 1. The offices directly under the Office of the President:**

- 1.1. Presidential Management Office
- 1.2. Planning and Development Office
- 1.3. External Linkages and International Affairs Office; and
- 1.4. Internal Audit and Quality Assurance Office.

## **BOOK II**

### **ADMINISTRATION OF PERSONNEL, FINANCES, PROPERTIES AND OPERATIONS**

#### **CHAPTER I. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

##### **ARTICLE 1. RECRUITMENT, APPOINTMENT AND PROMOTION OF EMPLOYEES**

###### **Section 1. General Provisions**

- 1.1 Opportunity for employment in the University shall be open to all qualified individuals. Proactive efforts shall be exerted to attract the best qualified persons to enter the service.
- 1.2 Selection of employees for appointment in the University shall be done strictly on the basis of merit and fitness in accordance with the policies, rules and procedures laid down in the two (2) separate Merit Selection Plans and System of Ranking Positions promulgated by the University for the faculty and non-teaching personnel and based on the qualification standards established by the Civil Service Commission (CSC) and other evaluation criteria as may be adopted by the University.
- 1.3 Selection of employees shall be based on their relevant qualifications and competence to perform the duties and responsibilities of the position.
- 1.4 There shall be no discrimination in the selection of employees on account of age, gender, civil status, disability, religion, ethnicity or political affiliation.
- 1.5 Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant position shall also be posted in at least three (3) conspicuous places in the University for at least ten (10) calendar days. Other modes of publication shall be considered.
- 1.6 All personnel of the University shall be appointed by the University President. The precise terms and conditions of every appointment shall be stated in writing contained in the Position Description Form (PDF).

###### **Section 2. Recruitment and Selection**

- 2.1 The Faculty. The faculty of the University refers to the teaching staff occupying academic ranks and shall be composed of the University Professors, Professors, Associate Professors, Assistant Professors and Instructors as regular members while the non-regular members include the visiting faculty or lecturers, the latter serving either on full time or part-time basis.
- 2.2 The Non-teaching Personnel. These are the regular employees of the University performing administrative and support functions, and those

supporting the academic functions and student services, and in research, extension and training.

- 2.3 The Non-regular Employees. When the exigency of the service so requires, the University shall recruit non-regular faculty and non-teaching personnel in accordance with the existing laws, rules and regulations and subject to the availability of funds for the purpose. Non-regular employees include substitute, casual, contractual, contract of service, and job order.
- 2.4 The recruitment of faculty and non-teaching personnel shall follow provisions stated in Section 1 of this Article.
- 2.5 The Selection of Faculty and Non-teaching Personnel shall be administered by the Human Resource Merit Promotion and Selection Board (HRMPSB) of the University.
- 2.6 The University President shall create a Human Resource Merit Promotion and Selection Board (HRMPSB) with the following composition:

**For Non-teaching Personnel**

First and Second Level

- Chairperson -Vice President for Finance and Administration  
Vice Chairperson -Chief Administrative Officer for Administration  
Members -Director for Planning and Development  
-Director for Gender and Development  
-Director/Unit Head where the vacancy exists  
-Human Resource Management Officer Representative,  
-accredited association of non-teaching personnel

**For the Executive/ Managerial Positions**

- Chairperson -Vice President for Finance and Administration  
Vice Chairperson -Vice President for Academic Affairs  
Members -All the other Vice Presidents  
-Director for Planning and Development  
-Director for Gender and Development  
-Human Resource Management Officer Representative  
-accredited association of non-teaching personnel

**For the Faculty Positions**

- Chairperson -Vice President for Academic Affairs  
Vice Chairperson -Vice President for Research, Extension and Training  
Members -Vice President for Finance and Administration  
-Chief Administrative Officer for Administration  
-Director for Planning and Development  
-Director for Curriculum and Instruction  
-Dean of the College where the vacancy exists  
-Faculty Representative  
-Human Resource Management Officer

-Director for Gender and Development

- 2.7 The policies and procedures established in the Human Resource Merit Promotion and Selection Plan of the University approved by the Board of Regents and confirmed by the Civil Service Commission shall be observed in hiring faculty.
- 2.8 The comparative competence and qualification of candidates for appointment shall be determined based on the approved criteria in the selection, hiring and promotion.
- 2.10 The recruitment and appointment in the University shall be made on the basis of the qualification standards, rules and regulations promulgated by the Human Resource Merit Promotion and Selection Plan of the University, approved by the Civil Service Commission (CSC).
- 2.13 The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment/hiring. Whenever needed to address meritorious or exceptional cases, the HRMPSB may initiate innovative schemes in determining the best and most qualified candidate.
- 2.14 The HRMPSB shall assist the University President in the judicious and objective selection of candidate for appointment/hiring in the University.
- 2.15 The University President shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, in so far as practicable, from among the top five (5) ranking applicants or less deemed most qualified for appointment to the vacant positions.

**Section 3. Appointment and Promotion**

- 3.1 The publication of a particular vacant position shall follow the Publication Law (RA 7041), and in accordance with existing laws and government rules and regulations.
- 3.2 Filling out of vacant positions in the University shall be made after ten (10) calendar days of publications.
- 3.3 Appointment in the University is confirmed/approved by the Board of Regents and issued by the University President.
- 3.4 The appointment of faculty member of the University shall be temporary until he/she meets the requirements as prescribed by existing rules, regulations or law; provided further that when the faculty has completed a relevant master's degree and exhibited at least very satisfactory performance for the last two (2) consecutive rating periods in the University, the appointee may be recommended for permanent position.

**3.5 Faculty Promotion**

- 3.5.1 The promotion of tenured Instructors, Assistant Professors, Associate Professors and Full Professors shall be subject to National Budget Circular (NBC) 461 requirements, and other related issuances.
- 3.5.2 Nothing shall preclude the University from extending appointments to the faculty members in special cases in accordance with existing laws and government rules regulations.

- 3.5.3 A faculty member may be appointed full Professor by the University President, subject to the approval of the Board of Regents, after satisfying the following:
- a. required points for Common Criteria for Evaluation (CCE)
  - b. required points for Qualitative Criteria for Evaluation (QCE)
  - c. passing the national accreditation by Philippine Association of State Universities and Colleges (PASUC)

All faculty promotions shall satisfy the criteria promulgated under the National Budget Circular (NBC) 461 and other applicable DBM, CSC and CHED issuances or laws.

- 3.6 Promotion for Non-teaching Personnel shall be guided by the existing applicable government laws, the civil service rules and regulations. (*Refer to Administrative Manual.*)

#### **Section 4. Status of Appointment**

Status of appointment in the University are as follows:

- 4.1 **Permanent** – an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to, including the appropriate eligibility, in accordance with the provisions of the law, rules, and standards promulgated in pursuance thereof.
- 4.2 **Temporary**- an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility or educational qualification (for faculty) based on the existing civil service laws, rules and regulations.
- 4.3 **Substitute** – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on approved leave of absence, under suspension, on a scholarship grant, or is on a secondment. A substitute appointment is allowed only of the leave of absence which is at least three (3) months.
- 4.4 **Coterminous** – an appointment issued to a person whose tenure is limited to a period specified by the law or whose continuity in the service is based on the trust and confidence of the appointing officer/authority.
- 4.5 **Fixed Term** – an appointment issued to a person with a specified term of office subject to reappointment as provided by the law, such as SUC President or Head of Agency appointed by the Board.
- 4.6 **Contractual**- an appointment issued to a person whose employment in the government is in accordance with a special contract to undertake local

or foreign assisted projects or specific work or job requiring special or technical skills not available in the employing agency, to be accomplished within a specific period. This includes appointments to positions that are co-existent with the duration of a particular project based on the staffing pattern as approved by the DBM. In no case shall a contractual appointment be issued to fill a vacant plantilla position or a contractual employee perform the duties and responsibilities of the vacant plantilla position. Issuance of contractual appointment shall follow the civil service guidelines.

- 4.7 **Casual-** an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service for emergency cases or intermittent period not to exceed one (1) year. In no case shall a casual appointment be issued to fill a vacant plantilla position or a casual employee perform the duties and responsibilities of a vacant plantilla position. Issuance of casual appointment shall follow the civil service guidelines.
- 4.8 **Contract of Service-** refers to the engagement of services of a person, private firm, other government agency, non-governmental agency or international organization as consultant, learning service providers or technical experts to undertake special project or job within a specified period. Hiring of COS shall follow pertinent government guidelines and issuances.
- 4.9 **Job Order -** refers to the hiring of a worker for piece work or intermittent job of short duration not exceeding six months, and pay is on a daily or hourly basis depending on the demand of the work to be done based on the specifications of the job order. Hiring of JO shall follow pertinent government guidelines and issuances

Employees hired under COS or JO shall not carry with it any vested right to reappointment or renewal of contract much less to security of tenure of office, nor said contract be construed as a continuation of a previous employment of the same person to the same position. Each contract of service to undertake a specific work shall be treated as a separate contract of employment.

Furthermore, the persons hired are not entitled to benefits enjoyed by government employees such as PERA, RATA, Clothing Allowance, and others as specified by the law.

## **Section 5. Other Human Resource Actions**

- 5.1 **Reassignment.** It is the movement of an employee across the organizational structure within the same department or agency, which

does not involve a reduction in rank, status or salary, and all other benefits as provided by law.

- 5.2 **Detail.** This is the temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status or salary.
- 5.3 **Reclassification.** This is a form of staffing modification and/or position classification action which is applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any of the position attributes: position title, level, and or salary grade.
- 5.4 **Designation.** This is a movement that involves an imposition of additional and/or higher duties to be performed by an employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve the performance of the duties of another position on a concurrent or on full-time basis.

## **ARTICLE 2. PERFORMANCE EVALUATION AND INCENTIVE AWARD SYSTEM**

### **Section 1. General Provisions**

- 1.1 Performance Evaluation for the employee of the University is guided by the CSC approved Strategic Performance Management System (SPMS). The first period of evaluation is from January to June and second period is July to December of every year.
- 1.2 The University shall establish a Performance Evaluation System for individual employees and for Departments/Colleges/delivery units based on the existing government laws, rules and regulations.

### **Section 2. Program on Awards and Incentives for Service Excellence (PRAISE)**

- 2.1 In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, the University adopts the Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as TAU PRAISE.
- 2.2 The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
- 2.3 The PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
- 2.4 The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative,

innovative and ethical behavior of employees through formal and informal mode.

- 2.5 For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.
- 2.6 At least 5% of the HRD Funds shall be allocated for the PRAISE and incorporated in the Agency's annual Work and Financial Plan and budget.

### **Section 3. The PRAISE Committee**

The TAU PRAISE shall be institutionalized through the creation of a committee supported by the issuance of an Office Memorandum by the University President.

#### **Composition of the PRAISE Committee**

##### **PRAISE Committee for Faculty**

- |                         |   |
|-------------------------|---|
| <b>Chairperson</b>      | - Vice President for Academic Affairs   |
| <b>Vice Chairperson</b> | - Vice President for Research, Extension and Training   |
| <b>Members</b>          | - Vice President for Finance and Administration<br>- Vice President for Student Affairs and Services<br>- Director for Planning and Development<br>- Director for Gender and Development<br>- Representative from accredited faculty organization/union as member |
| <b>Secretariat</b>      | - HRMO Personnel  |

##### **PRAISE Committee for Non-teaching Personnel**

- |                         |   |
|-------------------------|---|
| <b>Chairperson</b>      | - Vice President for Finance and Administration   |
| <b>Vice Chairperson</b> | - Vice President for Student Affairs and Services   |
| <b>Members</b>          | - Chief Administrative Officer for Administration<br>- Chief Administrative Officer for Finance<br>- Director for Planning and Development<br>- Director for Gender and Development<br>- Representative from the accredited non-academic staff organization/union |
| <b>Secretariat</b>      | - HRMO Personnel  |

### **Section 4. Functions of the PRAISE Committee**

- 4.1 The Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered,



managed and implemented on a continuing basis to cover employees at all levels.

- 4.2 The Committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the University. The University may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards subject to the approval of appropriate authority/ies.
- 4.3 Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of receipt.

### **Section 5. Types of University Awards**

The University through the PRAISE Committee shall develop and initiate the search for deserving employees, Departments/Colleges/Delivery Units who may be included in the screening of candidates/nominees for awards to be given.

### **Section 6. Types of Incentives**

The University shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the PRAISE Committee shall establish different types of incentives as approved by the Board of Regents aligned along existing government laws, rules, and regulations.

## **ARTICLE 3. HUMAN RESOURCE DEVELOPMENT (HRD)**

### **Section 1. General Provisions**

The University is enthusiastic in supporting professional development to nurture competence and excellence of its human resources to ensure the delivery of quality services. The Administration, however, with its limited resources and identified priorities, reserves the right to approve or disapprove applications and recommendations as it deems fitting and rational.

In order to safeguard the investment of the University for faculty and staff development, the deans/ directors consider age, scholastic aptitude, attitude and commitment, health, and other factors deemed important in recommending scholars to ensure successful completion of a course/program of study/training.

### **Section 2. Human Resource Development Program**

- 2.1 The University shall support the professional development of employees through various Human Resource Development Programs such as but not limited to scholarships, and other learning and development activities such as training, industry immersion, retooling, etc.
- 2.2 Scholarship awards/grants and attendance to learning and development activities shall be based on actual needs of the institution such as the specialization, the current trends for skills enhancement, and the

improvement of competence aligned along the thrusts and priority programs of the University.

- 2.3 The University shall establish the Human Resource Development Committee (HRDC) which shall craft programs, policies and guidelines that will focus on professional development of employees.

The Human Resource Development Committee shall be composed of the following:

**2.3.1. For Faculty**

- Chairperson** - Vice President for Academic Affairs  
**Vice Chairperson** - Vice President for Research, Extension and Training  
**Members** - Vice President for Finance and Administration  
- CAO for Administration  
- CAO for Finance  
- Director, Planning and Development  
- Director for Gender and Development  
- Representative from Accredited Faculty organization/union as member  
**Secretariat** - HRMO Personnel

**2.3.2. For Non-teaching Personnel**

- Chairperson** - Vice President for Finance and Administration  
**Vice Chairperson** - CAO for Administration  
**Members** - CAO for Finance  
- Director for Planning and Development  
- Director for Gender and Development  
- Representative from the accredited non-academic staff organization/union  
**Secretariat** - HRMO Personnel

**2.4 Functions of the Human Resource Development Committee**

- 2.4.1. Prepares an annual consolidated Faculty and Personnel Development Plan for approval of the Board of Regents;  
2.4.2 Endorses to the University President scholarship grantees, and participants to training, seminars, conferences, symposia and fora, and other related learning and development activities;  
2.4.3 Establishes its own internal rules and procedures governing the operations of the Committee.

**ARTICLE 4. GENERAL GUIDELINES IN ATTENDING MEETINGS/  
TRAININGS/SEMINARS/ CONFERENCES**

The University shall abide with existing government laws and guidelines relative to attendance of faculty and non-teaching personnel in trainings/seminars/conferences as part of their professional development and advancement.

### **Section 1. Attendance in Trainings/Seminars/Conferences**

- 1.1 Meetings. The meeting to be attended by the employees must be strictly related to the line of work and functions of the personnel.
- 1.2 Conference and Conventions. Conferences and conventions to be attended by the employees must be aligned along their specialization or functions in the University, and are supportive of the development thrusts and mandate of the University.
- 1.3 Trainings and Seminar. As part of the professional and career advancement of employees, trainings and seminars are learning activities in order to gain new knowledge, acquire new skills or enhance capabilities in order to improve their effectiveness and efficiency in the performance of their functions. Attendance to such shall be supported by the University. This may be in the form of hands-on experiential learning and industry immersion.

**Section 2.** Whenever necessary, echo seminar/activities shall be conducted by the attendee in coordination with the Department of Extension Training, and the Human Resource Development Committee (HRDC), through the Human Resource Management Office (HRMO).

## **ARTICLE 5. PERMIT TO PRACTICE PROFESSION OUTSIDE OF THE UNIVERSITY**

**Section 1.** Unless otherwise provided by law, no employee of the University shall engage directly or indirectly in private business or profession without a written permission from the University President and approval of the Board of Regents.

**Section 2.** If an employee is granted permission to engage in outside activities, the time devoted outside of office hours should be fixed by the University President so that it will not impair in any way the efficiency of the officer or employee nor poses a conflict or tend to conflict with official functions.

## **ARTICLE 6. PERSONNEL RELATIONS AND WELFARE SERVICES**

### **Section 1. Flow of Communication.**

The University shall adopt a communication flow to guide transactions and requests of employees in the institution.

#### **1.1 Communications within the University**

To improve the services and operations of all offices/units of the University, all employees are required to adopt/implement the Revised Transaction and Communication flow. (*Refer to manual*)

## 1.2 **Communication through Channels**

- 1.2.1 It is a standard operating procedure of TAU that communications should be coursed through proper channels. This would facilitate action on the requests or appeals made by employee and students.
- 1.2.2 Communications made by employee to be sent to other government officials also go through proper channels for appropriate endorsement.
- 1.2.3 The Office of the President and other offices issue official policies, statements and procedures for information or compliance of the TAU constituents. To systematically disseminate said issuances, the numbered memorandum from University officials shall be issued on matters which could be a directive or for compliance or for information.

## **Section 2. Restrictions in Communications**

Any documents, records, reports, and other similar documents may be published or discussed publicly upon approval of appropriate authorities.

## **ARTICLE 7. RIGHT TO SELF-ORGANIZATION**

**Section 1.** The University shall guarantee the rights of all the faculty and non-teaching personnel to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with relevant laws.

**Section 2.** They shall be entitled to security of tenure, humane conditions of work, and a living wage. They shall also participate in policy and decision-making processes affecting their rights and benefits as may be provided by law.

## **ARTICLE 8. GRIEVANCES AND COMPLAINTS**

### **Section 1. Grievance**

A grievance shall be resolved expeditiously at all times at the lowest level possible in the Tarlac Agricultural University. However, if not settled at the lowest level possible, an aggrieved party shall present his or her grievance step by step following the hierarchy of positions.

- 1.1 The University shall establish a grievance machinery that is the best way to address grievance between government officials and employees.
- 1.2 The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
- 1.3 Grievance proceedings shall not be bound by legal rules and technicalities. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.

- 1.4 A grievance shall be presented verbally or in writing in the first instance by the aggrieved party to his or her immediate supervisor. The latter shall inform verbally or in writing the aggrieved party of the corresponding action within three (3) working days from the date of presentation.

## **Section 2. Committee on Office Decorum and Investigation**

The University shall establish a Committee on Office Decorum and Investigation (CODI) which shall implement guidelines and procedures in resolving and hearing cases of sexual harassment.

The following are the functions of the CODI:

- 2.1. receive complaints of sexual harassment;
- 2.2. investigate sexual harassment complaints in accordance with the prescribed procedures.
- 2.3. submit a report of its findings with corresponding recommendations to the disciplining authority for decision; and
- 2.4. lead in discussing about sexual harassment within the University to increase awareness and understanding and prevent the act of sexual harassment.

## **ARTICLE 9. EMPLOYEE BENEFITS AND PRIVILEGES**

### **Section 1. Leave Privileges**

Leave of absence is a right granted to officials and employees not to report to work with or without pay, for one (1) or more days, with their positions held for them until their return.

#### **1.1 Leave Status of Employees**

##### **1.1.1 Faculty**

- a. Vacation-Sick Leave Status. Faculty who are designated or detailed to administrative, research, extension, production functions shall be given a Vacation-Sick Leave status from the start of the designation
- b. Teacher's Leave Status. Faculty without administrative designation or no detail, and performs functions that are purely academic in nature.

##### **1.1.2. All Non-teaching Personnel are on Vacation-Sick Leave Status**

#### **1.2 Change of Leave Status of Faculty**

- 1.2.1 Upon entry to the University, the default mode of leave status is Teacher's Leave. Change of leave status thereafter shall be done prior to the start of the first semester of every school year based on the request of the College Dean, to be recommended by the Vice

President for Academic Affairs, and approved by the University President.

- 1.2.2 A faculty who is designated to perform administrative, research, or extension and training functions, or as program leader of research, extension or production project shall be automatically converted to vacation-sick leave status upon the issuance of an Office Memorandum by the University President.
- 1.2.3 A copy of the approved request for change of leave status or office memorandum shall be furnished to the Human Resource Management Office (HRMO) for implementation and record purposes.

### 1.3 Types of Leave Privileges

- 1.3.1 **Sabbatical leave.** Sabbatical Grant/Leave is usually granted to employees to enhance scholarly pursuits and revitalize academic competence well as to contribute to the reserved knowledge, priorities and plans of the institution.

*Specific provisions of this kind of leave are stated in Book II, Chapter I, Article 4 of this Code.*

- 1.3.2 **Teacher's leave.** Leave granted to a faculty during Christmas vacation for fourteen (14) days and Midyear Vacation of seventy (70) days. They are not entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP). A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of PVP.

Faculty may earn a maximum of 30 vacation service credits per year for services rendered during activities authorized by proper authorities during long and Christmas vacation. The credits are used to offset their absences due to illness or to offset proportional deductions in vacation salary due to absences for personal reasons or late appointment.

- 1.3.3 **Maternity leave.** Leave of absence for female employees, regardless of marital status and the legitimacy of her child shall be granted 105 day- maternity leave with full pay, and an additional fifteen (15) days with full pay in case the female employee qualifies as a solo parent.

On top of the 105 days, maternity leave can be extended for thirty (30 days), without pay. In case of miscarriage or emergency termination of pregnancy, sixty (60) days maternity leave with full pay shall be granted.

1.3.4 **Paternity leave.** The paternity leave law provides seven (7) working days of leave with pay to married male employee whose wife is about to deliver or has just delivered their child or had a miscarriage. The law however is applicable only to the first four (4) legitimate children of the couple concerned.

1.3.5 **Vacation Leave with or without pay.** It is a leave of absence which is granted to permanent, temporary, casual, contractual or substitute employee (on VSL status) which is a maximum of 15 days per year. An employee earns 1.25 days of vacation leave per month when his or her services are uninterrupted.

This is granted for personal reasons, the approval of which is contingent upon the necessities of the service.

An employee who has not earned vacation leave credits shall still be entitled to avail of vacation leave but without pay.

1.3.6 **Sick Leave with pay or without pay.** It is a leave of absence granted on account of sickness or disability on the part of the employee or any member of his/her immediate family.

1.3.7 **Forced leave.** Employees on VSL status with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) days annually.

Filing of forced leave shall follow pertinent civil service rules and guidelines.

1.3.8 **Special leave privilege.** Subject to the provisions of CSC Memorandum-Circular No. 6, s. 1996, employees of the University who are on vacation and sick leave status may be granted a maximum of three (3) days within a calendar year for the availment of any special leave privilege(s) of his/her choice. An employee may use the three (3) days allowable for any one or more of these privileges, but the total number of days shall not exceed three (3) days.

1.3.9 **Leave without pay and unexplained absences.** Leave of absence without pay, not to exceed one (1) year shall be granted for good cause. The application for leave to be filed three (3) months prior to the actual leave so that said leave will not interfere with the work of the University.

For unexplained or unauthorized absence of at least 30 days beyond the expiration of the leave granted, any employee may, after due notice and investigation by the proper authorities of the University, be dropped from the service.

- 1.3.10 **Study Leave.** This is granted by the University to an employee wishing to go on study leave provided he/she secures approval of the University President following approved procedures on study leave.
- 1.3.11 **Rehabilitation Leave for Job Related Injuries.** All employees shall be entitled to Rehabilitation Leave on account of wounds or injuries incurred in the performance of duty. During the period of disability, such leave shall be on full pay, but not to exceed six (6) months and shall not be charged against sick leave or vacation leave.
- 1.3.12 **Parental Leave for Solo Parent.** In addition to leave privileges under existing laws, parental leave of not more than seven (7) working days every year shall be granted to any solo parent employee who has rendered service of at least one (1) year, subject to special provision under this law.
- 1.3.13 **Calamity Leave.** This is a five (5)- day leave for employees who were affected by flood, fire or typhoon, or other- natural or man-made calamities which is supported by government proclamation.
- 1.3.14 **Leave under Magna Carta of Women.** A maximum of sixty (60) calendar day- leave is given to all female employees who underwent surgery caused by gynecological disorders and who have rendered at least six (6) months continuous aggregate employment service for the last twelve (12) months prior to surgery.

## **Section 2. Housing and Accommodations**

The University shall as much as practicable, provide adequate and convenient housing for its students, faculty and non- teaching personnel as well as guests and visitors, by reserving and developing a portion of its campus or off-campus sites for the purpose. Availment of this privilege is subject to approved existing rules and regulations in the University.

## **Section 3. Health and Wellness Program**

The University shall endeavor to promote health and wellness of all faculty and non-teaching personnel to maintain a healthier and happier lifestyle thereby increasing their efficiency in the workplace. This primarily includes medical and dental services, physical fitness, mental well-being, guidance and counseling, and other similar support mechanism to maintain health and wellness of employees.



#### **Section 4. Legal Services**

Subject to applicable laws and regulations, the University shall provide free legal and other related services to its officials or employees who are charged with an administrative, civil and/or criminal proceedings by parties other than the University or government law enforcement and regulatory authorities for acts or omissions committed which are directly related to the lawful discharge of their official duties and functions and/or in defense of University policies and regulations.

#### **Section 5. Retirement Benefits**

- 5.1 Retirement benefits of the employees shall be in accordance with RA 660, RA1616, PD 1146 and RA 8291.
- 5.2 Retired members of the academic staff shall enjoy University library privileges and receive publications from the university free of charge. They may also be entitled to such other privileges which the institution is in a position to grant in accordance with the law.
- 5.3 A retired faculty member with the rank of full professor may be appointed Professor Emeritus subject to the following conditions:
  - 5.3.1 the Professor shall have rendered at least 20 years of active and faithful service to the University; and
  - 5.3.2 the Professor shall have achieved distinction as a productive scholar, scientist, artist or educator or is widely acknowledged as an effective and dedicated teacher.
  - 5.3.3 A special committee appointed by the University President among members of the faculty in active duty shall be responsible in evaluating the qualifications of the applicant for Professor Emeritus.

#### **Section 6. Service Award to Retirees**

Service award shall be conferred to the retirees whether under optional or compulsory retirement schemes held during a ceremony on or before the date of their retirement. The award may be in the form of plaque, service pin, lapel emblem or cash.

### **ARTICLE 10. RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**

**Section 1.** Rights and Privileges. All employees shall enjoy the rights guaranteed by the 1987 Philippine Constitution; and the right to self-organization provided by Executive Order 180.

#### **Section 2. Duties and Obligations**

- 2.1 All employees of the University must uphold the time-honored principle that public office is a public trust and must at all times be accountable to the people.
- 2.2 The faculty and non-teaching personnel shall observe the rules implementing the provisions of Section 12 of Republic Act 6713, otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees.”

- 2.3 The aforecited rules shall be interpreted in the light of the Declaration of Policy stated in Section 2 of the abovementioned Code as follows: “It is the policy of the state to promote high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest”.
- 2.4 The faculty and the non-teaching personnel of the University must abide with the law of “Ease of Doing Business in the Government” in the exercise of their duties and functions.
- 2.5 It is incumbent upon every employee of the University to strictly observe and adhere to the rules and regulations promulgated by the Civil Service Commission which aims to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service.
- 2.6 Faculty and non-teaching personnel of the University shall likewise be expected to abide by the policies, rules and regulations adopted by the Board of Regents and the Councils, and the memoranda or orders issued from time to time by the University President and other competent authorities and to discharge their duties and responsibilities in accordance with the vision, mission, and objectives of the University.

## **ARTICLE 11. TERMINATION OF SERVICES, SUSPENSION, AND DISMISSAL**

### **Section 1. Termination**

Employee with plantilla positions may be terminated, suspended, and/or dismissed from service for cause after observance of due process. The service of a permanent employee is deemed terminated upon:

- 1.1 Resignation. An employee may terminate his relationship with the University through the serving of his resignation letter addressed to the University President. A resignation is a termination of service by voluntary action of the employee subject to the following terms:
  - 1.1.1 The employee should give a written notice to the University President at least 30 days before the intended date of leaving the University. Failure to comply with the 30-day advanced notice may hold the employee liable for damages;
  - 1.1.2 The University President may approve the notice of resignation upon the recommendation of the immediate supervisor; and
  - 1.1.3 The employee must secure a clearance for any accountability from the University before leaving.
- 1.2 Retirement. An employee may retire under the existing rules of either mandatory or optional retirement scheme.
  - 1.2.1 Mandatory retirement upon reaching the age of sixty-five as the law provides on civil servants.

- 1.2.2 Optional/early retirement is the discretion of the employee as provided by RA 1616.
- 1.3 Permanent Physical Disability
- 1.4 Death
- 1.5 Termination for cause
  - 1.5.1 In all cases of termination for cause, no employee on permanent status shall be separated from the University except after the observance of due process.

## **Section 2. Suspension**

- 2.1 The Board of Regents upon the recommendation of the University President may suspend an employee after due administrative hearings as per Rules on Administrative Cases in the Civil Service (2017 RACCS).
- 2.2 Notwithstanding the preceding provision, the University President upon the delegation of the Board of Regents may preventively suspend any member of the faculty or non-teaching personnel during pendency of administrative charges against the employee but in no case not to exceed beyond 90 days after which he shall be automatically reinstated.

## **Section 3. Dismissal**

The Board of Regents upon the recommendation of the University President may remove employee after due administrative hearings as per Rules on Administrative Cases in the Civil Service (2017 RACCS). In all cases where the decision of the Board is removal of the employee concerned, it shall automatically be forwarded to the Civil Service Commission for review without prejudice to further judicial remedies; provided, that adverse decisions affecting personnel shall be appealable to the appropriate court.

## **ARTICLE 12. DISCIPLINARY ACTIONS AND SANCTIONS**

**Section 1.** All disciplinary cases shall be governed by the laws, rules and regulations under Rule XIV on Administrative Discipline inclusive with respect to the grounds for disciplinary actions, the corresponding penalties for specific offenses, preventive suspension, procedures in the handling of disciplinary and non-disciplinary cases.

**Section 2.** The University President upon the delegation of the Board of Regents, shall create a committee to hear administrative cases, and submit its recommendation to the University President/Board of Regents who will decide the case.

## **ARTICLE 13. WORKING HOURS**

**Section 1.** All employees shall render eight (8) hours per day for five (5) working days per week. Working hours shall be duly monitored through approved scheme for all employees.

- Section 2.** Rendering of overtime service shall be authorized by the University President or authorized representative and may be compensated subject to existing pertinent government laws and regulations.
- Section 3.** Flexible working hours shall be approved by the University President.
- Section 4.** Report of working hours shall be made based on approved policies and guidelines.
- Section 5.** Non-teaching personnel with relevant educational qualifications, special training, skills and expertise may be given a maximum of six (6) units teaching loads subject to the approval of the University President upon the recommendation of the Vice President for Academic Affairs through the College Dean. In this case, they can be compensated through the provision of honoraria when funds are available or be given Compensatory Overtime Credits (COCs).

#### **ARTICLE 14. FACULTY WORKLOAD**

The term “workload” (WL) refers to loads of work given to faculty members per semester that include assignments / functions in: a) instruction, b) research, c) extension, d) production / IGP and e) administrative designations / other functions.

- Section 1.** Regular full-time faculty members shall perform teaching (high school / undergraduate / graduate classes) either through lecture or laboratory, research projects, extension work, production projects, and other equivalent work pursuant to the vision and mission of the University.
- 1.1 Faculty members are expected to have a normal teaching load of 18-21 units per semester. For the purposes of computing teaching load, one (1) hour of lecture shall be equivalent to 1.0 unit, 1 hour of laboratory work shall be equivalent to 0.75 unit, and one course preparations shall be equivalent to 0.5 unit.
- 1.2 For lecture classes with more than 40 students, an additional of 0.05 unit per student shall be credited but not to exceed four units per class. For laboratory classes with more than 25 students, an additional of 0.05 unit per student shall also be credited but not to exceed four units per class.
- 1.3 Faculty members shall also devote, in addition to actual teaching, conduct of research and/or extension, reasonable period for Instructional Materials Development (IMD), consultations with students and other teaching-related tasks. Provided, however, that the total number of working hours as prescribed by the University shall be satisfied.
- 1.4 Faculty members with administrative designation and/or special assignment shall carry a teaching load prescribed in the designation.
- 1.5 At the end of the semester, faculty members must have 30 validated workload per week composed of the actual teaching load, research, extension, designation and other functions.

1.6 Overload (beyond 30 validated workload per week) of faculty but not to exceed six (6) course credits per semester shall be paid subject to availability of funds unless otherwise revised by the BOR.

**Section 2.** Contract of Service (COS) faculty members shall render a minimum teaching load of 24 units but not to exceed 30 units.

**Section 3.** Part-time faculty members shall only render less than 18 units teaching load.

**Section 4.** When no qualified faculty member is available to teach a subject or in cases where a faculty goes on sick / vacation / study leave for prolonged duration, additional teaching loads of six (6) units, may be given to faculty members in the interest of the service. This must be justified by the College Dean, recommended by the Vice President for Academic Affairs and approved by the University President. The faculty may be paid in excess of the regular load subject to the availability of funds and existing pertinent government rules and regulations.

**Section 5.** Substitution is given only to faculty member who takes over for those on short-term leave (maternity leave, sick leave, on official business). It is allowed only if it is arranged and authorized by the Vice President for Academic Affairs through the College Dean. Internal arrangements involving substitutions are not allowed among faculty members.

**Section 6.** Professors and lecturers who have highly specialized skills may also be invited to teach, subject to the approval of the Board of Regents and availability of funds.

#### **ARTICLE 15. OTHER PERSONNEL BENEFITS**

The University may prioritize the use of savings in accordance with law, taking into account of employees' welfare and mandatory economic benefits subject to availability of funds and existing laws.

### **CHAPTER II. ADMINISTRATION OF UNIVERSITY FINANCES**

#### **ARTICLE 1. THE ANNUAL UNIVERSITY BUDGET (AUB)**

##### **Section 1. The Annual University Budget**

Within the context of the Philippine National Development Plans, the University's Strategic Plans, existing budgetary laws, policies and regulations of the government, the University shall establish its operating budget annually.

## **Section 2. The University Budget Committee**

- 2.1 A Budget Committee shall be created to oversee the financial planning and coordination of unit's budget and be able to determine funding priorities of the University, in line with the University's mandate and strategic plan. The functions of the Budget Committee shall be as follows:
- 2.1.1 It shall advise the University President on budget policy and financial planning for the University.
  - 2.1.2 Make recommendations to the University President on incremental funding requests.
  - 2.1.3 Review Responsibility Center (RC) strategic plans and recommends final approval to the University President.
  - 2.1.4 Regularly update the institutional financial plan, consistent with updates in the strategic plan.
  - 2.1.5 Prepare the Annual University Budget and defend to the Administrative Council, Board of Regents, Regional Development Council and Department of Budget and Management.
- 2.2 The budget committee shall be composed of the following:

Chairperson:	Vice President for Finance and Administration
Vice Chair:	Chief Administrative Officer for Finance
Members:	Director for Planning and Development Chief Administrative Officer for Administration Chief, Budgeting Office Chief, Accounting Office Chief, Cashiering and Treasury Office Director, Gender and Development
Secretariat:	Budgeting Office; BAC Secretariat

## **Section 3. The Budget Preparation**

The budget proposal of the University is prepared two (2) years before the budget year.

- 3.1 The Budget Committee through the Office of the Chairperson shall issue a memorandum calling for the submission of the three-year Comparative Strategic Financial Work Plans (CSFWPs), Project Procurement Management Plan (PPMP) for the fiscal year (budget year) and the conduct of the annual internal budget hearing. The PPMP shall support procurement of goods, infrastructures and consultancy services of the responsibility centers for year one (1) of CSFWP.
- 3.2 The head/chief/official representative of each RC shall present and defend their respective CSFWP and PPMP.

#### **Section 4. The Special Budget**

- 4.1 Fees and charges, including government subsidies and other income generated by the University, shall constitute special trust fund and shall be deposited in any authorized government depository bank, and all interest shall accrue therefrom shall form part of the same fund for the use of the University. Any income generated by the University from tuition fees and other charges, as well as from the operation of Business and Auxiliary Services and land grants, shall be retained by the University, and may be disbursed by the Board of Regents for instruction, research, extension or other programs/projects of the University. All fiduciary fees shall be disbursed for the specific purposes for which they are collected. If for reason of control, the University, shall not be able to pursue any project for which funds have been appropriated and, allocated under its approved program of expenditures, the Board of Regents may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University [script from Section 4 (d) of RA 9282].
- 4.2 Projected Receipts and Expenditures (PRE)/ Special Budget for Tuition and Other School Fees shall be prepared once collected on a semestral basis. Approval of the Board of Regents of the Special Budget shall constitute the authority to disburse. Quarterly PRE shall be reported to the Board of Regents. The budget preparation shall be based on the provisions of CHED Memorandum Order No. 20, s. 2011.
- 4.3 Business Plan shall be prepared per Income Generating Projects (IGPs) annually or production cycle whichever is more appropriate. Business Plan shall be submitted to the Committee for review and indorsement for recommendation and approval by the Administrative Council and Board of Regents, respectively. PPMP to support the purchase of inputs shall be a supporting document to the Business Plan. No disbursement of funds shall be made without the approved Business Plan.
- 4.1 Each Special Project shall submit the approved project proposal, Line Item Budget (LIB) and approved PPMP to the Office of the Chief Administrative Officer for Finance for the creation of accounting records and establishment of trust fund for the project.
- 4.2 No disbursement of the appropriated funds for each of the above-mentioned special budgets shall be done without prior approval from the BOR or the submission of the required documents for the creation of books and trust fund in case of Special Project to the appropriate office.

## **Section 5. The Budget Allocation**

The Budget Committee through the Budgeting Office shall communicate to the Responsibility Centers (RCs) their respective budget allocations upon the approval of the Budget.

## **Section 6. Fund Structure**

The University shall follow the fund structure provided in the annual GAA and the following fund structure for Special Trust Fund (STF) for the purpose of effective fund control and establishment of accountability of the RCs, which is also the fund administrator.

## **Section 7. Chart of Accounts**

The Chart of Accounts to be used should be the one prescribed by the Commission on Audit (COA). For accounts unique or peculiar to the operation of the University, the same shall be prescribed through and integrated in the formulation of the internal policies, rules and regulations, including process flows. The accounts to be included under each type of fund shall be appropriately defined and classified according to its nature and purpose.

## **Section 8. Distribution of Approved University Budgets (AUBs)**

Upon approval of the Special Budget, the Office of the Board Secretary shall furnish a copy of the BOR approved Special Budget to the COA resident auditor, DBM Regional Office, the Chief Administrative Officer for Finance, Chief of the Budgeting Office, and Chief of Accounting Office and attach thereto the excerpt of minutes of the meeting and the Board Resolution with control number thereon for reference of the users of the budget document.

## **Section 9. Non-Approval of Annual University Budgets**

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

## **Section 10. Internally Generated Funds**

For internally generated funds which are authorized for utilization by the Board of Regents, the Responsibility Center is given fiscal autonomy to manage its own funds based on approved Business Plan and PPMP for the year.

### **10.1 Classification of Expenditures**

Expenditures of the University shall be classified into categories as may be determined by the Department of Budget and Management (DBM) and the Commission on Audit.

### **10.2 Monitoring of the Budget**

The budget shall be monitored by the Budget Committee through the Budgeting Office using the prescribed registries and books in the Government Accounting Manual and other relevant government rules



and regulations. The registries shall be submitted to the Chief Administrative Officer for Finance for verification and certification.

### 10.3 Savings

Savings, as defined under the GAA, is the portion or balance of any programmed appropriations which is free from any obligation on encumbrance which are:

10.3.1 Still available after the completion or final discontinuance or abandonment of work, activity or purpose from which the appropriation is authorized;

10.3.2. From appropriation balances arising from unpaid compensation and related costs pertaining to vacant positions and leave of absence without pay; and

10.3.3 From appropriation balances realized from the implementation of collective negotiation agreements (CNA) which resulted in improved systems and efficiencies that enabled an agency to meet and deliver the required or planned targets, programs and services approved at a lesser cost.

## **ARTICLE 2. EXPENDITURES AND TRAVELLING EXPENSES**

### **Section 1. Expenditures**

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

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

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

1.4 University officials and employees are enjoined to prevent irregular, unnecessary, excessive, extravagant or unconscionable expenditures as defined by pertinent laws, rules and regulations.

### **Section 2. Disbursements**

2.1 Disbursement constitute all cash paid during a given period either by way of currency, cheque, bank transfer, or other modes allowed by existing government rules and regulations.

2.2 Disbursement of funds

- 2.2.1 No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
- 2.2.2 Government funds shall be spent solely for public purpose.
- 2.2.3 Trust fund shall be available and may spend only for the specific purpose for which the trust was created or the funds received.
- 2.2.4 Fiscal responsibility shall be shared to the greatest extent by all those exercising authority over the financial affairs, transactions, and operations of the government agency.
- 2.2.5 Disbursement for disposition of government funds or property shall invariably bear the approval of the proper officials.
- 2.2.6 Claims against government funds shall be supported with complete documentation.
- 2.2.7 All laws and regulations applicable to financial transactions shall be faithfully adhered to.
- 2.2.8 Generally accepted accounting principles and practices as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations.
- 2.2.9 Temporary investment of idle funds as authorized by competent authorities of the University shall be construed as disbursement of funds. shall be governed by the following principles:

**Section 3. The following basic requirements must be complied with for all types and classes of disbursement:**

- 3.1 certificate of availability of funds from the Chief Accountant or equivalent document;
- 3.2 approval of claim or expenditures by the University President or his duly authorized representatives;
- 3.3 documents supporting the validity of claims;
- 3.4 conformity of the expenditure to existing laws and other government rules and regulations; and
- 3.5 proper accounting treatment.

**Section 4. Cash Advance**

- 4.1 Cash advances shall be governed by existing laws and government rules and regulations. Generally, and as practicable as possible, all cash advances shall be disbursed through checks and bank transfers.

Cash advances shall be governed by the following rules:

- 4.1.1 No cash advance shall be given unless for a legally authorized specific purpose.
- 4.1.2 No additional cash advances shall be allowed to any official or employee unless the previous cash advance given to him/her is first liquidated and accounted for in the books.

- 4.1.3 No cash advance shall be granted for payments on account of infrastructure projects or other undertaking on a project basis.
- 4.1.4 A cash advance shall be reported as soon as the purpose for which it was given has been served.
- 4.1.5 Only permanently appointed employees shall be designated as disbursing officers.
- 4.1.6 Transfer of cash advances from one Accountable Officer to another shall not be allowed.

4.2 Cash Advance may be classified either as regular or special.

- 4.2.1 Regular cash advances are those granted to cashiers and disbursing officers for any but not limited to the following purposes:
  - a. salaries and wages;
  - b. commutable allowances;
  - c. honoraria and other similar payments to officials and employees; and
  - d. petty operating expenses consisting of small payments.
- 4.2.2 Special cash advances are those granted on the explicit authority of the University President to duly designated disbursing officer or employees for other legally authorized purposes, such as:
  - a. current operating expenditures of an activity of the University undertaken in the field;
  - b. official local travel expenditures; and
  - c. official foreign travel expenditures.

**Section 5. Petty Cash Fund (PCF)** shall be set up for the recurring petty operating expenses of the agency for one (1) month. The cash advance shall not be used for payment of regular expenses, such as rentals, subscriptions, light and water bills and the like. Payments out of PCF, which shall be made through a Petty Cash Voucher, shall be allowed only up to the amount prescribed by the Commission on Audit. Splitting of transactions to avoid or circumvent the law shall not be allowed.

**Section 6. Cash advance** for field/activity current operating expenses shall be limited to the requirements for two (2) months. Additional cash advances shall be granted on the basis of the activity budget or the requirements for two (2) months, whichever is lower.

**Section 7.** The bonding requirement for accountable officers shall be strictly enforced as provided for by pertinent laws, government rules and regulations.

## **Section 8. Travelling Allowances**

- 8.1 Granting of travelling allowances shall be treated and accounted for as cash advances. It shall be guided by the rules enunciated by E.O. No. 77 dated 15 March 2019, other relevant laws, government rules and regulations.
- 8.2 Official travels shall cover only those that are urgent and extremely necessary; these will involve the minimum expenditures and are beneficial to the University and/or the country.
- 8.3 No University fund shall be utilized to defray foreign travel expenses of official or employee, except in the case of training, seminar or conference abroad, provided that the travel shall have a major contribution to the attainment of the goals of the University.
- 8.4 No University official or employee will be sent to foreign training, conferences or attend international commitments when they are due to retire one (1) year after the foreign travel. In this case, University officials and employees who will reach 60 years old within one (1) year upon return from foreign travels shall not be allowed on official travel.
- 8.5 Granting of representation allowance and clothing allowance shall be governed by pertinent laws, government rules and regulations.

## **Section 9. Liquidation of Cash Advances**

- 9.1 The accountable officer shall liquidate cash advances within the following period:
  - 9.1.1 Five (5) calendar days for salaries, wages, allowances, honoraria and other similar payments;
  - 9.1.2 Ten (10) calendar days after the purpose has been served for Special purpose CA;
  - 9.1.3 Twenty (20) calendar days after the end of the activity for field operating expenses;
  - 9.1.4 As soon as the disbursement reaches 75% or as needed for Petty Cash;
  - 9.1.5 Thirty (30) days after return to his official station for local travels; and
  - 9.1.6 Sixty (60) days after return to his official station for foreign travels.

## **Section 10. Salaries and Remuneration**

- 10.1 The following are the basic requirements for payment of salaries and wages:
  - 10.1.1 existence of legally created position, permanent or contractual, with corresponding fixed compensation or emolument;
  - 10.1.2 issuance of valid appointment (for plantilla personnel) or existence of duly signed contract (for Contract of Service, Job Order and other non-tenured positions);

- 10.1.3 actual rendition of service; and
- 10.1.4 payment to the right person.
- 10.2 Payment of salaries and allowances of the University employees shall be in legal tender of the Philippines or its equivalent in cash through the duly designated disbursing officer or through a government depository bank.
- 10.3 Payment of salaries and wages under special circumstances such as those intended for employees on detail or temporary assignment, de facto officers as defined by law, employees called to military service, employees on leave of absence, and other circumstances shall be governed by applicable laws and government regulations.
- 10.4 University officials and employees shall be granted allowances and honoraria only on the basis of specific provisions of laws and regulations.
- 10.5 Payment of salaries and wages shall be made twice a month, the first shall be on or the next working day after 15th and the second shall be the last working day of the Month.
- 10.6 It shall be unlawful for a cashier or other fiscal officer to withhold, deduct or retain salary or any portion hereof for contribution or payment of obligation other than those due the government and authorized in writing by the personnel concerned, except as may otherwise be provided.
- 10.7 Mandatory deductions of the following are allowed:
  - 10.7.1 withholding tax;
  - 10.7.2 GSIS premium and retirement insurance, healthcare and PAG-IBIG contributions;
  - 10.7.3 settlement of government claims against the personnel;
  - 10.7.4 disallowances with Notice of Finality and Executions;
  - 10.7.5 deposits and repayment of loans owing to government lending institutions or associations organized and managed by the University. The personnel upon written authorization from the same to the Chief Administrative Officer for Finance and to the HRMO, provided that a Memorandum of Agreement between the University and the government lending institutions or associations organized and managed by university personnel is duly executed specifying the same.

### **ARTICLE 3. INVESTMENTS**

**Section 1.** Idle funds from Special Trust Funds of the University may be invested in government securities or in money market placements, or with government institutions through duly authorized body subject to the approval of the Board of Regents.

**Section 2.** The investments shall have a short-term maturity period of not more than 6 months only. The proceeds of matured investments may, however be rolled over as long as the funds are not yet needed, without prejudice to the requirements for adequate operational facilities.

**Section 3.** All investments shall be authorized by the University President or authorized representative, subject to the limits as prescribed by the Board of Regents and by pertinent laws and regulations. It shall be directly managed by the Finance Committee composed of the CAO Finance as Chair, Budget Officer as Vice Chair, and Chief of Accounting Office and Chief of Cashier's Office as members.

## **CHAPTER III. ADMINISTRATION OF UNIVERSITY PROPERTIES**

### **ARTICLE 1. GENERAL PROVISIONS**

**Section 1.** All resources of the University shall be managed and utilized in accordance with laws and regulations and safeguard against loss or wastage through illegal or improper disposition.

**Section 2.** The University President is immediately and primarily responsible for all government funds and property pertaining to his agency. The persons entrusted with the possession or custody of the funds or property under the University President shall be immediately responsible to him without prejudice to the liability of either party to the government (Sec. 104, PD 1445).

**Section 3.** The University President is responsible for the supervision and control of accountable officers. If they fail to exercise the diligence in the supervision of their subordinates who are accountable officers, they are jointly and severally liable together with such accountable officer.

### **ARTICLE 2. CUSTODIANSHIP OF PROPERTIES**

**Section 1.** Custodianship of properties refer to the guardianship of government property by the person accountable. This includes the receipt of supplies, materials and equipment, the safekeeping, issuance, repair and maintenance. It also includes the accountability, responsibility and liability of accountable or responsible officers arising from loss, misuse, damage, or deterioration of government property due to fault or negligence in safekeeping. It may be physical/actual or constructive.

**Section 2.** An Accountable Officer is any employee of the University who by reason of his office or duties or required/permitted to have custody of public funds or property. The Accountable Officer shall maintain and keep records of his property accountability and shall render accounts as prescribed by the Commission on Audit. The University President may designate such number of property officer or agents as may be deemed necessary. Upon appointment or designation he / she must be properly bonded with the Bureau of Treasury.

### **ARTICLE 3. REQUISITIONS AND PROCUREMENT**

All requisitions and procurements shall be made in accordance with the provisions of existing laws, government rules and regulations, and other implementing rules of the University. Purchases of supplies, materials, and equipment shall comply with the requirements prescribed under RA 9184 or the Government Procurement Reform Act. However, for externally funded projects, direct purchase by the Project Team may be allowed, if necessary, but it is in coordination with the Procurement Office subject to the usual accounting and auditing procedures.

### **ARTICLE 4. INVENTORY OF PROPERTIES**

**Section 1.** Pursuant to Section 490 Volume I of the Government Accounting and Auditing Manual (GAAM) states that “Physical Stock-taking is an indispensable procedure for checking the integrity of property custodianship. In all cases, the physical inventory taking which is required semi-annually or annually should be regarded with importance. Chief of agencies are required to take physical inventory of all the equipment and supplies belonging to their respective offices at least once a year, unless otherwise determined by the Commission on Audit (COA) Chairperson in specific areas”.

**Section 2.** To attest the physical existence of properties, supplies and materials, conduct of regular inventory taking shall be done to serve as a basis for preparing accounting reports and is vital for procurement planning, thus, the creation of Inventory Committee who shall perform the following functions on a “jury duty” to avoid interruption of the activity.

The Inventory Committee shall be created by the University President through the issuance of an office memorandum.

#### **Section 3. Functions of the Inventory Committee**

- 3.1 verify existence of properties and equipment;
- 3.2 validate stock level/count of all stockpiled items;
- 3.3 reconcile and prepare reports of discrepancies between physical count and property records;
- 3.4 establish accountability and responsibility over the properties and equipment;
- 3.5 establish conditions and functionality of properties and equipment; and
- 3.6 prepare and submit the final Inventory Reports together with the recommendations and findings if any, to the Head of the Agency.

**Section 4.** The Chief of PSMO shall provide schedules of inventory taking activities as required under pertinent laws, rules and regulations.

## **ARTICLE 5. SALE AND DISPOSAL OF UNIVERSITY PROPERTY**

- Section 1.** Disposal in government refers to the sale or destruction of unserviceable property no longer needed by the government agency; property confiscated/ forfeited by law enforcement agencies, as well as records which are already unnecessary and valueless. (PD 1445)
- Section 2.** Unserviceable property refers to unserviceable and/or no longer needed supplies, materials and equipment. It also refers to that property which is beyond repair and has no more utilization potential.
- Section 3.** Any of the following condition shall constitute disposal of property:
- 3.1. property can no longer be repaired or reconditioned;
  - 3.2. property whose maintenance costs/ costs of repair more than outweighs the benefits or services that will be derived from its continued used;
  - 3.3. property that has become obsolete or outmoded because of changes in technology;
  - 3.4. serviceable property that has been rendered unnecessary due to change in the agency's functions or mandate;
  - 3.5. unused supplies, materials, and spare parts that were procured in excess of requirements;
  - 3.6. unused supplies and materials that have become dangerous to use because of long storage or use of which determined to be hazardous.
- Section 4.** Properties to be disposed and the mode of disposal shall be determined by a Disposal Committee which shall be created by the University President through an issuance of an Office Memorandum.

### **Composition of the Disposal Committee**

Chairperson – a senior official with a rank not lower than the level of an Assistant Secretary for a department or Vice President for the University.  
Member – Head of the department's administrative service/  
Member – Head of Property and Supply Management Office

### **Section 5. Functions of the Disposal Committee**

- 5.1 Inspect / authorize the Departments / Agency's field offices to inspect the unserviceable property and verify justification for disposal;
- 5.2 Set the final appraised value of all disposable property considering obsolescence, market demand, physical condition and results of previous biddings for similar property;
- 5.3 Recommend to the head of agency for approval, the manner of disposal taking into account pertinent provisions of Revised Adm. Code and Govt. Auditing Code;
- 5.4 Conduct public bidding; and



5.5 Recommend corresponding award.

## **ARTICLE 6. RECORDS MANAGEMENT PROGRAM**

- Section 1.** The creation, maintenance and disposition of University records shall be based on the guidelines of the National Archives of the Philippines Act of 2007 (RA 9470, s. 2007).
- Section 2.** The University Records Office shall be designated as the repository of all institutional records and manage database, archiving, and disposal based on existing government laws, rules and regulations.
- Section 3.** For transparency, the University shall adhere to the guidelines set forth in the Freedom of Information (FOI) as provided under Executive Order No 2. S. 2016.
- Section 4.** To protect the privacy of individuals and confidential records in the University, the provisions of the Data Privacy Act of 2012 (RA 10173) shall be adhered.

## **ARTICLE 7. BUILDINGS AND GROUNDS**

- Section 1.** The maintenance, upkeep and improvement of the physical plant of the University shall be under the immediate supervision of the General Services or duly designated official who shall be responsible for the supervision and control of the personnel assigned to maintain buildings and grounds.
- Section 2.** The University President shall promulgate rules and regulations on the use of buildings and grounds of the University by individuals or outside institutions in accordance with existing laws.
- 2.1 There shall be a University Engineer or duly designated official who will oversee the construction, repair or rehabilitation of all infrastructure in the University.
- 2.2 The use of buildings and other university facilities shall be prioritized according to the nature and importance as may be defined in the rules and regulations promulgated by the University.
- 2.3 Use of buildings and all other university facilities by private entities shall be subject to guidelines on rentals, lease fees and charges of the University.
- 2.4 No solicitation for funds, canvassing for the sale of merchandise, subscription for securities, insurance, publications, sale of tickets, and other promotional or charity schemes shall be conducted in the University premises without the previous approval of the President of the University or his duly authorized representative in writing.

- 2.5 Streamers, placards and similar materials which are used to announce, advertise or publicize events, products, or the like shall not be posted or planted in any of the buildings or grounds of the University without the written permission of the President of the University or his authorized representatives.
- 2.6 Vendors shall not be allowed inside the University premises, unless authorized by the University.
- 2.7 No military personnel shall operate in the University premises without the consent of the University President.
- 2.8 Pasturing of animals inside the campus is strictly prohibited unless the animals belong to the University. Rearing of animals for personal use inside the campus shall be governed by existing rules and regulations of the University.
- 2.9 No party shall put up any kind of infrastructure elsewhere, without following the zoning and engineering requirements of the University.
- 2.10 Demolition of buildings and other structures shall be subject to prescribed rules and regulations and existing laws.
- 2.11 No cutting of trees, harvesting of products shall be done without written permission from the University and without an appropriate cutting permit from the DENR.
- 2.12 No property of the University shall be taken or used without the prior written approval of the authorities concerned or their equivalent.

## **ARTICLE 8. USE AND OPERATIONS OF UNIVERSITY VEHICLES**

- Section 1.** All motor vehicles owned and operated by the University shall be constituted into a Motorpool under the direct supervision of the Chief Administrative Officer for Administration through the Chief of Motorpool.
- Section 2.** All university vehicles shall be used for the purposes of official business only.
- Section 3.** The trip ticket authorizing the use of vehicle shall be displayed on the windshield or in any conspicuous place of the vehicle.
- Section 4.** The use of university vehicle on Sundays, legal holidays, outside the regular office hours or outside the route of the officials or employees authorized to use or any other person other than such officials or employees, unless properly authorized is strictly prohibited (EO 418, s. 1990) following pertinent implementing rules and regulations for this purpose.
- Section 5.** In view of the nature of their duties and responsibilities, high level officials of the University shall be entitled to government transportation from residence to office and vice-versa and in connection with the civic and

semi-official activities beneficial to the public interest such as the conduct of drive for voluntary contributions for charitable purposes, attendance to public functions and other similar in nature.

## **ARTICLE 9. INTELLECTUAL PROPERTY RIGHTS**

- Section 1.** The TAU intellectual property rights shall be based on Intellectual Property Code of the Philippines (RA 8293), the Plant Variety Act of 2002 (RA 9168), the Agriculture and Fishery Modernization Act (RA 8435), the Philippines Fisheries Code of 1998 (RA 8550), the Wildlife Act (RA 9147), Indigenous People Rights Act (IPRA Law), the Inventors and Inventions Act (RA 7459); the Magna Carta for Scientists, Engineers, Researchers, and other Science and Technology Personnel in Government (RA 8439); the Administrative Code of 1987 (EO 292) and other respective charters of agencies under the TAU; and other relevant laws and their corresponding amendments.
- Section 2.** As a higher education institution tasked to develop quality human resources, researches and technologies for people empowerment, global competitiveness and sustainable development, TAU encourages technological innovations, creations, and inventions by researches and faculty members.
- Section 3.** As the public institution serving public interest, TAU-owned technologies, creations and inventions, when granted rights under existing intellectual property regimes, shall be made available for public use, consistent with TAU's mandate to transfer and disseminate appropriate technologies, except for a valid reason that would prevent such case. In all cases, public access to TAU intellectual property rights subject to rights of innovators, creators and inventors.
- Section 4.** TAU subscribes to a policy of recognizing the traditional academic practice of treating faculty members as copyright owners of works they create independently and at their own initiative for traditional academic purposes which include teaching, research and extension work.
- Section 5.** TAU encourages the faculty's full freedom in research and in the publication of their results subject to the adequate performance of their other academic duties.
- Section 6.** TAU accepts, that in some cases, the recognition of intellectual property rights of authors and inventors are effective ways to ensure accountability and accessibility of knowledge and technologies.

**Section 7.** TAU has the legal and ethical rights to claim ownership of all works, inventions and innovations produced by authors/researchers during his/her connections in the University.

## **CHAPTER IV. UNIVERSITY BUSINESS PROGRAM**

### **ARTICLE 1. GENERAL PROVISIONS**

**Section 1.** The creation and operation of University Business Program shall be based on National Budget Circular Nos. 331 and 331-A in relation to Letter of Instructions (LOI) No. 872 pertaining to its agricultural operations and food production program and prescribing thereby rules and procedures on income derived therefrom.

**Section 2.** COA Circular 84-239 prescribes procedures and guidelines for the evaluation, recording and reporting of crop, animal, and fishery products acquired or produced by government agencies engaged in farming and other agricultural activities either as their regular or as additional special projects.

**Section 3.** RA 8292 provides the inclusion of rentals and other services in the business ventures of the University and provides for the Board of Regents to institutionalize the Income Generating Projects (IGPs) in consonance with governmental accounting rules and procedures.

### **ARTICLE 2. CONTROL SYSTEM**

Control mechanism has to be instituted to ensure success of the University Business Program (UBP).

The general guidelines are as follows:

- 2.1 The project In-Charge (PIC) prepares plan and budget for each production cycle. No inputs will be purchased without an approved project plan and budget;
- 2.2 The presence of Security Guard, Commission on Audit (COA) Representative, Property and Supply Office Representative and Director concerned during harvesting;
- 2.3 Monthly reconciliation of data income and expenses by the PIC with the Accounting Office;
- 2.4 Marketing of produce at the project site is permitted but with corresponding UBP receipt;
- 2.5 Weekly remittance of collections to the Cashier's Office if cash on hand is P 1,000 up;
- 2.6 Preparation of monthly statement of sales and expenses; and

- 2.7 Submission of justifications on the request for exception on auction procedure for disposal/sale for produce to be evaluated by the BAC/Disposal Committee.

### **ARTICLE 3. MONITORING AND EVALUATION SYSTEM**

- Section 1.** Submission of reports by the Project-In-Charge and Director concerned.
- Section 2.** Regular visit of the Director to different projects.
- Section 3.** Conduct performance evaluation after each production cycle.
- Section 4.** Conduct project analysis by the Business Specialist and to be presented during the performance review.
- Section 5.** Conduct regular (monthly) meeting of the Projects-In-Charge by the Director of Business and Auxiliary Services, and the Chair of the Board of Management (BOM).
- Section 6.** Spot checking by the Resident Auditor, Internal Auditor, University President or authorized representative and the BOM.

## **CHAPTER V. INTERNAL AUDIT SERVICES**

### **ARTICLE 1. GENERAL PROVISIONS**

- Section 1.** The creation, organization and operation of Internal Audit Service in the University shall be based on RA 3456 (An Act Providing for the Creation, Organization and Operation of Internal Audit Services in all Departments, Bureaus and Offices of the National Government), the Philippine Government Internal Audit Manual (PGIAM), the Internal Auditing Act of 1962, the Guidelines in the Organization and Staffing of an Internal Audit Service/Unit (IAS/IAU) and Management Division/Unit in Department/Agencies/GOCCs/GFIs concerned.
- Section 2.** An Internal Audit System is established in the University to safeguard assets, analyze and evaluate the reliability of reports and balance of financial data and determine the effectiveness of the system in the implementation of management and financial policies.
- Section 3.** The Internal Audit System shall be independent from other systems and shall be under the direct supervision of the University President.

## **BOOK III**

### **ACADEMIC MATTERS**

#### **CHAPTER I. COVERAGE**

##### **ARTICLE I. COVERAGE**

###### **Section 1. General Provisions**

The academic policies and guidelines prescribed under this title shall apply to all the academic units and colleges including the laboratory school of the University.

#### **CHAPTER II. ACADEMIC MATTERS**

##### **ARTICLE I. ACADEMIC CALENDAR, SCHEDULE, AND SIZE OF CLASSES**

###### **Section 1. Academic Calendar**

- 1.1 The academic calendar shall be in accordance with the guidelines issued by the CHED, the details thereof prepared by the Office of Admission and Registration Services in consultation with the Deans and Academic Directors Council and recommended by the Academic Council to the BOR for approval.
- 1.2. Each semester shall consist of at least 18 weeks. Classes during the midyear term session shall be equivalent to one semester. The school days shall include examination days and class days which may be suspended due to natural or man-made causes.

###### **Section 2. Schedule of Classes**

- 2.1. The schedule of classes for the different colleges shall be prepared by the program chairs and the Office of Admission and Registration Services (ARS) in coordination with the Director of Curriculum & Instruction (DCI) and in consultation with the College Deans and Academic Directors and endorsed by the Vice President for Academic Affairs (VPAA) and approved by the University President.
- 2.2. The approved schedule shall be issued by ARS.
- 2.3 Without prejudice to the foregoing provision, the University may adapt an automated system for scheduling of classes
2. 4. As far as practicable, the undergraduate and laboratory classes shall be scheduled during regular school days. Classes for the National Service Training Program (NSTP) shall be conducted during Saturdays.

- 2.5 No scheduled class shall be dissolved for reasons of not meeting the minimum number of students after the last day of registration except for justifiable reason and provided further, that the students enrolled in the class are not prejudiced.
- 2.6 Night classes (5:00 PM - 9:00 PM) for the graduate and undergraduate programs may be offered as needed.
- 2.7. No class dissolution shall be made unless duly recommended by the Director of the ARS and the Dean concerned, and approved by the VPAA.

### **Section 3. Class Size**

- 3.1. As far as practicable, the University shall endeavor to set class sizes congruent to program standards set by CHED.
- 3.2. The standard class size for laboratory classes shall be 25 students and 40 students for lecture classes. Deviations from the above standards shall be subject to the approval of the VPAA upon the recommendation of the College Dean concerned. Large lecture classes may be scheduled whenever applicable.
- 3.3. The preceding section on class size shall not apply to graduate programs, for graduating classes, and such other classes as may be authorized by the VPAA upon the recommendation of the College Dean.
- 3.4. No graduate class shall be opened unless there are at least three (3) students. However, a section with only one student may be opened provided that the subject is the only one remaining in the student's approved study program.

## **ARTICLE 2. DISMISSAL AND SUSPENSION OF CLASSES, CHANGE OF SCHEDULE, AND CONSULTATION HOURS**

### **Section 1. Dismissal of Classes**

- 1.1 The instructor/professor may dismiss his/her class ten (10) minutes before the prescribed time when needed.
- 1.2 If the instructor/professor has not reported/arrived on time of his/her scheduled class, students should not leave the classroom until 15 minutes of the scheduled class time has passed.

### **Section 2. Suspension of Classes**

- 2.1 Classes in the University shall not be suspended by the College Dean without authority from the University President except in cases of fortuitous events, for which a report shall be submitted by the former. Orders and other issuances from the CHED and other lawful authorities/offices concerning suspension of classes should guide the University President in ordering suspension of classes

- 2.2 All class hours lost due to fortuitous events such as typhoons, floods and earthquakes shall be made up for.

### **Section 3. Change of Class Schedule**

- 3.1 Any request to change the class schedule may be granted, provided that it merits both faculty and students upon the recommendation of the College Dean and the approval of the VPAA.
- 3.2 The Dean shall submit a copy of the approved request to the Office of Admission and Registration Services (ARS).

### **Section 4. Consultation Hours**

- 4.1 The instructor/professor shall allot four (4) hours for consultation per week.
- 4.2 The schedule of consultation hours shall be prepared by the instructor/professor and shall be disseminated to his/her students upon the recommendation of his/her Department Chair and approval of the Dean concerned.

## **ARTICLE 3. ENTRANCE REQUIREMENTS, ADMISSION, REGISTRATION, ACADEMIC LOAD, CLASSIFICATION AND RETENTION**

### **Section 1. Entrance Requirements**

- 1.1 The entrance requirements for each course shall be as prescribed by the college offering the course, approved by the University Academic Council and confirmed by the Board of Regents.
- 1.2 Every applicant for admission shall meet all entrance requirements prescribed by the University and the College in which he/she intends to enroll.

### **Section 2. Admission**

- 2.1 No student shall be denied admission by reason of race, sex, age, socio-economic status, religious belief, political affiliation, and ideology.
- 2.2 No person who is found physically unfit by the University Medical and Dental Services Unit shall be admitted to take courses in any college of the University. A medical certificate will suffice the requirement for enrolment.
- 2.3 No person who has not duly matriculated may be admitted in class. In exceptional cases, the DARS may, upon the recommendation of the Dean or Director concerned, authorize the admission of a visitor to a class for not more than 5 sessions.



### **On Transfer Students**

- 2.4. The University shall admit transfer students subject to the compliance of the requirements set by the college where he/she intends to enroll.
- 2.5. Foreign students may be admitted to the University subject to the submission of the institutional requirements such as but not limited to:
  - 2.5.1. Transcript of Record
  - 2.5.2. Notice of Acceptance
  - 2.5.3. Student Visa
  - 2.5.4. Alien Certificate of Registration
  - 2.5.5. Certificate of Temporary Registration

### **Section 3. Registration**

- 3.1. A student shall be enrolled during the dates specified in the school calendar, however, if registration is done beyond the regular registration period, the student shall be fined.
- 3.2. A student is officially enrolled after payment of his/her tuition and matriculation, either cash or installment basis.

### **Cross Registration**

- 3.3. Cross registration in another school is allowed upon the favorable endorsement of the Dean and approval of the VPAA, who shall authorize the Office of the ARS to issue the corresponding permit.
- 3.4. The student may enroll only in the courses and at the school specified in his/her permit.
- 3.5. The total number of units of credit for which a student may register in two or more institutions shall not exceed the maximum number of units allowed by the rules on academic load.
- 3.6. Students may not be allowed to cross enroll in another school, except in meritorious cases as determined by the Dean such as the following:
  - 3.6.1. if the requested courses are not offered in the University for the specified semester;
  - 3.6.2. the courses are offered, but their schedule conflicts with the requesting student's other classes; and
  - 3.6.3. the student intends to spend the school term in his/her home province or region and wishes to enroll in courses offered in reputable institutions in his/her province.
- 3.7. The student should present to the Office of the Dean and the Office of the ARS the proof of his/her cross enrolment and the corresponding certification of grade/s obtained at the end of the term.
- 3.8. Only grades of approved subjects for cross registration shall be credited.

## **Section 4. Academic Load**

### **For the Undergraduate Program:**

- 4.1. A regular student is allowed to carry the total number of units in a given term as prescribed in his/her curricular program.
- 4.2. In no instance should a student be allowed to carry less than one half ( $\frac{1}{2}$ ) of the regular load unless he/she has incurred academic deficiencies or is graduating during the term.
- 4.3. A student may be allowed to carry a load more than the prescribed load in his/her curricular program for valid reasons such as
  - 4.3.1. he/she is in his last term; and
  - 4.3.2. he/she is enrolled in an old curriculum that has been replaced already with a new one.
- 4.3. All students intending to overload shall submit a request to the Dean who shall evaluate the merit of the request. The Dean shall endorse the request to the VPAA for his/her approval. The student's capacity to carry an overload should be the primary consideration for the favorable recommendation of their request.
- 4.5. As far as practicable, a graduating student may be permitted to carry a load not exceeding 30 units during his/her last regular semester prior to his/her OJT/Practicum/immersion subject to the approval of the Vice President for Academic Affairs upon the recommendation of the Dean concerned and the Director of Admission and Registration Services.
- 4.6. During the midyear term, students with approved request to overload may take a maximum load of 9 units (for non-graduating) and 12 units (for graduating students).
- 4.7. Transferees from private schools are allowed to enroll only in a subject that does not have prerequisites until such time that subjects taken from their previous school had been validated.

### **For the Graduate Program:**

- 4.8. Working/Part-time students are allowed a maximum of nine (9) units every semester and six (6) units during midyear term.
- 4.9. Full time students are allowed to take a maximum of twelve (12) units every semester and nine (9) units during midyear session. Deviations from these may be allowed only in exceptional cases to be determined by the College Dean and the approval of the Vice President for Academic Affairs.

## **Section 5. Classification of Students**

Students are classified as follows:

- 5.1 REGULAR student is one who is enrolled for normal academic credits for their program who carry the full load for a given semester under the curriculum in which he/she is enrolled.
- 5.2 IRREGULAR student is one who is enrolled for formal credits but who carries less than or more than the full load for a given semester under the curriculum in which he/she is enrolled;
- 5.3 SPECIAL STUDENT is one who is not earning credit for his/her work. He/ She shall not be allowed to enroll in more than nine (9) units per semester or to register for more than two (2) years except by permission of the Director of Admission and Registration Services (ARS).
- 5.4 Other classifications. Students may also be classified in terms of citizenship.
  - 5.4.1 LOCAL is a student who is a natural born or naturalized Filipino citizen.
  - 5.4.2 FOREIGN student is one who is not a citizen of the Philippines (or one who has dual citizenship) duly enrolled in the University.

#### **Section 6. Retention**

- 6.1. The University shall adopt the following general retention guidelines for programs not covered by any approved retention policies in the College:
  - 6.1.1 A graduate student should maintain a Grade Point Average (GPA) of 2.0 in the master's level and 1.75 in the doctorate level in order to be allowed to continue the program, and be enrolled carrying a minimum load of six (6) units every semester.
  - 6.1.2 A student in any program who fails 25% to 49% (any academic units) of the total normal load enrolled in a semester will be given warning and is allowed to enroll three (3) units less than the normal load for the following semester.
  - 6.1.3 If 50% to 75% academic units is failed, he is given a probationary status with an allowable load of 13 units only for the following semester.
  - 6.1.4 If 76% or more of the reduced load is failed, the student is disqualified from enrollment in the same program but may enroll in another program at the TAU.
- 6.2. The College may impose retention policies to ensure the quality standards of their programs. These policies must have been reviewed and endorsed by the University Academic Council for BOR approval.

## **ARTICLE 4. COURSE REQUIREMENTS, DROPPING, CHANGING, ADDING, AND REQUESTING OF SUBJECTS**

### **Section 1. Course Requirements**

- 1.1. The course requirements shall be prescribed by the Academic Council and approved by the Board of Regents.
- 1.2. All students are required to comply with all the requirements prescribed for a course.
- 1.3. Accreditation. Students seeking accreditation for a certain requirement in completion of earned course/degree shall only be accredited upon passing the prescribed requirements by the Office of Admission and Registration Services.
- 1.4. Validation. Subjects taken from private HEIs with a grade lower than 2.0 or its equivalent shall be validated to be credited, otherwise, the subject will be repeated.
- 1.5. Subjects requiring prerequisites shall not be credited unless the student passes the prerequisite subject.
- 1.6. Completing Physical Education courses is a requirement as prescribed by the Senior High School curriculum approved by the Department of Education, Commission on Higher Education and the University Board of Regents (BOR).
- 1.7. Completing the National Service Training Program (NSTP) is a requirement for all students unless otherwise provided by law.
- 1.8. Change of Civil / Marital Status for female students who get married during a school term must present an authenticated copy of the marriage contract to the Director of Admission and Registration Services and apply for change of status is required.

### **Section 2. Dropping of Subjects**

- 2.1. Dropping a subject without a grade of “5.0” shall be allowed if the subject is dropped officially before the midterm examinations.
- 2.2. If dropping is not officially done, the student shall be given a mark of “Unofficial Withdrawal” (UW). However, if the student stops attending the class one month before the final examinations, a grade of “5.0” shall be given in the subject.

### **Section 3. Changing of Subjects**

- 3.1. Changing of subjects shall be allowed during the scheduled time set by the Office of the Admission and Registration Services (ARS).
- 3.2. Changing of subjects shall be upon the advice of the teacher concerned and by the College Dean, verified and approved by the Director of the Admission and Registration Services.

- 3.3. Changing of subjects shall not be allowed if the student exceeds the authorized units for the semester.

#### **Section 4. Adding of Subjects**

- 4.1. Adding of subjects shall be allowed during scheduled time set by the Office of the Admission and Registration Services (ARS).
- 4.2. Adding may be allowed, provided that the student does not exceed the allowed (regular) (and/or approved) load for the semester.
- 4.3. Adding of subjects shall be endorsed by the teacher concerned to be recommended by the College Dean, verified by the Director of the Admission and Registration Services, and approved by the VPAA.

#### **Section 5. Requesting of Subjects**

- 5.1. Requesting of subjects to be offered shall be allowed to a graduating student and/or student of old curriculum only during his/her last term provided that there is an instructor/professor who can handle the subject.
- 5.2. All requests shall be upon the recommendation of the College Dean, verification of the Director of Admission and Registration Services, and approval of the Vice President for Academic Affairs.

### **ARTICLE 5. ATTENDANCE AND RELATED MATTERS**

#### **Section 1. Attendance**

- 1.1. A student should complete the number of class hours – lecture and/or laboratory – required in the subject.
- 1.2. In case of illness and the student incurs five or more succeeding absences, a medical certificate shall be required upon his/her return to class.
- 1.3. Failure to complete 2/3 or more of the total class hours due to unexcused absences entitles the instructor to drop the student from the rolls.
- 1.4. In cases of uncontrollable circumstances that may prevent student attendance such as but not limited to national emergencies and global pandemic, the rule on attendance may be suspended by the University President upon the recommendation of the Academic Council.

#### **Section 2. Excused Absences**

- 2.1. The provisions regarding excused absences are as follows:
  - 2.1.1. When a student represents the TAU in official activities, he/she shall be excused.
  - 2.1.2. In case of absences due to sickness duly certified by the attending physician, the faculty member may give special consideration to prolonged absences of less than thirty six (36) hours or twelve (12) consecutive meetings by giving option of dropping or taking special examination.

- 2.2. A student is held responsible for all assignments and requirements for the entire content on the course missed regardless of the reasons for his/her absence.
- 2.3. Minor examinations and quizzes missed shall be made up for, or else, these will not be included in computation of his/her grade, provided, that he/she presented a medical certificate, if due to sickness, and a certification that he/she represented the University in an official activity approved by the Vice President for Academic Affairs.
- 2.4. Special examination for major examination shall be imposed, provided, that a student present a medical certificate, if due to sickness, and a certification that he/she represented the University in an official activity approved by the Vice President for Academic Affairs.

### **Section 3. Dropping of a Student**

A student who accumulates not more than 20% of the number of absences which, renders him/her ineligible for a passing grade, is given a warning by the teacher noted by the College Dean and subsequently dropped once the number of maximum allowable absences is reached.

### **Section 4. Leave of Absence**

- 4.1. At the beginning of the term, a student who intends to take a prolonged leave of absence from school for valid reasons, may apply a Leave of Absence (LOA). The request shall indicate the reason and intended period of the LOA.
- 4.2. The request for LOA shall be addressed to the College Dean who will evaluate the merit of the request and endorse the same for the approval of the Vice President for Academic Affairs (VPAA).
- 4.3. The approved period of the LOA shall not be counted to the residency of the student.
- 4.4. Students who withdraw from the University without formal leave of absence shall be given a mark of unauthorized withdrawal (UW).

### **Section 5. Honorable Dismissal**

- 5.1. A student in good standing who desires to sever his/her connection with the Institution must present an approved clearance signed by his/her parent or guardian. If the petition is granted, the student shall be given honorable dismissal.
- 5.2. Honorable dismissal is a voluntary withdrawal from the University with the consent of the Director of Admission and Registration Services or his/her authorized representative.
- 5.3. A student who leaves TAU for reason of suspension due to disciplinary action be entitled to honorable dismissal after he/she has served the entire period of his/her suspension. Should he/she be permitted to receive

his/her transcript of records or certificate of his/her academic status in the University, it shall contain a statement of disciplinary action rendered against him/her.

## **ARTICLE 6. EXAMINATION, CREDIT AND GRADING, SCHOLASTIC STANDING AND DELINQUENCY**

### **Section 1. Examination**

- 1.1 Midterm and final examination schedules are prepared and conspicuously posted on bulletin boards and other media two weeks before the examinations.
- 1.2 During final examination, a student shall not leave his/her assigned place without the permission of the instructor/professor.
- 1.3 Cheating during examinations shall render the offender to disciplinary action.
- 1.4 Instructors/Professors are not obliged to give a special or late test to any student who fails to take an examination at the regular time, except upon a written request from the student approved by the College Dean concerned.
- 1.5 The University's policy of exempting students from final examinations shall be implemented with the following guidelines:
  - 1.5.1. faculty members are given the right to exempt deserving students from the final examination in the subject they teach provided these students have a pre-final grade of at least deemed exemptible and provided further that such exemptions are not contrary to departmental policies; and
  - 1.5.2. at the beginning of the semester, the faculty shall inform students of the criteria for passing the subject including the conditions for a student to be exempted from the final examination.

### **Section 2. Other Examinations**

- 2.1. The College may require other types of examination such as but not limited to qualifying examination and comprehensive examination.
- 2.2. The College shall determine the guidelines for the conduct of other examinations subject to the approval of the VPAA.
- 2.3 A doctoral student who passes the core/foundation courses should apply for and take the qualifying examination after finishing two (2) semesters of course work in order to proceed. At this stage, the Examining Committee shall evaluate and decide whether the student may proceed with his/her graduate program or not.
- 2.4. Upon proper evaluation, of the student's weaknesses and strengths, a student may be advised by the Examining Committee to revamp his/her

course plan partially or totally in the interest of student's preferences and the University's academic standard.

### **Section 3. Comprehensive Examination**

The comprehensive examination is a set of oral or written examination given to graduate students to enable them to qualify for writing thesis/dissertation writing. It consists of examinations in all subjects/courses taken by student in his/her particular program.

### **Section 4. Credit and Grading**

- 4.1 A passing grade is required to earn credits for every course enrolled during a semester
- 4.2 Only officially enrolled students shall earn credits for courses enrolled.
- 4.3 Credit transfer shall be given to courses taken by (a) TAU student (outbound) in a recognized higher institution of higher learning subject or (b) a student from a partner university (inbound) upon the recommendation of the College Dean and subject to the approval of the Vice President for Academic Affairs, provided that such exchange arrangement is covered by a learning agreement between the host and home institution.
- 4.4 The academic performance of the undergraduate students shall be evaluated and graded at the end of each term in accordance with the prescribed system.
  - 1.00 – 1.25 = Excellent
  - 1.26 – 1.50 = Superior
  - 1.51 – 2.00 = Very Good
  - 2.01 – 2.50 = Good
  - 2.51 – 3.00 = Fair or Passing
  - \*3.10 – 4.00 = Conditional Failure

\* It shall be removed by a re-examination at least five days before enrollment. If a student passed the removal examination, a grade of "3.0" is given and "5.0" if failed. The principle of rounding numbers shall be applied in the computation of the failure.

5.00 = Failure

INC = Indicates that the work is incomplete. It is given if a student has not satisfied the requirements for the subject.

Incomplete grade shall be completed within one year. A grade of "5.0" is automatically given by the staff of the Office of the Admission and Registration Services (ARS) if it lapses.



UW = Unauthorized Withdrawal indicates that a student does not report to class without notice.

OD = Officially Dropped is the term used to refer to student who accomplishes and submits an approved dropping form before the midterm examination.

4.5 A student who has received a passing grade is not allowed for a re-examination to improve his/her grades.

4.6 The following is the grading system for the graduate subjects:

1.00 – 1.25	=	Excellent
1.26 – 1.50	=	Very Good
1.51 – 1.75	=	Good
1.76 – 2.00	=	Fair, Passing
2.01– 3.00	=	Passing but without graduate credit
5.00	=	Failure
D	=	Dropped
INC	=	Incomplete
UW	=	Unauthorized Withdrawal
IP	=	In Progress

4.7 Every faculty member shall submit his/her report of grades within ten (10) working days after the last day of the final examination.

4.8 No faculty member shall change any grade after the grade sheet has been submitted to the Office of the Admission and Registration Services (ARS). In exceptional cases, as when an error has been committed, the instructor shall be allowed to rectify the error with a written explanation addressed to the Vice President for Academic Affairs. If found justifiable, the corrected grades shall be submitted to the ARS Office together with the request.

4.9. Notwithstanding the foregoing provisions, and to avoid any injustice, the final grade may be reviewed by a committee composed of the Dean, Program Chair and the SSD Chair if this has not been settled between the teacher and student concerned. The committee shall determine if the grade given is the result of an error (arbitrary or careless decision) by the faculty member concerned. The request for reconsideration shall be made within fifteen (15) days after the receipt of the final grade by the student concerned. If the student's concern finds merit based on the review of the committee, the faculty shall rectify the grades. If there is no merit to the complaint, the grade stands.

4.10. The faculty shall observe integrity, fairness, transparency and diligence in evaluating the performance of the students according to the standards and procedures issued by the University.

## **Section 5. Scholastic Standing and Delinquency**

5.1 The Academic Council shall approve (subject to the confirmation of the Board of Regents) suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

5.1.1 **WARNING** – Any student who obtains final grades at the end of the semester below “3.0” in 25-49% of the total number of academic units in which he/she is registered shall be warned by the College Dean to improve his /her work.

5.1.2 **PROBATION** – Any student who at the end of the semester, obtains final grades below “3.0” in 50-74% of the total number of academic units shall be placed on probation for the succeeding semester and his/her load shall be limited to not more than 12 units.

Any student who at the end of the semester, obtains final grades below “3.0” in 75%-99% of the total number of units shall be advised to apply in another program of the University subject to existing policies of the program.

5.2 The College may impose policies on academic standing subject to approval of the University Academic Council (UAC) and BOR.

5.3 The required course in which student has failed shall take precedence over other courses in his/her succeeding enrollment.

5.4 Any student dropped from one college shall not ordinarily be admitted to another college unless evaluated by the Director of Student Services and Development (SSD). A natural aptitude or interest test may qualify him/her in another field of study in which case he/she shall be allowed to enroll in the appropriate college.

5.5 Permanent Disqualification. Any student who, at the end of the term or semester, fails in 100% of the academic units, in which he/she is officially enrolled for credit, shall be permanently barred from readmission to any college.

5.5 Permanent disqualification does not apply to cases on the recommendation of the instructor/professor concerned, the faculty certified that the grades of “5.0” are due to the student’s unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student’s class standing is poor, his/her grades of “5.0” shall be counted against him/her for the purpose of this scholarship rule. The Director of Admission and Registration Services (ARS) shall deal with these cases on their individual merits, in the light of the recommendation of the College Dean of the same or another college.

- 5.6 A mark of “incomplete” shall not be included in the computation of the general weighted average, unless it is replaced by a final grade that shall be included in the grades during the semester.
- 5.7 No readmission of dismissed or disqualified students shall be considered by the College Dean concerned and the Director of ARS without the favorable recommendation of the Director of Student Services and Development. In case the action of the College Dean conflicts with the recommendation of the Director of SSD, the case may be elevated to the Vice President for Academic Affairs or his/her equivalent whose decision shall be final.

## **ARTICLE 7. MASTER’S THESIS AND DOCTORAL DISSERTATION**

### **Section 1. General Guidelines**

- 1.1 The thesis is a basic requirement for a degree program for the master’s level; the dissertation for the doctoral level.
- 1.2 The University shall ensure the integrity of the thesis or dissertation through the use of the approved rating system.
- 1.3 The College Dean in consultation with the faculty shall prescribe the standards for the research paper, the format of the manuscript, and the mode of presentation in the proposal and final defense.
- 1.4 The candidate shall observe the approved process and guidelines of thesis or dissertation writing.
- 1.5 The candidate shall present his/her proposal and final thesis or dissertation in a scientific, systematic, and scholarly manner before the Oral Examination Committee.
- 1.6 The Oral Examination Committee shall evaluate and certify the successful defense of the candidate using an approved rating system.

## **ARTICLE 8. UNDERGRADUATE THESIS**

### **Section 1. General Guidelines**

- 1.1 An undergraduate thesis is a partial fulfillment of the requirements for graduation in the bachelor’s degree
- 1.2 No grade shall be issued until a passing grade is attained. However, the candidate shall not exceed two re-enrollments.
- 1.3 Undergraduate thesis grade shall be given only after the completion of the thesis.

**ARTICLE 9. RESIDENCY AND GRADUATION REQUIREMENTS,  
ACADEMIC HONORS, ACADEMIC COSTUME ATTIRE, AND  
TRANSCRIPT/ CERTIFICATION**

**Section 1. Residency Requirements**

**For the Graduate Program:**

- 1.1 A minimum residence of two (2) or three (3) midyear terms at the University for graduate work and/or satisfactory completion of at least 21 units for the master's program and 39 units for the doctoral program are required for students with transfer credits.
- 1.2 All curricular requirements for a master's degree must be completed within seven (7) years (excluding the period of leave of absence) after the student's first enrolment in the master's program, and those for doctoral program must be completed within nine (9) years (excluding the period of leave of absence) after the student's first enrolment in the doctoral program.
- 1.3 Those students with lapsed course plan have to apply in writing to the College Dean with the approval of the Vice President for Academic Affairs (VPAA) at least three (3) weeks before the scheduled validating examination. A panel of examiners from the graduate program shall be constituted for this purpose.

**Section 2. Graduation Requirements**

**For the graduate program:**

- 2.1 A graduate degree is awarded to a student who has fully completed his/her academic requirements, successfully passed the oral examination for thesis/dissertation and submitted at least one (1) copy of the completed thesis/dissertation approved/signed by the Examining Committee on or before the Academic Council Meeting set by the University.
- 2.2 The candidate's credentials shall not be released by the Director of Admission and Registration Services (ARS) unless he/she submitted the bound thesis/dissertation to the following:
  - 2.2.1 College Dean concerned (softcopy in a flashdrive);
  - 2.2.2 University Library (two copies);
  - 2.2.3 Office of Admission and Registration Services (one copy);
  - 2.2.4 Department of Research and Development (one copy);
  - 2.2.5 Thesis/dissertation Adviser (one copy).

**For the undergraduate program:**

- 2.3 A student shall be recommended for graduation by the Academic Council

upon satisfying all academic, co-academic and other requirements prescribed in the degree program.

- 2.4 Candidates for graduation who began their studies under a curriculum more than ten (10) years shall be governed by the following rules:
  - 2.4.1 Those who completed all the requirements of the curriculum and are eligible candidates for graduation but did not apply for the corresponding degree or title, shall have their graduation approved as of the date they would have originally graduated; and
  - 2.4.2 Those who completed all except three subjects or less required by the curriculum in force at the time they first attended the institution; provided, however, that if the subjects are no longer offered, those shall be substituted by subjects of similar content and units.
  - 2.4.3 Both cases above shall be subjected to the decision and approval of the Academic Council.
- 2.5 During the first three (3) weeks after the opening of classes in each semester, the Registrar shall release the list of the candidates for graduation to the College Deans.
- 2.6 Candidates for graduation shall apply for graduation one month before the end of the semester.
- 2.7 No student shall graduate from the University unless he/she has completed at least one (1) year of residence immediately prior to graduation.
- 2.8 No student shall graduate from the University unless his/her name is recommended as a candidate for graduation by the Academic Council and approved by the BOR. No student shall be issued a diploma, certification or transcript of records unless graduation fees are paid

### **Section 3. Graduation with Honors**

#### **For the graduate program:**

- 3.1 The candidate who shall have obtained the following GWA and corresponding limitation as computed below and shall have taken at least six (6) units in every semester and/or (midyear)summer term of studies shall be awarded academic honors on graduation day:

Average Grades in Academic Subjects	Honors to be awarded
1.00 – 1.15	With Highest Honor
1.16 – 1.30	With High Honors
1.31 – 1.45	With Honors

- 3.2 In addition to the foregoing grade requirement, the student should have demonstrated honesty, moral integrity and exemplary conduct.
- 3.3 A “Best Master’s Thesis” or “Best Doctoral Dissertation” may also be awarded to a graduating student with excellent thesis/dissertation. The

selection will be done a week before the scheduled academic council meeting.

**For the undergraduate program:**

- 3.4 Students who completed their degree programs with the following range of weighted averages, computed to the second decimal place, shall graduate with honors:
- |                 |              |
|-----------------|--------------|
| Summa Cum Laude | 1.00 to 1.20 |
| Magna Cum Laude | 1.21 to 1.45 |
| Cum Laude       | 1.46 to 1.75 |
- 3.5 In case of graduating student in the non-degree, the following honors shall be granted:
- |                     |              |
|---------------------|--------------|
| With Highest Honors | 1.00 to 1.20 |
| With High Honors    | 1.21 to 1.45 |
| With Honors         | 1.46 to 1.75 |
- 3.6. Grades in National Service Training Program (NSTP) are not included in determining the provision for honor graduates.
- 3.7. No student shall be graduated with honors if he/she has a grade of “4.0” or “5.0” in any subject taken in the University or in any other HEI attended prior to enrollment in the University.
- 3.6 Students who are candidates for graduation with honors must have completed in the University at least seventy-five percent (75%) of the total number of academic units required for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation.
- 3.7 Students who are candidates for graduation with honors shall have taken during each semester no less than 15 units of credits, or the normal load if it is less than 15 units.

**Section 4. Recognition Program**

- 4.1 There shall be a recognition program for honors and outstanding graduates and students every end of the school year.
- 4.2 Commencement and Ecumenical Exercises
- 4.2.1 There shall be a commencement and ecumenical rites for graduating students every end of the school year only.
- 4.2.2 The Commencement Exercises shall be held on dates fixed for graduation by the University.
- 4.2.3 Attendance at General Commencement Exercises shall be required. However, graduating students who cannot participate in the general commencement exercises for justifiable reasons shall file a request for graduation in absentia, upon the recommendation of the College Dean and approval by the VPAA, but shall pay the graduation fee.

- 4.2.4 The name of graduating students elected to honor societies and awarded honors and scholarships shall be in the commencement program.

#### **Section 5. Academic Costume and Attire**

Candidates for graduation with degree that requires no less than four years of collegiate instruction shall be required to wear academic costumes during ecumenical service and commencement exercises in accordance with the rules and regulations of the University.

#### **Section 6. Transcript / Certification**

- 6.1 Official transcripts may be issued upon request for whatever legal purpose it may serve. Transcript of records requested from school to school may not be hand carried but sent directly to the requesting school.
- 6.2 Students who need copies of their transcript before graduation for evaluation purposes may secure them, upon application at the Office of the Admission and Registration Services and upon payment of corresponding fee.

#### **ARTICLE 10. FIELD PRACTICE /ON- THE -JOB TRAINING / PRACTICE TEACHING/ EXCHANGE PROGRAMS**

- 10.1 The University, in coordination with the college and office concerned, shall adopt a policy governing the implementation of field practice/on-the-job training/practice teaching/exchange programs, immersion, internship.
- 10.2 All policies pertaining to the practice/on-the-job training/ practice teaching/exchange programs shall be endorsed by the Academic Council for approval of the Board of Regents (BOR).
- 10.3 All policies shall adhere to existing guidelines, procedures, and standards issued by the Commission on Higher Education (CHED) and other government instrumentalities.

## BOOK IV

### STUDENT WELFARE AND DEVELOPMENT

This section refers to services, rules, regulations, and procedure to ensure the welfare and development of students in the University. The University is mandated by the government through the Education Act of 1982 and the CHED Memorandum Order Number 9, series of 2013 to offer services for student welfare and development and to institutionalize other services for the benefit of the students.

### CHAPTER I. STUDENT WELFARE

Student welfare services are services offered to ensure the well-being of students. This group of services includes guidance and counseling, testing, and placement services. Primarily, student welfare services are facilitated by the Student Welfare Unit (SWU) of the Office of Student Services and Development (OSSD).

### ARTICLE 1. GUIDANCE AND COUNSELING SERVICES

#### Section 1. Goals and Objectives

The goals and objectives of the Guidance and Counseling Services are:

- 1.1. to assist the students achieve their maximum potential by developing self-awareness and self-direction;
- 1.2. to make channels available in optimizing the students' capabilities for achievement; and
- 1.3. to assist the students in making satisfactory adjustment in every phase of activity and in reaching responsible decisions in academic, personal and social areas of their lives.

#### Section 2. Services

In pursuit of the goals and objectives, the guidance and counseling unit provides the following services:

- 2.1. **Guidance Service.** This refers to a set of gender sensitive services using an integrated approach to the development of well-functioning individuals primarily by helping the students to utilize their potentials to the fullest.
- 2.2. **Counseling.** This is a process whereby an individual and/or group intervention is designed to facilitate positive change in student's behavior, feelings, and attitude. Specifically, this service includes three domains: a) academic; b) career, and c) socioemotional development.
- 2.3. **Appraisal.** This refers to the gathering of information about students through the use of psychological tests and non-psychometric instruments.



- 2.4. **Follow-up.** This is a process of systematic monitoring to determine the effectiveness of guidance activities, in general, and placement, in particular.
- 2.5. **Referral.** This refers to the coordination with multi-disciplinary team of specialists to ensure that special needs of students are met.
- 2.6. **Individual Inventory.** This is a process of systematically collecting, evaluating, and interpreting data to identify the characteristics and potential of every student. The collected data are filed in the individual cumulative folder of the students.
- 2.7. **Information.** This refers to informative activities and materials designed to facilitate student adjustment to life in secondary and tertiary education. This includes orientation programs, seminars, workshops, development and availability of information materials such as brochures, leaflets, and the like.
- 2.8. **Career Guidance.** It is the assistance provided for vocational and occupational fitness and employment of the students/graduates in collaboration with the Career Development and Placement Services.

## **ARTICLE 2. CAREER DEVELOPMENT AND PLACEMENT**

### **Section 1. Goals and Objectives**

The goals and objectives of the Career Development and Placement Services are:

- 1.1 to guide the students in making wise career decisions and realistic career plans;
- 1.2 to provide up-to-date and relevant information on trends, issues, and opportunities in the job market;
- 1.3 to assist the students in developing skills related to job searching;
- 1.4 to establish linkages for local, national, and international employment of students; and
- 1.5 to provide access to the students and graduates about potential employers and career opportunities.

### **Section 2. Services**

In pursuit of the goals and objectives, the career development and placement services conduct the following activities:

- 2.1. Career Guidance, Career Orientation, and Career Counseling in collaboration with the Guidance and Counseling Unit;
- 2.2. Pre-employment Orientation Seminar with Labor Education for Graduating Students;
- 2.3. Dissemination of pre-employment/employment information to the students and alumni;

- 2.4. Coordination with various companies for possible positions for TAU graduates and alumni in collaboration with the Alumni Affairs Office; and
- 2.5. University Job Fair and Campus Recruitment.

## **CHAPTER II. STUDENT DEVELOPMENT**

Student development services are services offered to ensure the holistic development of students specifically in terms of leadership, membership to organizations, discipline, and social responsibility. Moreover, these programs and services are designed to hone the skills and talents of students in support to classroom instruction. The student development services are facilitated by the Student Development Unit (SDU) of the Office of Student Services and Development (OSSD).

### **ARTICLE 1. STUDENT ORGANIZATIONS**

#### **Section 1. Goals and Objectives**

The goals and objectives of the Student Organizations Services are:

- 1.1. to enhance the growth of students as individuals and members of academic community by encouraging the formation of different student clubs and organizations within the University;
- 1.2. to complement the academic and curricular growth and development of the students through various students' projects and activities;
- 1.3. to instill leadership and discipline among students and various organizations operating within the University; and
- 1.4. to develop social awareness, personal internalization, and meaningful contribution to nation building.

#### **Section 2. Services**

In pursuit of the goals and objectives, the Student Organizations Services conducts the following:

- 2.1. accredit student organizations every school year;
- 2.2. monitor the projects and activities of the different accredited student clubs and organizations, the College Student Councils (CSC) and the Supreme Student Council (SSC);
- 2.3. implement rules and regulations governing student organizations;
- 2.4. facilitate meetings, joint activities, and exchange of ideas among student organizations;
- 2.5. endorse student requests for the conduct of organizational activities;
- 2.6. endorse student requests for funding and the use of university facilities; and

- 2.7. recommend university-wide activities geared towards the wholesome development of students – mentally, physically, emotionally, socially, spiritually and morally; and
- 2.8. encourage involvement of students in socio-civic activities such as volunteerism, environmental protection, etc.

### **Section 3. Accreditation and Recognition of Student Services**

- 3.1. Any group of at least fifteen (15) students may apply for accreditation, provided that the following requirements are submitted to the Office of Student Services and Development (OSSD) through the Student Development Unit in duplicate at least one month prior to the start of the school year:
  - 3.1.1. letter of application to be filed at the OSSD together with the following:
    - a. organization's goals and objectives;
    - b. list of officers of the organization with their corresponding specimen signatures, academic programs, and ID pictures;
    - c. list of members of the student organization with their corresponding signatures and academic programs;
    - d. constitution and by-laws of the organization; and
    - e. plans/activities/projects with tentative schedule, venue, and budgetary estimates.
  - 3.1.2. for renewal of accreditation, accomplishment report including financial statement duly attested by the Student Organization President and faculty adviser(s).
- 3.2. Membership in organizations shall be limited to bona fide students of the University;
- 3.3. For fraternities and sororities, first year college students and all high school students are prohibited from joining;
- 3.4. A student organization that violates its own statement of purpose, constitution and by-laws, or fails to comply with university policies, rules, and regulations is liable to revocation of its accreditation and/or renewal of accreditation subject to the observance of due process; and
- 3.5. A student organization with officers or members subjected to disciplinary action shall be automatically disqualified in the annual selection of outstanding student organization award.

### **Section 4. Constitution and By-Laws**

All student organizations shall have a constitution and by-laws drafted and ratified by the members and approved by the University President upon the recommendation of the Director of Student Services and Development. No student organization shall be allowed to operate in the University without a duly approved constitution and by-laws.

## **Section 5. The Faculty Adviser**

- 5.1. Each student organization shall have a faculty adviser(s), the number of which is a prerogative of the officers. The faculty adviser(s) must hold a permanent plantilla position in the University at the time of his/her acceptance of the responsibility and shall be under the supervision of the Chair of Student Organizations.
- 5.2. The Director of Student Services and Development confirms the faculty adviser(s) upon the recommendation of the organization and endorsement of the Chair of Student Organizations.
- 5.3. The adviser(s) must attend all approved meetings and activities of the organization especially in cases of overnight and off-campus activities. Failure of the adviser(s) to attend in any overnight or off-campus activity of the organization disqualifies the organization in the annual selection of outstanding student organization award. The culpability of the faculty adviser(s) shall be determined through due process.
- 5.4. The faculty adviser(s) guides in the planning of activities for the organization.
- 5.5. The adviser(s) should ensure the safety of all members of the organization and all others who may be involved in any of the approved activities.

## **Section 6. Pledge of Commitment**

The faculty adviser(s) and the elected president of the student organization, together with the Director of Student Services and Development shall sign a Pledge of Commitment which aims to solicit the cooperation of the student organization in carrying out the mission of the University and the government. This will be required from the student organization before the Certificate of Accreditation is awarded.

## **Section 7. Student Activities**

- 7.1. Only accredited student organizations, campus publications, student councils, and class organizations are allowed to conduct approved activities using the facilities of the University.
- 7.2. Any accredited student organization shall not be permitted to have their activities within two weeks before midterm or final examination/.
- 7.3. The student government and other accredited student organizations may hold literary, musical, socio-cultural program, debate, or discussion on some public issues, provided however, that such events follow the calendar of activities of the University.
- 7.4. Faculty adviser(s) must always be present in every activity undertaken by the organization. In the absence of the adviser(s), holding an activity is not allowed.
- 7.5. Activities like parties, picnics, initiation, induction ceremonies, and organizational meetings held outside the school campus are not allowed.

- 7.6. Civic action, development activities/projects done off-campus endorsed by the adviser(s) may be allowed on a case to case basis by the Director of Student Services and Development, Deans of Colleges, Vice President for Student Affairs and Services, and the University President. Prescribed supporting documents are required.
- 7.7. No campus activity shall be scheduled on a Saturday or Sunday except on highly meritorious cases as recommended by the Director of Student Services and Development and approved by the Vice President for Student Affairs and Services.
- 7.8. No off-campus activity, no matter how meritorious, shall be done on a Saturday or Sunday except those that are sanctioned by the University President.
- 7.9. An extra-curricular activity shall not be a cause for exemption from attending regular classes, unless authorized by the College Dean concerned, OSSD Director, and Vice President for Academic Affairs.

#### **Section 8. Entering the School Campus after School Hours, During Weekends and Holidays**

- 8.1. Students may be allowed to enter/stay in the school campus after school hours but not beyond 9:00 p.m., provided that a written permission is secured from the Vice President for Student Affairs and Services (VPSAS) upon the recommendation of the Dean of the College concerned and with the supervision of a faculty adviser. For activities involving students from different Colleges, permission shall be secured from the VPSAS upon the recommendation of the Director of Student Services and Development.
- 8.2. Student athletes, members of the Performing Guild, members of the TAU Chorale, Supreme Student Council officers, College Student Council officers, and the Golden Harvest officers and staff may be allowed to practice or work in the school campus after school hours, provided that a written permission is secured from the VPSAS upon recommendation by the Director of Sports Development, Director of Socio-Cultural Development, or Director of Student Services and Development, as the case may be.
- 8.3. A letter of request indicating the names of students, nature of activity to be undertaken, and the venue of the activity signed by the adviser/faculty concerned should be presented to the school authority concerned.
- 8.4. Upon entrance, the student/s must surrender his/her ID to the guard on duty and must log on the guard's record book indicating his/her name, student number, course and year level, purpose, time in, time out, and signature.
- 8.5. Officers of the Supreme Student Council (SSC) and College Student Council (CSC), staff of the student publications, members of the performing guild, chorale, and varsity players may be allowed to stay

overnight in the school campus provided that a request is approved by the Vice President for Student Affairs and Services (VPSAS) upon recommendation of the Director of Sports Development, Director of Sociocultural Development, or Director of Student Services and Development, as the case may be.

- 8.6. Any college may be permitted to conduct socialization activities such that activities shall be held earlier than two weeks before a major examination and is approved by the Vice President for Student Affairs and Services (VPSAS) upon the recommendation of the Dean of the college concerned.
- 8.7. Accredited student organizations may be permitted to have an evening socialization, literary, musical, or socio-cultural programs, provided that such activities shall be held earlier than two weeks before a major examination and is approved by the Vice President for Student Affairs and Services (VPSAS) upon the recommendation of the Director of Student Services and Development.
- 8.8. Excluding curricular activities such as NSTP and similar activities scheduled during Saturdays, no campus activity shall be scheduled on a Saturday, Sunday, and/or holiday except on highly meritorious cases and are approved by the Vice President for Academic Affairs (VPAA) or the Vice President for Student Affairs and Services (VPSAS), as the case may be, upon the recommendation of the Director of Student Services and Development or the Dean of the college concerned if it is an academic activity.
- 8.9. A written report of any incident of violation of these policies shall be submitted to the Director of Student Services and Development for proper disposition.

### **Section 9. Posting of Announcements**

- 9.1. Postings include notices of organizational meetings, announcements, messages, streamers and the like are allowed provided that they are not contrary to any school policy and/or law.
- 9.2. All postings shall have the approval stamp which bears the expiration date and the signature of the Chair of the Committee on Publication and Public Affairs (CPPA) or his/her authorized representative.
- 9.3. The standard duration of all postings is two (2) weeks. Posters and announcements should be removed the following day after consummation/end of the activity/affair by the concerned entity or the sponsoring organization/office.
- 9.4. Posters and announcements by student organizations shall be posted only on the designated bulletin boards of each organization. Posting on walls is strictly not allowed.

- 9.5. The Office of Student Services and Development (OSSD), Committee on Publication and Public Affairs (CPPA), and the Security Force shall remove posters/announcements posted without approval.
- 9.6. Cloth streamers and/or tarpaulins should also bear the stamp of the Committee on Publication and Public Affairs. The standard duration of this type of posting is fourteen (14) days only, except for very important announcements such as Board Passers which may be posted for more than one (1) month.
- 9.7. The CPPA has the right to deny/disapprove request for posting on the ground that the requesting organization/entity has previously violated the aforementioned rules and regulations. Requests may be granted or approved upon giving assurance not to violate the rules and regulations again.
- 9.8. The CPPA, OSSD and the University Administration have the right to remove posted materials to give way to emergency and/or very important notices/announcements from the University and local and national government.

#### **Section 10. Fund Raising Activities**

- 10.1. Only duly accredited student organizations are allowed to conduct fund-raising activities. Student organizations should file a formal letter of request to the Director of Student Services and Development. The letter should include:
  - 10.1.1. Nature and purpose of the activity;
  - 10.1.2. Date/s, time, and venue of the activity;
  - 10.1.3. Permit from Department of Social Welfare and Development (DSWD) in case the fund-raising activity is conducted outside the University;
  - 10.1.4. Manner in which the fund raised shall be used; and
  - 10.1.5. The names of the members/officers directly in-charge of the fund raising activity in any given period.
- 10.2. The letter of request shall be filed two (2) weeks before the activity.
- 10.3. In case of raffle draw in the campus, the following rules shall govern the activity:
  - 10.3.1. The application to conduct a raffle draw for fund-raising shall be accompanied by a permit issued by the Department of Social Welfare and Development (DSWD) subject to limitations under Section 10.1.3 of Section 10 of this Article.
  - 10.3.2. The application shall indicate the object to be offered, number and price per ticket, drawing time and place, and manner on how the proceeds will be utilized; and

- 10.3.3. The prizes in the raffle draw shall be displayed at some central places in the campus and list of winners must be conspicuously placed and widely publicized outside the campus.
- 10.4. All student organizations shall be allowed only one (1) major fund-raising activity every semester; and
- 10.5. Every organization granted permission to hold fund-raising shall file a financial report to the Office of Student Services and Development within two (2) weeks after the activity.

### **Section 11. Use of University Facilities**

- 11.1. The use of university facilities shall have prior approval from the University President or any of his authorized representative through the Director of Student Services and Development.
- 11.2. Only accredited Student Organizations are entitled to use all available facilities.
- 11.3. Rentals on the use of university facilities may be required for fund-raising activities, the rate of which shall be determined by the Office of Auxiliary Services.
- 11.4. The officers and faculty adviser(s) of the organization shall be accountable for the damages of university properties and facilities incurred during such student activity.

### **Section 12. Student Assemblies**

- 12.1. A student assembly shall mean any rally, demonstration, march, parade, procession, convocation, seminar, workshop, or any other form of meeting or mass action by students within the premises of the school for such purposes as the discussion of issues, presentation of a cause, expression of an opinion or petition for redress of grievances.
- 12.2. As a matter of principle, the University shall uphold the students' rights to peaceful assembly and petition the lawful school authorities for redress their grievances, provided however, that the exercise of such rights shall be within the bounds of law, public policy, and acceptable customs and traditions.
- 12.3. The University shall give the students freedom to allow discussion of ideas and exercise of free speech as long as the exercise by persons of their right to free speech does not disturb, prevent or otherwise infringe upon the exercise of other people's rights to engage in their respective studies, work, or other peaceful and lawful activities.
- 12.4. Student assemblies may be held within the campus or outside of it provided, that pertinent provisions under this section on the holding of such assemblies shall be adhered to.



- 12.5. Before any student assembly is held or announced, a written permit must be secured by the sponsoring recognized student organization at least five (5) school days before the assembly from the Office of the Vice President for Academic Affairs upon the recommendation of the Director of Student Services and Development.
- 12.6. The application of a permit must include the following:
  - 12.6.1. name of the sponsoring organization;
  - 12.6.2. name and signature of the president of the recognized organization noted by the adviser;
  - 12.6.3. date, time, and duration of the assembly;
  - 12.6.4. place of assembly;
  - 12.6.5. estimated number of participants; and
  - 12.6.6. name/s of invited speakers, if any.
- 12.7. In cases of academic seminars, workshops, and fora, a permit shall be secured from the concerned officials. It must be channeled through the Director of Student Services and Development. It shall be filed not less than five (5) school days prior to the holding of the activity.
- 12.8. If the student mass action within the campus is for redress of grievances against school authorities or school policies, all peaceful means in the form of genuine dialogue must have been resorted to prior to the application of a permit for student assembly. If the application for a permit is denied, the OSSD Director should inform the applicants of the reason for denial. In this case, an appeal may be forwarded to the President of the University.
- 12.9. Before a permit for mass action or academic student assembly is granted, to ensure a peaceful assembly, the student leaders and advisers must agree to adopt the following measures:
  - 12.9.1. police the ranks of the participants;
  - 12.9.2. properly coordinate with the school officials (Director of Student Services and Development, security guards, etc.)
  - 12.9.3. ensure that no person in the student assembly molests, intimidates or threatens any other person in the school community, or interferes in the exercise by others of their right to engage in their respective studies, work, or other peaceful and lawful activities;
  - 12.9.4. see to it that no educational functions of the school are in any way disturbed, distracted, or interrupted;
  - 12.9.5. see to it that no student under the influence of liquor or prohibited drugs enter the school campus and participates in the assembly;
  - 12.9.6. be accountable to the damage of school facilities due to misuse or abuse during the conduct of the assembly; and

- 12.9.7. conduct student assemblies within the bounds of law, school rules and regulations including the laws of libel and sedition.
- 12.10. In cases where the student mass action is intended for petition for redress of grievances, the student organization sponsoring such mass action shall submit the application for permit which includes the following:
  - 12.10.1. a position paper indicating the issues to be discussed, the subject/s of the grievances and proposed remedies, solutions, or actions to be undertaken by concerned authorities for the settlement of the grievance; and
  - 12.10.2. a structure of the negotiating panel identifying the names of the members therein;
- 12.11. Upon the receipt of the above, the Director of Student Services and Development shall refer the matter to the University President for the designation of a negotiating panel. Such panel shall include the Director of Student Services and Development, the Dean or Department Head where the subject of grievance is found and another member of the Administrative Council. The student organization may suggest the inclusion of a member of the academic community who is acceptable to them as a member of the negotiating panel of the University;
- 12.12. The negotiating panel of both sides shall strive to settle the grievance filed with utmost objectivity and impartiality to the end that no injustice to either party will be committed. Rules and procedures in the dialogue held by the negotiating panels shall be established by said panels earlier than the date of the student mass action;
- 12.13. The creation of the negotiating panel shall be done within the prescribed period for the issuance of the permit for student mass action;
- 12.14. If a satisfactory solution to both parties is not reached, then the matter shall be submitted to arbitration at the request of either party by one arbitrator who is mutually acceptable to the parties. The arbitrator shall decide on the grievances based on a written report submitted by both parties and after hearing their sides. In reaching a decision, the arbitrator shall be guided and shall apply existing laws or arguments if any, regulations, applicable jurisprudence, the evidence presented or that which may be taken judicial notice of the established principles of equity;
- 12.15. The decision of the arbitrator shall be final and binding on the parties subject to limitations provided by existing laws, rules, and regulations;
- 12.16. Should the grievance or complaint not be settled by the above procedures, only then may either party pursue such other actions as may be allowed by law;
- 12.17. The Public Assembly Act of 1985 and other pertinent laws shall govern activities conducted in public places which include highways, boulevards, avenues, roads, streets, bridges or other thoroughfares, parks, plaza,

square, and/or any open space of public ownership where the people are allowed access. The following procedures shall be adhered to:

- 12.17.1. A written permit secured from the Office of the Mayor shall be required for any student leader/s to organize and hold public assembly in a public place;
- 12.17.2. In securing permit, the name of the University must not be used unless permitted by school authorities; and
- 12.17.3. The application which is in writing shall be filed to the Office of the Mayor at least five (5) working days before the scheduled public assembly or as may be provided by the municipal rules and regulations.

## **ARTICLE 2. STUDENT GOVERNMENT**

**Section 1.** The University recognizes the right of student to govern themselves as a student body, to be transparent and accountable to their constituents, and to be represented in various fora where students need to be represented.

**Section 2.** There shall be a Supreme Student Council (SSC) whose president shall be their representative in the University Administrative Council and the Board of Regents.

**Section 3.** The Supreme Student Council (SSC) shall have the following officers:

### Elective Positions

- President
- Vice President
- Councilors (7)
- College Representatives (one per college including Laboratory High School)

### Appointive Positions

- Secretary
- Sub Secretary
- Treasurer
- Sub Treasurer
- Auditor

**Section 4.** The affairs of the Supreme Student Council shall be governed by the Constitution and By-laws promulgated and ratified by the students. Such Constitution and By-laws should not in any way be contrary to existing school policies, and other rules and regulations promulgated by duly constituted authorities.

**Section 5.** Two (2) faculty advisers shall be selected by the student officers to guide them in the affairs of the student council to be recommended by the Director of Student Services and Development for confirmation and approval by the VP-SAS.

**Section 6.** The Director of Student Services and Development shall serve as the consultant of the Supreme Student Council.

**Section 7.** In addition to the Supreme Student Council, each College shall have a student council whose president shall automatically represent their respective College in the Supreme Student Council.

**Section 8.** The officers of the College Student Council shall be the following:

Elective Positions

Chairperson

Vice Chairperson

Councilors (5 councilors for first 100 students and additional 1 council member for every excess of 200 students)

Appointive Positions

Secretary

Sub Secretary

Treasurer

Sub Treasurer

Auditor

**Section 9.** The affairs of the College Student Council shall be governed by the Constitution and By-laws promulgated and ratified by the students in the College. Such Constitution and By-laws should not in any way be contrary to the Supreme Student Council Constitution and By-laws, existing school policies, and other rules and regulations promulgated by duly constituted authorities.

**Section 10.** The Student Services and Development (SSD) Chair in the College shall automatically be one of the faculty advisers of the College Student Council. Another faculty adviser shall be chosen by the College Student Council. Such advisers shall guide the affairs of the council. The selection of faculty advisers in the College Student Council shall be confirmed by the Dean concerned.

**Section 11.** Each class shall have its own set of officers to run the affairs of the class. The president of the class shall automatically be the representative of the class in the College Student Council.

### **ARTICLE 3. STUDENT PUBLICATION AND YEAR BOOK**

**Section 1.** Tarlac Agricultural University (TAU) allows student publications in keeping with the students' constitutional freedom of speech and press.

**Section 2.** All matters governing any kind of student publication shall be covered herein and governed by pertinent rules and regulations issued by Department of Education (DepEd) /Commission on Higher Education (CHED) and other authorized agencies.

**Section 3.** A faculty adviser of the university student publication shall be appointed by the President upon the recommendation of the Director of Student Services and Development and Vice President for Student Affairs and Services (VPSAS). The faculty adviser shall have the following duties and responsibilities:

- 3.1. to guide the editorial board in technical matters pertaining to the production of every issue of the publication;
- 3.2. to ensure that the articles for publication are not against existing laws, institutional policies, rules and regulations, public policy, decency, and customs; and
- 3.3. to facilitate upgrading of staff through training and other forms of enhancement activities.

**Section 4.** The university student publication, The Golden Harvest, shall be composed of the following staff:

Editor-in-Chief  
Associate Editor  
Managing Editor  
Circulation Manager  
Section Editors/Correspondents  
Literary  
Sports  
Feature  
Filipino  
News  
Opinion  
DevCom

Illustrators  
Layout artist  
Cartoonist  
Photojournalist

**Section 5.** The University through the Office of the Vice President for Student Affairs shall establish mechanism on the publication of year book in consultation with the graduating class.

#### **ARTICLE IV. STUDENT HANDBOOK DEVELOPMENT**

**Section 1.** The University through the Office of Student Services and Development shall create a mechanism in the development and revision of Student Handbook.

**Section 2.** The Student Handbook shall be made into accessible formats for dissemination, information, and guidance of students and other stakeholders.

**Section 3.** The Supreme Student Council as student body representative must be involved in the development and revision of the Student Handbook.

#### **ARTICLE V. STUDENT CODE OF CONDUCT AND DISCIPLINE**

##### **Section 1. Rights of Students**

All bona fide students of the University shall have the following rights:

- 1.1. to receive relevant quality education in line with and conducive to their full development as persons with human dignity;
- 1.2. to freely choose their field of study subject to existing curriculum and to continue their course up to graduation except in cases of academic deficiency, or violation of disciplinary regulations;
- 1.3. to receive school guidance and counseling services for making decisions and selecting the alternatives in field of work suited to his/her potentials;
- 1.4. to access his/her own school records, the confidentiality of which the school shall maintain and preserve;
- 1.5. to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents;
- 1.6. to publish a student newspaper and similar publication, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
- 1.7. to free expression of opinions and suggestions to channels of communication with appropriate academic and administrative bodies of the University;
- 1.8. to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and

- physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- 1.9. to be free from involuntary contribution, except those approved by their own organizations or societies; and
  - 1.10. to participate in the formulation and development of policies affecting the school in relation to the locality, region, and the nation through representation in the appropriate bodies of the school to be determined by the Governing Board.

## **Section 2. Duties of Students**

All bona fide students of the University shall observe the obligations as citizens mandated in the New Constitution and those stated under Education Act of 1982 as follows:

- 2.1. to exert his/her utmost effort to develop his/her potentials for service, particularly, by undergoing an education suited to his/her abilities, in order that he/she may become an asset to his/her family and to society;
- 2.2. to uphold the academic integrity of the University, endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
- 2.3. to promote and maintain the peace and tranquility of the University by observing the rules of discipline and by exerting effort to attain harmonious relationships with fellow students, the teaching and academic staff and other personnel;
- 2.4. to participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his/her community and in the attainment of just, compassionate and orderly society; and
- 2.5. to exercise his/her rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and the rights of other

## **Section 3. General Provisions of Student Code of Conduct and Discipline**

- 3.1. Every student shall obey the laws of the land and the rules, regulations and norms of conduct promulgated by the University.
- 3.2. Violations of such rules and regulations shall be subject to disciplinary action by designated authorities after due process.
- 3.3. The provisions of this Code shall apply to all bona fide students of the University for offenses committed within the University jurisdictions. The provisions of this Code shall apply whenever applicable, otherwise the laws of the land shall apply.
- 3.4. Guidance and counseling shall be provided to all erring students.

- 3.5. Sanctions to be given to erring students should be restorative rather than punitive.
- 3.6. Sanctions to be imposed should be just, not cruel and oppressive. A progressive system of imposing sanctions shall be adopted taking into consideration the gravity of the offense and the aggravating, mitigating and alternative circumstances attendant thereto.
- 3.7. No respondent shall be penalized twice for the same act complained of.
- 3.8. Sanctions may range from warning, reprimand, suspension, dismissal, or in extreme cases, expulsion. All sanctions shall be given with objectivity and impartiality to the end that no injustice is committed.
- 3.9. Respondents in any grievance proceeding are prohibited to commit any hostile act whether directly or indirectly against the complainant for purposes of intimidation and/or coercing the latter to withdraw the case. These acts if committed during pendency of the grievance case and satisfactorily proven shall be considered as aggravating factors in the imposition of the sanction.

#### **Section 4. Norms of Conduct**

For the guidance of all concerned, the following norms of conduct and discipline of students are hereby promulgated:

- 4.1. **Moral Character.** A student is imbued with moral character if among other qualities, he/she:
  - 4.1.1. has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of High Reasons and accepted values and approved levels of conduct in the society he/she lives;
  - 4.1.2. is honest to himself/herself, accepting his/her shortcoming, striving to improve and change;
  - 4.1.3. is fair and just in his/her dealings with others;
  - 4.1.4. lives by the precepts of love, justice, compassion, and concern for others; and
  - 4.1.5. respects the rights of others as he/she would want his/her own rights to be respected.
- 4.2. **Personal Discipline.** A student is imbued with personal/self-discipline, if among other qualities, he/she:
  - 4.2.1. devotes himself/herself to the fulfillment of his/her obligations and considers his/her right as means to or regard for the same;
  - 4.2.2. learns to forego the enjoyment of certain rights and privileges that others who are more needy may be benefited and for the greater good of society;



- 4.2.3. resolves his/her problems and conflicts without prejudicing others;
- 4.2.4. is tolerant of others, and humble to accept what is better than his/hers;
- 4.2.5. avoids vices such as gambling, drinking liquor, smoking, taking prohibited drugs;
- 4.2.6. avoids engaging in illicit relationships, sexual excesses and aberrations; and
- 4.2.7. makes right reason guide and control his/her life, actions, and emotions.

4.3. **Civic Consciousness, Nationalism and Patriotism.** A student is imbued with civic consciousness, nationalism and patriotism, if among other qualities, he/she:

- 4.3.1. respects duly constituted authorities and obeys laws, rules and regulations;
- 4.3.2. settles disputes, problems, and conflicts according to the norms of law and society.

#### 4.4. **Basic Discipline**

At all times, every student must observe/follow/abide by all the laws of the land and all the policies and regulations adopted by the University. The investigation, disposition and corresponding sanction on student disciplinary cases shall follow the procedures set in this Code.

The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the University as signified by his/her enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute parental authority.

All school personnel are mandated to enforce and supervise overall compliance to the Code in their respective areas of responsibility. For the purpose of implementing University policies, rules and regulations and the provisions of this Code, the University President, Vice-President(s), Deans, Directors, Chairpersons, Laboratory School Principal, members of the faculty, administrative staff and the security force are deemed Agents of Persons in Authority.

### **Section 5. Grounds for Disciplinary Actions and their Corresponding Sanctions**

The University shall uphold to follow the grounds for disciplinary actions and their corresponding sanctions to erring students.

### **Section 6. Special Laws**

Students of the University are expected to abide by the laws of the land. Hence, any violation to existing laws shall be penalized with a sanction ranging from one week suspension and elevation of the case to proper government court to indefinite

suspension pending resolution of the case by a court of law, unless otherwise specified in this Code. Special laws include but are not limited to the following:

- 6.1. Anti-Hazing Law
- 6.2. Comprehensive Dangerous Drugs Act
- 6.3. Law on Anti-Violence against Women and their Children
- 6.4. Anti-Sexual Harassment Act
- 6.5. Anti-Bullying Act
- 6.6. Observance of Flag Ceremonies (CSC MC No. 19, s. 2012)

### **Section 7. Student Discipline Board (SDB)**

- 7.1. Composition of the Student Discipline Board  
The Student Discipline Board (SDB) shall be composed of the following members:
  - 7.1.1. Chair of Student Discipline as Chairperson;
  - 7.1.2. Dean/s of student/s involved;
  - 7.1.3. SSD Chairperson/s of student/s involved;
  - 7.1.4. President of the Supreme Student Council.

Note: The student/s involved shall receive counseling from College Guidance Counselor/ Guidance Associate.

- 7.2. Jurisdiction. The Student Discipline Board (SDB) shall have jurisdiction over all complaints of students, faculty members, non-teaching personnel, or a college administrator against a student.
- 7.3. Powers and Functions. The Student Discipline Board (SDB) shall exercise the powers and perform the functions as follows:
  - 7.3.1. to receive complaints of student/s or any member of the academic community against another student;
  - 7.3.2. to conduct a formal investigation of the complaint filed and to render a just and impartial decision relative thereto;
  - 7.3.3. to conduct summary proceedings of complaints filed that are covered by the rules on summary proceedings under this Code; and
  - 7.3.4. to submit a report of their accomplishments as may be required.

## **CHAPTER III. INSTITUTIONAL STUDENT PROGRAMS AND SERVICES**

This chapter presents the different institutional programs and services for students. Specifically, it includes financial assistance, student housing, multifaith services, and services to students with special needs such as persons with disability (PWD), indigenous people, foreign students, and others.

## **ARTICLE 1. FINANCIAL ASSISTANCE PROGRAMS AND SERVICES**

The Financial Assistance Programs and Services aim to provide scholarship and other forms of study grants to deserving and qualified students within the context of the institutional goals and capabilities.

The Institutional Student Programs and Services Unit (ISPSU) prepares the necessary forms and sets the dates for filing of application for scholarships and study grants/aids.

### **Section 1. Scholarships**

#### **1.1. General Provisions**

Except otherwise specifically provided, all scholarships shall be governed by the following general provisions:

- 1.1.1. a scholar must have a minimum load of 15 units prior to and during the semester where the scholarship is applied;
  - 1.1.2. the General Weighted Average (GWA) of a scholar must be 2.5 or better;
  - 1.1.3. he/she must not obtain a conditional grade (4.0), incomplete (INC), or failing grade (5.0) in any subject he/she enrolled;
  - 1.1.4. he/she must be of good moral character and not subjected to any disciplinary action by school authorities.
- 1.2. The university shall assist students in availing of scholarships, grants, and other forms of financial assistance.

### **Section 2. Student Assistantship**

Student assistantship shall be made available to qualified students in accordance with Commission on Audit (COA) rules and regulations.

### **Section 3. Student Incentive Program**

Incentives shall be awarded to deserving students of the University. The full amount of incentive to be granted to each deserving student shall be determined by the Board of Regents from time to time subject to the availability of funds and within the government auditing and accounting rules.

### **Section 4. Student Insurance**

The OSSD shall facilitate the annual group insurance of students subject to the payment of students for such group insurance.

### **Section 5. Economic Enterprise Development**

The University thru the Office of Student Services and Development shall establish a mechanism to promote and develop economic enterprise of students. This program includes activities that would cater to the economic needs of students such as income generating projects, entrepreneurial, student cooperatives, savings and the like.

## **ARTICLE 2. STUDENT HOUSING**

The University shall provide assistance to students on accessible, affordable, and safe dormitories and housing facilities. Students are accommodated either in the dormitories or in boarding houses within the vicinity of the University. The University shall establish partnership with these boarding houses for the benefit of students.

## **ARTICLE 3. HEALTH SERVICES**

This service ensures that the health not only of students but the whole academic community is monitored and maintained. These services include medical, dental, sanitation, and food inspection.

### **Section 1. Medical and Dental Services**

#### 1.1. Goals and Objectives

- 1.1.1. to provide primary health care to students, faculty, staff, and out patients at nearby barangays.
- 1.1.2. to ensure a healthy working environment for students, faculty and staff of the University.

#### 1.2. Services

The Medical and Dental Unit of the University provides the following services:

- 1.2.1. free consultation;
- 1.2.2. free physical examination;
- 1.2.3. free dental examination, consultation, prophylaxis, and tooth extraction;
- 1.2.4. free dispensation and prescription of medicines
- 1.2.5. case referrals to hospitals; and
- 1.2.6. free medical screening to prospective incoming students, employees and out bound students/ staff/ faculty.

### **Section 2. Health Examination**

- 2.1. All students shall undergo annual physical and medical examinations to determine their physical fitness;
- 2.2. The University physician may not recommend for admission those students with active contagious diseases;
- 2.3. The Medical and Dental Services Unit maintains and protects the general health of students and the entire University population and gives first aid treatments;
- 2.4. The Medical and Dental Services Unit shall provide a year round schedule for physical and medical check-up of students; and
- 2.5. In coordination with other agencies, the Medical and Dental Services Unit shall render referral service to students immediately in need of serious medical attention.

### **Section 3. Mental Health**

- 3.1. The Medical and Dental Unit in coordination with the Human Resource Management Office (HRMO) and the Student Welfare Unit (SWU) of the OSSD shall coordinate to ensure the mental health of faculty, non-teaching staff, and students.
- 3.2. The HRMO shall develop programs and services to guarantee that the University employees' mental health are taken care of.
- 3.3. The Student Welfare Unit shall institutionalize services for the mental health of students.
- 3.4. Mental health concerns beyond the capability of the University shall be referred to experts outside the University through the Medical and Dental Unit or the Student Welfare Unit as the case may be.

### **Section 4. Environmental Sanitation**

- 4.1. The Medical and Dental Services shall supervise campus sanitation, waste management, prevention and control of communicable diseases, and conducts health education; and
- 4.2. It shall be the responsibility of each student to ensure the maintenance of sanitation in the use of school facilities.

## **ARTICLE 4. FOOD SERVICES**

The university shall ensure availability of safe and healthy foods within the campus and immediate vicinity in accordance with the food, safety, and sanitation guidelines of the Department of Health.

## **ARTICLE 5. SERVICES TO STUDENTS WITH DIVERSE NEEDS**

The University shall provide services to students with diverse needs. These students include but are not limited to foreign students, persons with disability, and indigenous people.

### **Section 1. Foreign Student Services**

- 1.1. The University provides opportunities for foreign student to enroll in the different programs offered therein in provided that such foreign student complies with the rules and regulations set by the Commission on Higher Education (CHED), the Bureau of Immigration, the University, and other government agencies.
- 1.2. Foreign students are given option by the University to stay in University dormitories or to stay outside the University premises. However, the University has the responsibility to recommend boarding houses and/or apartments where such foreign students are safe and secure. These boarding houses and/or apartments should be accredited by the University.

- 1.3. The Office of the External Linkages and International Affairs (ELIA) shall serve as the liaison office which shall assist foreign students with government agencies like Commission on Higher Education, Department of Foreign Affairs, Bureau of Immigration, and other offices involved in the entry and stay of foreign and international students in the Philippines.
- 1.4. All foreign students shall be required to follow the rules and regulations for students at the University.
- 1.5. Foreign students are required to participate in all student activities of the University except in cases where they will be excused in participating in such activities due to cultural or religious restrictions. In this case, a written request by the foreign student concerned should be approved by the Vice President for Academic Affairs upon the recommendation of the Director of Student Services and Development.
- 1.6. The Office of External Linkages and International Affairs (ELIA) and the Office of Student Services and Development (OSSD) shall be responsible in assisting foreign students with their non-academic needs. The ELIA and OSSD are responsible in developing the following:
  - 1.6.1. a special student services and development program that specifically caters to the needs of foreign students; and
  - 1.6.2. a code of conduct that will govern foreign students while they are inside the country in compliance with prescribed rules and regulations.
- 1.7. The Office of Admission and Registration Services (ARS) shall be responsible to assist foreign students with their academic needs in coordination with the Dean concerned, Director of Curriculum and Instruction, and the Vice President for Academic Affairs.
- 1.8. A quota shall be set by the University in admitting foreign students considering local and national security in accordance with prescribed rules and regulations. Such quota shall be based on a ratio between foreign and local students approved by the Board of Regents.
- 1.9. Fees for foreign students shall be set by the University administration taking into consideration the different guidelines set by the government and the Board of Regents of the University

## **Section 2. Inbound and Outbound Student Mobility**

- 2.1. Students from partner universities that are invited for Inbound Student Mobility Program of the University are required to submit documentary requirements.
- 2.2. The University offers opportunities for its students to participate in its outbound International Student Mobility Program subject to the following guidelines:
  - 2.2.1. The program should be relevant to their course or major which can be beneficial in terms of developing their

intellectual potential through exposure to different perspective and wider horizons, and enhancing personal maturity by inculcating confidence, adaptability, resilience, and intercultural awareness.

- 2.2.2. Students shall be sent for exchange programs only to universities, agencies or institutions in which the University has an active partnership agreement or linkage.
  - 2.2.3. Applications of students for international mobility program shall be appraised by the ELIA and endorsed for screening to the Committee on International Student Mobility. The committee shall endorse the results of the screening or applications/nominations to the approving authority.
  - 2.2.4. The authority to approve is vested to the University President who shall endorse the applicant/nominee to the host institution or agency.
  - 2.2.5. Outbound students may be granted financial assistance depending on the nature of the program.
- 2.3. The Office of External Linkages and International Affairs serves as a liaison department to facilitate the application for visa and other immigration requirements of mobility students. The designated liaison officer shall coordinate with Bureau of Immigration, Commission on Higher Education, Department of Foreign Affairs, and concerned embassies.

### **Section 3. Persons with Disability**

The university shall ensure academic accommodation to persons with disabilities, hence, programs and activities shall be designed to provide equal opportunities to this population. The services are as follows:

- 3.1. At the start of each semester, the Student Services and Development (SSD) Chairperson of each college shall submit an inventory of students with disability to the OSSD.
- 3.2. The OSSD shall provide a list of all PWDs to concerned offices such as the Physical Education Department, Medical and Dental Unit, Gender and Development, and other offices for possible exemption, financial assistance, and other forms of assistance.
- 3.3. Persons with disability shall be included in the application for Tertiary Education Subsidy subject to the approval of the Commission on Higher Education.
- 3.4. The University shall provide access to all facilities for persons with disability. This may be done by building ramps, scheduling classes in first floors only, and other means to assist PWDs.

- 3.5. In all services of the University, PWDs shall be given priority in queues.
- 3.6. The OSSD in coordination with Gender and Development Office shall develop a student welfare and development program for PWDs.

#### **Section 4. Indigenous People**

To ensure academic accommodation to indigenous people, the University shall provide the following services:

- 4.1. At the start of each semester, the Student Services and Development (SSD) Chairperson of each college shall submit an inventory of students belonging to Indigenous People Groups to the OSSD.
- 4.2. Students belonging to Indigenous People groups shall be included in the application for Tertiary Education Subsidy subject to the approval of the Commission on Higher Education.
- 4.3. The OSSD in coordination with Gender and Development Office shall develop a student welfare and development program for students belonging to indigenous people groups.

#### **ARTICLE 6. MULTIFAITH SERVICES**

The University shall establish a mechanism to ensure free expression of religious orientation of students in accordance with institutional policies and principles. Further, activities such as spiritual formation, spiritual retreats, bible studies, spiritual counseling, and other spiritual activities to uplift students shall be conducted.

#### **ARTICLE 7. SPORTS DEVELOPMENT**

The university through the Sports Development Office shall ensure the availability of sports program which aims to promote sportsmanship, self-confidence, social, and physical well-being of athletes and the whole studentry.

#### **ARTICLE 8. SOCIO-CULTURAL DEVELOPMENT**

The university through the Socio-cultural Development Office shall provide opportunities for the students to develop and enhance talents, abilities, and values for appreciation. Additionally, there shall be mechanisms to promote the country's culture and arts in coordination with other government agencies.

#### **ARTICLE 9. SAFETY AND SECURITY SERVICES**

To ensure safe and secure environment for students and other members of the TAU community, the University shall:

- 9.1. hire licensed and competent security personnel;
- 9.2. provide accessible, safe, and secure buildings and facilities for persons with disabilities;
- 9.3. create a mechanism to address disaster risk reduction and management concerns;

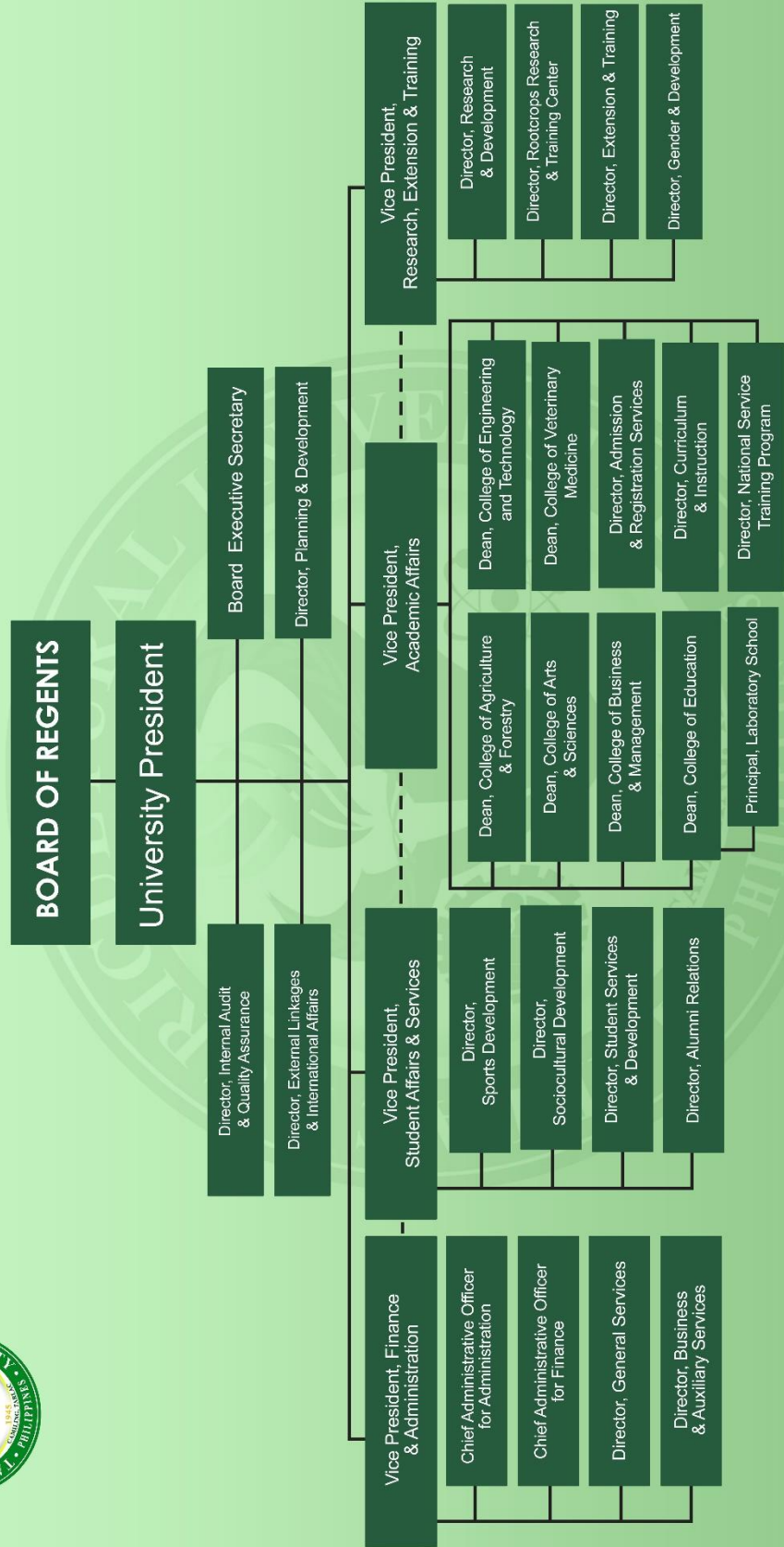


- 9.4. conduct regular earthquake and fire drills;
- 9.5. establish other mechanism/ plan to ensure the safety and security of the students.

# ANNEX

# Tarlac Agricultural University

## Organizational Structure



## COMMITTEE ON THE REVISION OF THE UNIVERSITY CODE

<b>Chair</b>	:	Dr. Noel J. Petero
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<b>Resource Persons</b>	:	Mr. Rene G. Nanit (UFA President) Dr. Sherwin S. Alar (FA President) Dr. Jay-Ar A. De Mayo (NASA President) Mr. Wally R. Bueno (SSC President)
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