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ARTICLE 1. Title, Coverage and Interpretation

Section 1. This Document shall be known and cited as the Revised Code of the Central Luzon State University (CLSU) or simply referred to as the “University Code.”

Section 2. This Code shall govern and be applied only to the Central Luzon State University (CLSU) with principal address at Science City of Muñoz, Nueva Ecija, Philippines.

Section 3. This Code shall be liberally construed in favor of the policies and principles promulgated by the Central Luzon State University.

ARTICLE 2. Declaration of Principles and University Policies

Section 1. The Central Luzon State University is a public, non-sectarian, non-profit institution of higher learning duly established by law and principally supported by state funds. It shall also include the University Science High School, the Agricultural Science and Technology School located within the main campus and the University Laboratory High Schools situated in Pinili, San Jose City, Palusapis, Science City of Muñoz, and Bibiclat, Aliaga, Nueva Ecija for its teachers school training programs.

Section 2. The Central Luzon State University shall be envisioned as a world class knowledge-based people’s university, proactive, relevant and committed to service and excellence.

Section 3. The University shall develop socially responsible and empowered human resources and knowledge for poverty alleviation, environmental protection and global competitiveness towards sustainable development.

Section 4. The University shall seek to help accelerate the educational, economic, social, cultural, political and moral well-being, and environmental consciousness of the peoples it serves.

Section 5. The University shall continuously enhance its capability and potential to pursue excellence and leadership in its mandated four-fold functions of instruction, research, extension and training, and production.
Section 6. The University shall endeavor to democratize access to education through the expansion of assistance program.

Section 7. The CLSU shall provide education that will enable those who avail of its instruction and training to think and act humanely and become responsible members of a free society whose highest value is human dignity.

Section 8. The CLSU shall adopt a Strategic Plan to be regularly updated which shall serve as the basis for the planning, development and implementation of its program.

Section 9. In accordance to the pertinent provisions of the Constitution of the Republic of the Philippines and Republic Act 8292, the Central Luzon State University shall enjoy academic freedom and institutional autonomy.

Section 10. The powers and responsibilities of the University in addition to those provided for in the Constitution of the Philippines shall be those provided for in its Charter, Republic Act No. 4067, Presidential Decree No. 1312 as amended by P.D. 1437, Republic Act No. 8292 and those granted to corporations in general under the Corporation Law and such other powers as may be provided by law.

Article 3. Declaration of General Objectives

Section 1. In consonance with the national development goals and in order to translate and operationalize the principles and policies prescribed in the preceding article, the University aims to provide professional and technical training in agriculture and mechanic arts besides providing advanced instruction and promoting research in literature, philosophy, the sciences, technology and arts.

Article 4. University Seal and Colors

Section 1. The Seal of the Central Luzon State University is dominantly yellow and green, representing light and life. These are the University’s colors symbolizing its pioneering leadership in agricultural education and technology in the country since its establishment in 1907.

Section 2. The three rice stacks signify the four-fold function of the university --- instruction, research, extension and production. The torch radiates and illuminates quality and accessible education that CLSU provides in theory represented by the book and in practice represented by the plows to empower people and sustain development particularly in the countryside.

Section 3. The University colors shall be green and gold.
TITLE TWO
THE GOVERNMENT OF THE UNIVERSITY

Chapter 1
THE BOARD OF VISITORS

Article 5. Composition and Special Functions

Section 1. The Board of Visitors of the 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 Representatives and the Chairman of the Commission on Higher Education.

Section 2. The Board of Visitors of the University shall make visits to the University, individually or otherwise, at such time and date as they may determine or deem proper, to examine the property, courses of study, accounts and general conditions of the University.

Chapter 2
THE BOARD OF REGENTS

Article 6. Composition

Section 1. The government of the Central Luzon State University shall be vested in the “Board of Regents of the Central Luzon State University” as constituted by law which shall be composed of the following:

a. Chairman of the Commission on Higher Education (CHED), as Chairman;
b. President of the University, as Vice Chairman;
c. Chairman of the Senate Committee on Education, as Member;
d. Chairman of the House Committee on Higher and Technical Education, as Member;
e. Regional Director of the National Economic Development Authority (NEDA), Region III, as Member;
f. Regional Director of the Department of Agriculture (DA), Region III, as Member;
g. Regional Director of the Department of Science and Technology (DOST), Region III, as Member;
h. President of the CLSU Faculty Association, Inc., as Member;
i. President of the CLSU Alumni Association, Inc., as Member;
j. Chair of the University Supreme Student Council or the student representative elected by the student council, as Member; and
k. Two (2) prominent citizens who have distinguished themselves in their professions or field of specialization to be chosen in accordance with law, as Members.

**Article 7. Manner of Appointments and Term of Office**

Section 1. The Chairman of the CLSU Board of Regents, the Vice Chairman, and the five (5) ex officio regular members representing Congress, DA, DOST and NEDA have the right to sit as Chairman, Vice Chairman and Members thereof ipso facto upon their assumption into office.²

Section 2. The duly elected President of the CLSU Faculty Association, Inc. (FAI) shall sit as member of the CLSU Board of Regents. The term of office shall be co-terminus with the term of office in such capacity in accordance with the Association’s Constitution and By-Laws.³

Section 3. The duly elected Chair of the University Supreme Student Council (USSC) shall sit as member of the CLSU Board of Regents. The terms of office shall be co-terminus with the term of office in such capacity in accordance with the Constitution and By-Laws of the University Supreme Student Council. In the event the student representative loses his/her status by way of graduation, dismissal, transfer or other causes, he/she shall cease as member of the CLSU Board of Regents.⁴

Section 4. The duly elected President of the CLSU Alumni Association, Inc. (CLSUAAI) shall sit as member of the CLSU Board of Regents. The term of office shall continue until his/her term of office as President of the CLSUAAI expires.⁵

Section 5. The term of office of the two (2) prominent citizens representing the private sector to the CLSU Board of Regents shall be for period of two (2) years. They may be re-appointed for another term only.⁶

Section 6. The prominent citizens representing the private sector shall be selected through a Search Committee (SC) to be constituted by the University President and approved by the Chairman of the CHED. The SC shall elect from among themselves their Chair, provided that the faculty and student sectors are represented. The SC shall submit the names of at least five (5) nominees to the CLSU BOR thirty (30) days from the conception of the search in accordance with the procedures laid down by the SC. The CLSU BOR shall select two (2) private sector representatives from among the five (5) recommended by the SC taking into consideration their respective qualifications and the weight of their possible contribution arising from their knowledge, expertise and depth and breadth of experience to the realization of the mission of the university itself.⁷

¹Section 3, RA 8292
²Section 7, RA 8292 IRR
Section 7. The private sector representatives selected by the Board shall be appointed through a resolution duly adopted by the CLSU BOR. They shall be chosen as members of the CLSU BOR provided they meet the qualifications and/or standards set by the Board.  

Article 8. Meetings and Quorum

Section 1. The Board of Regents must regularly convene at least once every quarter.

Section 2. The President of the University shall be responsible for the needed preparations to ensure the smooth conduct of the regular meetings or special sessions.

Section 3. The Board Secretary shall issue the Notice of Regular Meetings at least seven (7) days before the scheduled meeting and shall furnish every member of the CLSU BOR the proposed agenda and pertinent supporting documents authorized by the CLSU President.

Section 4. The Board Secretary shall secure the confirmation of attendance one (1) day before the BOR meeting.

Section 5. The Chair or Vice Chair may call special meetings whenever necessary, provided the members of the CLSU BOR have been notified in writing at least three (3) days before the date of special meeting.

Section 6. The members of the CLSU BOR may petition the Chair or Vice Chair for a special meeting based on legitimate and urgent concerns requiring Board action and decision.

Section 7. The agenda of special meetings shall be limited to specific matters needing urgent action/resolution of the CLSU BOR.

Section 8. The CHED Chair or the Commissioner duly designated CLSU BOR Chair shall preside over regular and special meetings.

Section 9. In the absence of a duly designated CLSU BOR Chair, the CLSU President who is the CLSU BOR Vice Chair shall preside over the scheduled regular or special meeting.

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Section 3-a-viii & 3-b, RA 8292 and Section 11, RA 8292 IRR
Section 3-a-vii, RA 8292 and Section 11, RA 8292 IRR
Section 3-a-viii & 3-b, RA 8292
Section 3-b, RA 8292
Section 10.2, 10.3 & 10.4, RA 8292 IRR
Section 10.6, RA 8292 IRR
Section 3-c, RA 8292
Section 7, RA 8292 and Section 33, RA 8292 IRR
Section 10. Where the CLSU BOR Chair or CLSU President is not in attendance, the scheduled meeting shall be deferred and rescheduled to another date as agreed upon by the CLSU BOR members.

Section 11. A majority, 50% plus one (1), of all members holding office of the time of its meeting shall constitute a quorum; Provided that the CHED Chair who is Chair of the Board of Regents of CLSU, or the CLSU President is among those present in the meeting. In the absence of the CHED Chair, a Commissioner of the CHED duly designated by him/her shall represent him/her in the meeting with all the rights and responsibilities of a regular meeting. Provided, however, that in the said meeting, the CLSU President as Vice Chair shall be the Presiding Officer. Provided, further that this proviso notwithstanding, the CHED Chair may designate a CHED Commissioner the regular Chair to the CLSU BOR, in which case, said CHED Commissioner shall act as presiding officer.15

Section 12. If the CLSU BOR members from Congress cannot attend regular or special meetings, they may designate in writing their representatives. The other ex-officio members of the CLSU BOR from the government shall personally attend the CLSU BOR meetings.16

Section 13. If a quorum cannot be declared for reason that the attendance does not constitute the majority of the CLSU BOR members, the Chair may convert the meeting into executive session i.e. if the agenda is extremely urgent, provided that the actions taken shall be submitted for confirmation of the CLSU BOR in the subsequent meeting.

Section 14. In case of urgent matters requiring board action/resolution, the CLSU President may secure a CLSU BOR decision through a referendum i.e. if the Board cannot be convened for valid reasons.

Section 15. The CLSU BOR shall promulgate policies pertaining to referendum(s) particularly on their scope and limitation. Generally, the referendum shall be limited to academic and administrative matters.

Article 9. Compensations

Section 1. Unless provided, the members shall serve without compensation but they shall be reimbursed of the necessary expenses incurred in their attendance of meetings of the Board or in connection with their official business authorized

12Section 12.4, RA 8292 IRR
13Section 12.4, RA 8292 IRR
14Section 14 and 16, RA 8292 IRR
15Section 3-c, RA 8292 and Section 14, RA 8292 IRR
16Section 3-c, RA 8292 and Section 13, RA 8292 IRR
17Section 9, RA 8292 IRR
by resolution of the Board.  

**Article 10. Powers and Duties of the Board**

Section 1. The Board of Regents shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

- To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;
- To receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;
- To receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the University, subject to limitations, directions and instructions of the donors, if any. Such donations shall exempt from all taxes and shall be considered as deductible items from the income tax of the donor; provided, however, that the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non-profit private universities and colleges; provided, finally, that the same privileges shall also be extended to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;
- To fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as they 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 funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same fund for the use of the University; provided, that income derived from university hospital shall be exclusively earmarked for the operating expenses of the hospital.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university or college from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university or college,  

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17Section 18, RA 8292 IRR  
18Section 4, RA 8292
and may be disbursed by the Board of Regents for instruction, research, extension, or other programs/projects of the university: Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reasons beyond its 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;

e. To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;

f. To authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university through the Board of Regents shall be exempt from all taxes and duties;

g. To appoint, upon the recommendation of the president of the university, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;

h. To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

i. To approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;

j. To set policies on admission and graduation of students;

k. To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university and to authorize the award of certificates of completion of non-degree and non-traditional courses;

l. To absorb non-chartered tertiary institutions within the province of Nueva Ecija in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;

m. To establish research and extension centers of the University where such will promote its development;
n. To establish chairs in the university and to provide fellowships for qualified faculty members and scholarships to deserving students;

o. To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university as it may deem appropriate so as to expedite the administration of the affairs of the university or college;

p. To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

q. To collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management (DBM), the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;

r. To enter into joint ventures with business and industry 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;

s. To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the university;

t. To develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;

u. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;

v. To establish policy guidelines and procedures for participative decision-making and transparency within the university;

w. To privatize, where most advantageous to the institution, management of non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and

x. To extend the term of the president of the university beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the President of the University.

Article 11. The University and Board Secretary

Section 1. The Board shall appoint a Secretary who shall serve as such for both the Board and the University. The Secretary shall keep all the records and the minutes of the proceedings of the Board and shall communicate to the Chairman, Vice
Chairman and Members of the BOR notice of all regular meetings, special sessions and other undertakings of the Board of Regents.\(^{19}\)

Section 2. As Secretary of the Board of Regents, he shall exercise the following specific duties and functions:

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

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

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

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

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

Section 3. As Secretary of the University, he shall exercise the following duties and functions:

a. To act as Secretary of the Administrative Council. As such, he shall issue notices of meetings of the Council and take down the minutes of the proceedings thereof;

b. To prepare memoranda, circulars, bulletins and other official communications for the signature of the University President or his duly authorized representative;

c. To inform the members of the faculty and the non-teaching staff on various policies, rules and regulations promulgated by the Board of Regents or by the Council as approved by the Board;

d. To keep custody of classified records, issue excerpts or appropriate certifications upon request of authorized officials and employees of the University and other entities;

e. To prepare drafts and correspondences referred to by the University President; and,

f. To perform such other related functions as may be directed by the University President.
Article 12. Committees

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

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

Article 13. Annual Report

Section 1. The Board of Regents shall file with the President of the Philippines a detailed report covering the preceding year setting forth the progress and needs of the University.

Chapter 3
THE ADMINISTRATIVE COUNCIL

Article 14. Composition

Section 1. There shall be an administrative council consisting of the President of the University as Chairman, the Vice president(s), Deans, Directors and other officials of equal rank and upon invitation, the President of the Faculty Association, Inc. (FAI), the President of the Non-Academic Staff Association (NASA) and the Chair of the University Supreme Student Council as members whose duty is to review, formulate, recommend and implement policies governing the management and development planning of the University subject to the approval of the Board of Regents.

Article 15. Powers and Functions

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

a. To recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action;

b. To implement policies approved by the Board of Regents by formulating pertinent rules and regulations to that effect;

c. To exercise disciplinary power over University personnel, within the limits of the rules of personnel discipline prescribed by this University Code and subsequent rules and regulations promulgated by the Board of Regents; and,

d. To perform such other powers and functions as may hereinafter be granted by the Board of Regents and by subsequent laws and regulations.
Article 16. Officers

Section 1. The President of the University shall be the Presiding Officer of the Administrative Council. In his absence, any of the four (4) Vice Presidents maybe designated by the President to take over.\textsuperscript{21}

Section 2. The University and Board Secretary shall be the Ex-Officio Secretary of the Council, unless another official is designated by the University President to assume the position. As such, he shall discharge the duties and functions provided under Sec. 3, Article 11 of this University Code.\textsuperscript{22}

Article 17. Meetings and Quorum

Section 1. The Administrative Council shall meet at such time as the President may determine, provided, that there shall be at least one regular meeting every quarter, without prejudice to the promulgation of internal rules setting forth a specific provision on the matter. The President shall call a special meeting whenever necessary or upon the written request of at least one-fifth of the members of the Council.

Section 2. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons. Proxies may be allowed but without voting powers.

Section 3. A quorum of the Administrative Council shall consist of a majority of all its members who are holding office at the time, excluding those on official leave or travel, and a majority vote of all its members present shall be required to dispose a question or decide an issue, unless provided under parliamentary rules.

Article 18. Committees

Section 1. The Administrative Council may create committees, as it may deem necessary and at its convenience for the proper performance of its functions.
Chapter 4  
THE ACADEMIC COUNCIL

Article 19. Composition

Section 1. There shall be an Academic Council consisting of the President of the University as Chairman, Vice President for Academic Affairs as Vice-Chairman, and the Deans, Institute Directors, the Principals of the University Science High School, the Agricultural Science and Technology School and of the University Laboratory Schools and all faculty members from the rank of Assistant Professor I and above, as members.\(^\text{23}\)

Article 20. Powers and Functions

Section 1. The Academic Council shall have the following powers and functions:\(^\text{24}\)

a. To advise the President on matters concerning academic policies;
b. To prescribe the curricula and rules of discipline of the University subject to the approval of the Board of Regents;
c. To fix the requirements for admission of students to the University as well as for graduation and the conferring of degrees, subject to the review and approval of the Board of Regents;
d. To submit for confirmation of the Board of Regents list of students qualified to be recipients of degrees;
e. To exercise disciplinary power over the students, within the limits of the rules of discipline prescribed by this Code and subsequent rules and regulations, confirmed by the Board of Regents; and,
f. To perform such other powers and functions as may hereinafter be granted by the Board and by applicable laws and regulations.

Article 21. Officers

Section 1. The President of the University shall be the Presiding Officer of the Academic Council. In his absence, the Vice President for Academic Affairs shall preside, and in the absence of both, the University President may designate any of the College Deans of the University to take over.

Section 2. The Dean of the Office of Admissions shall be the Ex-Officio Secretary of the Council whose function shall be the same as those specified in the Administrative Council for this position.

\(^{23}\)Section 9 and 10, RA 8292 and Section 39, RA 8292 IRR  
\(^{24}\)Section 40, RA 8292 IRR
Article 22. Meetings and Quorum

Section 1. The Academic Council shall meet at such time as the President may determine, provided that there shall be at least one regular meeting each semester. A special meeting may be called by the President as may be deemed necessary or upon the written request of at least one-fifth of the members of the Council.

Section 2. Attendance in all the meetings of the Council shall be required of every member thereof and only for meritorious and justifiable reasons shall a member be excused from attendance. Proxies may be allowed but without voting powers.

Section 3. A quorum of the Council shall consist of a majority of all its members who are holding office at the time, excluding those on official travel or leave, without prejudice to the promulgation of the internal rules setting forth a provision for the constitution of the quorum of the Council. A majority vote of all members present shall be required to dispose a question or decide an issue, unless provided under parliamentary rules.

Article 23. Committees

Section 1. The Academic Council may create Committees, as it may deem necessary for the proper performance of its function.
TITLE THREE
THE ADMINISTRATION AND ORGANIZATION OF THE UNIVERSITY PROGRAMS

Chapter 1
ADMINISTRATION OFFICIALS

Article 24. Composition

Section 1. The key officers of the administration shall consist of the University President, Vice Presidents, University and Board Secretary, Deans and Directors.

Article 25. The University President

Section 1. The University President shall act as the Chief Executive Officer (CEO) of the university and shall have general powers of administration and supervision similar to CEOs of private corporations. Specifically, he shall perform the following:

a. To have general supervision and control of all business matters, as well as all administrative and financial operations of the University;

b. To act as ex-officio head of all officers, members of the teaching staff, administrative and all other employees of the University;

c. To carry out the general policies laid down by the Board of Regents (BOR) and shall have the power to act within the limits of the said general policies. The University President shall alone direct or assign the details of executive actions;

d. To determine and prepare agenda of all meetings of the BOR, the Administrative Council and of the Academic Council; provided, however that any member shall have the right to suggest any matter for inclusion in the agenda;

e. To preside at commencement exercises and other public affairs of the university and confer such degrees and honors as confirmed by the BOR. All diplomas and certificates issued by the institution shall be signed by the University President, by the University Registrar and/or by the Dean;

f. To be the official link of communication between the faculty, personnel, and students of the institution on the one hand, and the BOR on the other;

g. To appoint competent and qualified persons to fill all vacancies and new positions as delegated by the BOR. The University President shall have the authority to fill vacancies temporarily and to make such arrangements as necessary to meet all exigencies that may occur between the meetings of the GB so as not to unduly hamper the operations of the institution;

h. To have the authority to transfer faculty members and employees from
one department or unit of the institution to another in accordance with existing laws and rules subject to the confirmation by the BOR;
i. To have the authority to recommend to the BOR the change of leave status of the faculty from teacher’s leave to cumulative leave or vice-versa;
j. To hold all officers, faculty, and employees of the institution duty-bound to the full discharge of their respective duties. When necessity arises and in the interest of public service, he shall, after consultation with the Dean or the Head of Office or Unit concerned, initiate the necessary proceedings for the separation from the service of the erring faculty members or administrative personnel;
k. To submit an annual report to the BOR on or before the 15th day of the second month after the opening of classes each year, highlighting the work of the past year and the needs of the current year. He shall also present to the BOR the proposed annual budget of the institution;
l. To execute and sign, on behalf of the University all contracts, deeds, and all such other instruments necessary for the proper conduct of business of the university. However, in recurring undertakings and transactions where the action is virtually ministerial, and the conditions and terms for which have been fixed in accordance with the existing regulations of the university and general laws of the land, the specified cases may be made in his behalf, by the officers of the Administration or heads of office or units of the university, subject to such safeguards as he may impose;
m. To have general responsibility and final authority over the enforcement of discipline on all faculty and administrative personnel in the institution and over the maintenance of satisfactory academic standards in all its units;
n. To have authority to modify or disapprove any action or resolution of any faculty or administrative section or both, if in his judgment the larger interest of the institution so requires. Should he exercise such authority, the University President shall communicate his decision in writing to the body concerned, stating the reasons for his actions; and thereafter he shall accordingly inform the BOR, which may take any action it deems appropriate in connection therewith;
o. To invite from time to time, scholars of eminence, and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a series thereof; he may authorize honoraria for such service, to be taken from the University’s budgetary allocation at such rates fixed by the BOR or as provided for in existing laws, circulars or orders;
p. To authorize in case of brief absence, to designate a Vice President and/or ranking officer of the administration to act as Officer-in-Charge who shall carry out routine management of the university in his name and in accordance to his instructions and the policies of the BOR; and;
q. To have the power to reorganize the institution subject to the provisions of its Charter and other applicable laws. He shall have the power to create and abolish new colleges, offices, units, or reorganize them; and transfer offices or units with due respect to the security of tenure of all employees
in accordance with existing laws and Civil Service rules and regulations, subject to the approval of the BOR.

Article 26. The Vice President for Administration (VPAD)

Section 1. The Vice President for Administration (VPAD) shall be designated by the University President subject to confirmation by the CLSU Board of Regents without prejudice to re-appointment for a term of two (2) years. He should have earned a doctoral degree with an academic rank of at least Professor I, with at least five (5) years administrative experience. He shall be directly responsible to the President on all administrative operations, planning, and finance matters, and shall preside at meetings of the Administrative Council in the absence of the President. Specifically, he shall have the following duties and functions:

a. To act as Officer-in-Charge of the University in the absence of the President when so designated;
b. To direct the planning, organization, implementation and evaluation of the Administrative Program with the end in view of providing the University with efficient and effective service;
c. To coordinate with other university programs and appropriate government/private agencies to bring about inter-agency complementation and to maximize use of available resources;
d. To represent the Administrative Program in appropriate bodies/offices and cause resolution of conflicts in accordance with established policies and sound management and operations practices;
e. To supervise, coordinate and monitor the activities of the administrative and support services officials and employees of the University and of the affiliate agencies/institutions operating within the campus, if so provided in the Memorandum of Agreement on the establishment of the same;
f. To submit regular report of work progress to the President at least one (1) per quarter;
g. To help and undertake activities that will keep the University abreast with recent developments; and
h. To exercise such other duties and functions as may be delegated by the President.

Article 27. The Divisions under the Vice President for Administration

Section 1. The Divisions directly under the Vice President for Administration shall be the following:

a. The Administrative Services;
b. The Financial Management Services;
c. The Physical Plant and Site Development Services; and
**Article 28. The Vice President for Academic Affairs (VPAA)**

Section 1. The Vice President for Academic Affairs (VPAA) shall be designated by the University President for a term of two (2) years subject to the confirmation by the Board of Regents without prejudice to re-designation. He should have an appropriate earned doctoral degree with an academic rank of least Professor I with at least five (5) years of teaching background and five (5) years of administrative experience. He shall be directly responsible to the President for carrying out all educational policies, for implementing all programs and projects of the university, and for supervising curricular, instructional, and other academic activities in the university. In the absence of the President, he shall preside at meetings of the Academic Council. Specifically, he shall have the following duties and functions:

a. To act as Officer-in-Charge of the University when so designated by the University President;
b. To exercise general supervision over all colleges, institutes, and other academic related service offices;
c. To administer the overall execution of policies on instruction approved by the Board of Regents, as recommended by the Academic Council, and by other higher authorities;
d. To recommend to the President academic policies pertaining to curricula, faculty appointments and assignments, and academic programs;
e. To coordinate the planning and preparation of the proposed annual budget of the different colleges and institutes;
f. To coordinate with the Research, Extension and Training Programs of the University in promoting the research, extension and training activities of the faculty;
g. To serve as ex-officio chairman of all standing and/or ad hoc Committees which shall conduct regular faculty appraisal on performance evaluation, screening of applicants for scholarship and faculty development and other related purposes;
h. To coordinate with other educational institutions and/or related agencies to insure later programs/agency complementation and efficient maximization of available resources;
i. To submit regular report of work progress to the President at least one (1) per quarter;
j. To act as Chair of the Council of Deans, Academic Research Council and the Sports Development Council;
k. To act as Vice Chair of the Academic Council; and
l. To exercise such other powers and functions as may be delegated by the University President.
Article 29. The Offices under the Vice President for Academic Affairs

Section 1. The offices directly under the Vice President for Academic Affairs shall be the following:

a. The Institute of Graduate Studies;
b. The Undergraduate Colleges, Institutes, Centers and Programs;
c. The CLSU Open University;
d. The High Schools;
e. The Office of Student Affairs;
f. The Office of Admissions; and

g. The University Library Services.

Article 30. The Vice President for Research, Extension and Training (VPRET)

Section 1. The Vice President for Research, Extension and Training (VPRET) shall be designated by the University President for a term of two (2) years subject to the confirmation by the Board of Regents without prejudice to re-designation. He shall have an appropriate earned doctoral degree with an academic rank of at least Professor I and with at least five (5) years of research, extension, training and administrative experience. He shall be directly responsible to the President on matters pertaining to research, extension services, non-formal education, and training. He shall have the following duties and functions:

a. To act as Officer-in-Charge of the University when so designated by the University President;
b. To exercise general supervision and coordination of all programs, projects and activities of the various units under his office;
c. To recommend and implement policies and guidelines governing research, extension and training affairs of the University;
d. To plan programs for research activities which are geared towards the growth and development of the region;
e. To coordinate, monitor and appraise the performance of the various research, extension and training units of the University, including those of centers/institution established in the University;
f. To plan, promote and carry out close working relations and linkages with appropriate government agencies and non-government organizations relative to research, extension and training activities;
g. To submit regular report of work progress to the President at least one (1) per quarter;
h. To act as Chair of the Council of RET Directors; and,
i. To perform such other related functions as may be directed by the President.
Article 31. The Divisions under the Vice President for Research, Extension and Training

Section 1. The divisions directly under the Vice President for Research, Extension and Training shall be the following:

a. The Research;
b. The Extension;
c. The Training; and,
d. The Specialized Research and Development Centers.

Article 32. The Vice President for Business Affairs (VPBA)

Section 1. The Vice President for Business Affairs (VPBA) shall be designated for a term of two (2) years subject to the confirmation by the Board of Regents without prejudice to re-designation. He should have an appropriate earned doctoral degree with an academic rank of at least Professor I and with at least five (5) years of business, administrative and management experience. He shall be directly responsible to the University President on all businesses and related activities of the University. He shall have the following duties and functions:

a. To act as Officer-in-Charge of the University when so designated by the University President;
b. To coordinate, monitor and report the activities of the various income generating projects of the University;
c. To implement the policies, rules and regulations relative to the operation of the various income generating projects of the University;
d. To formulate and recommend program proposals to improve the operation and productivity of existing agri-business project and to expand its operations and whenever feasible, to enter into other business ventures, subject to the approval and confirmation of the Board of Regents;
e. To determine available resources (land, labor and capital) for efficient use of such resources from within the inter-projects of the Business Affairs Program of the University;
f. To recommend to the University President the appointments/designations of UBAP Directors and other lower level personnel including the dismissal/termination of the same for cause after due process;
g. To establish and recommend for approval by higher authorities a reward system to maintain/boost the morale of UBAP personnel;
h. To submit regular report of work progress to the President at least one (1) per quarter;
i. To Chair the Business Development Council; and,
j. To perform such other related functions as may be directed by the University President.
Article 33. The Divisions under the Vice President for Business Affairs

Section 1. The divisions directly under the Vice President for Business Affairs shall be the following:

   a. The Crop Production;
   b. The Animal Production; and
   c. The Commercial and Allied Services.

Article 34. The Presidential Management Office (PMO)

Section 1. The Presidential Management Office (PMO) shall act as the primary technical arm of the University President. It shall be headed by a Director who shall be designated by the University President for a term of two (2) years without prejudice to re-designation.

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

   a. To supervise the Planning and Development Office, Public Affairs Office and Alumni Relations Office;
   b. To handle and supervise the management information system of the University;
   c. To provide timely, reliable, accurate and comprehensive information to the University President in the exercise of decision-making;
   d. To provide competent and responsive support to Presidential fora;
   e. To provide thorough and efficient coordination of Presidential activities;
   f. To implement effectively special assignments as directed by the University President; and
   g. To assist in an efficient internal administration.

Section 3. The Planning and Development Office (PDO). The Planning and Development Office (PDO) shall be headed by a Chief and shall act as a coordinative unit and shall perform the following duties and functions:

   a. To propose medium and long-term development plans and programs of the University based on the consolidated plans and programs of various programs and in accordance with the mission, vision and goals of the University, Regional Development Council, CHED and the national thrusts;
   b. To conduct monitoring and process evaluation of planned and programmed activities and recommend to the University President possible course/s of action that will allow restructuring of plans and programs for the purpose of achieving the respective goals of each organizational unit and that of the University, in general;
   c. To coordinate with the different organizational units of the University
relative to their respective development plans and programs;

d. To initiate and coordinate the Annual University Planning and Development Review.

e. To review and analyze constraints in achieving the goals of the development plans and programs;

f. To coordinate with the different organizational units relative to the integration of development plans and programs with the financial plans and budgetary allocation of the University; and,

Section 4. The Public Affairs Office (PAO). The Public Affairs Office (PAO) shall be headed by a Chief and act as the promotion, publication and public relations arm of the University. It shall perform the following duties and functions:

a. To project the good image of the University by enlightening and/or creating public understanding of its various programs, activities and projects;

b. To disseminate relevant and development-oriented information and technologies to its various clienteles;

c. To take charge of the local, national and international affairs of the University and document important activities of the Office of the President as well as the various colleges, offices and units of the University; and,

d. To provide tour guiding services to the public including foreign visitors relative to the University’s role as the Agri-Tourism Site for Luzon.

Section 5. The Alumni Relations Office (ARO). The Alumni Relations Office (ARO) shall be headed by a Chief and shall be responsible in planning and synchronizing the alumni activities. It shall perform the following duties and functions:

a. To plan and coordinate alumni activities that may benefit the students and the university through alumni associations of faculty, colleges and department levels;

b. To assist the alumni to mobilize activities and programs;

c. To foster stronger relationship between the university and the alumni through planned activities;

d. To collect and manage data on the alumni and become a referral center to the university; and,

e. To implement activities to boost fund coming from the alumni.

Article 35. The Internal Audit Services (IAS)

Section 1. The Internal Audit Services (IAS) shall be an independent office directly under the supervision of the University President responsible in the monitoring of finances, systems and methods for the effective protection and utilization of the University’s manpower, resources and assets. It shall be headed by a Chief.
Section 2. The IAS shall be authorized full access to records, personnel and physical properties and perform the following specific powers and duties:

a. To ascertain the reliability and integrity of financial and operational information and the means to identify, measure, classify and report such information;

b. To ascertain the extent of compliance and review the systems established to ensure compliance with government policies, plans and procedures, laws and regulations which have impact on operations;

c. To ascertain the extent to which the assets and other resources of the institutions are accounted for and safeguarded from losses of all kinds;

d. To review and evaluate the soundness, adequacy and application of accounting, financial and other operating controls and promoting the most effective control at reasonable cost;

e. To review operations or programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned;

f. To evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities;

g. To recommend corrective actions on operational deficiencies observed;

h. To conduct special audits at the request of the University President and management; and,

i. To follow-up on significant findings from previous audits.

Article 36. The University Security Force (USF)

Section 1. The University Security Force (USF) shall be headed by a Chief and shall be responsible in maintaining peace and order inside the campus and its premises.

Section 2. USF shall have the following duties and functions:

a. To ensure the enforcement of pertinent laws, rules and regulations for the protection and security of personnel and property, including off-campus facilities, and to detect and prevent attempts by persons to violate the laws;

b. To prepare plans and develop recommendations regarding policy and procedural matters pertaining to the security of the university;

c. To review operational procedures and implement changes;

d. To update and/or prepare new/special orders, instruction and memoranda affecting the overall operations of the campus security;

e. To constantly coordinate with university administrators regarding security matters;

f. To serve as resource on all security matters for the university and serve on ad hoc committees and security meetings involving the university, local
police and other government officials; and,

g. To investigate cases which may have serious effects on the safety of persons or on the property of the university.

Article 37. Human Resource Development Office (HRDO)

Section 1. The Human Resources Development Office (HRDO) shall take charge of a continuing program of training and development for the faculty and non-teaching personnel of the University. It shall be headed by a Chief.

Article 38. The Office on Special Projects (OSP)

Section 1. The Office on Special Projects (OSP) shall take charge of special projects which may arise as a result of special agreements or liaisons with other agencies and private personnel. It shall be headed by a Chief.

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

a. To coordinate with persons directly in charge of special projects and monitor related activities and programs.

b. To evaluate performance of said projects in relation to the University responsibilities enumerated in the Memorandum of Agreement (MOA) and/or contract.

c. To report and recommend measures on areas needed to be improved.

Article 39. The University Legal Counsel (ULC)

Section 1. The University Legal Counsel (ULC) shall be an independent body providing advice on matters pertinent to legal obligations. It shall be headed by a Legal Consultant.

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

a. To provide the University President with information regarding legal issues;

b. To liaise with other offices of the University to promote legal compliance; and,

c. To participate in professional and development sessions to enhance knowledge on legal implications of actions.
Figure 1. Organization and Management Structure of CLSU\textsuperscript{25}

\textsuperscript{25} The existing structure has been the result of two (2) previous BOR actions (BOR Resolution No. 35-87 dated May 13, 1987 and BOR Resolution No. 11-2001 dated February 13, 2001)
## LEGEND & NOTES TO THE ORGANIZATION & MANAGEMENT STRUCTURES

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>COA</td>
<td>Commission on Audit</td>
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<tr>
<td>UBS</td>
<td>University &amp; Board Secretary</td>
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<tr>
<td>IAS</td>
<td>Internal Audit Services</td>
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<td>ARO</td>
<td>Alumni Relations Office</td>
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<td>USF</td>
<td>University Security Force</td>
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<td>PMO</td>
<td>Presidential Management Office</td>
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<td>ULC</td>
<td>University Legal Counsel</td>
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<td>PDO</td>
<td>Planning &amp; Development Office</td>
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<tr>
<td>PAO</td>
<td>Public Affairs Office</td>
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<tr>
<td>OSP</td>
<td>Office of Special Projects, shall refer to collaborative projects implemented with other agencies (currently this includes Nueva Ecija Fruit and Vegetable Seed Center &amp; Philippine-Sino Center for Agricultural Technologies)</td>
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<tr>
<td>VPBA</td>
<td>Vice President for Business Affairs</td>
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<td>VPAA</td>
<td>Vice President for Academic Affairs</td>
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<tr>
<td>VPAd</td>
<td>Vice President for Administration</td>
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<td>VPRETT</td>
<td>Vice President for Research, Extension &amp; Training</td>
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<tr>
<td>BDC</td>
<td>Business Development Council</td>
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<td>GC</td>
<td>General Administration and Support Services Council</td>
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<tr>
<td>COD</td>
<td>Council of Deans</td>
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<td>ARC</td>
<td>Academic Research Council</td>
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<td>SDC</td>
<td>Sports Development Council</td>
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<tr>
<td>CORD</td>
<td>Council of Research, Extension &amp; Training Directors</td>
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<td>IGS</td>
<td>Institute of Graduate Studies</td>
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<td>OSA</td>
<td>Office of Student Affairs</td>
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<td>OAd</td>
<td>Office of Admissions</td>
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<td>OU</td>
<td>Open University</td>
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<tr>
<td>NSTP</td>
<td>National Service Training Program</td>
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<td>UAO</td>
<td>University Accreditation Office</td>
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<td>RSTC</td>
<td>Regional Science Teaching Center</td>
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<tr>
<td>ISI</td>
<td>Information System Institute</td>
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<tr>
<td>ISPEAR</td>
<td>Institute of Sports, Physical Education and Recreation</td>
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<tr>
<td>EMI</td>
<td>Environmental Management Institute</td>
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<tr>
<td>CTEC</td>
<td>CLSU Testing &amp; Evaluation Center</td>
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<tr>
<td>ETEEAP</td>
<td>Expanded Tertiary Education Equivalency and Accreditation Program</td>
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<tr>
<td>CERDS</td>
<td>Center for Educational Resources Development &amp; Services</td>
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<tr>
<td>CBAA</td>
<td>College of Business Administration &amp; Accountancy</td>
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<tr>
<td>CAS</td>
<td>College of Arts &amp; Sciences</td>
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<td>CEn</td>
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<td>CAg</td>
<td>College of Agriculture</td>
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<td>CF</td>
<td>College of Fisheries</td>
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<tr>
<td>CHSI</td>
<td>College of Home Science &amp; Industry</td>
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</table>
CVSM  – College of Veterinary Science & Medicine
CTMRD – Center for Tropical Mushroom Research & Development
CCLS  – Center for Central Luzon Studies
USHS  – University Science High School
ULHS  – University Laboratory High School
ASTS  – Agricultural Science & Technology School
CLARRDEC – Central Luzon Agricultural Resources Research & Development Center
PCC   – Philippine Carabao Center
WRMC  – Water Resources Management Center
SRC   – Small Ruminant Center
RMCAres – Ramon Magsaysay Center for Agricultural Resources & Environmental Studies
CHAPTER 2
THE GENERAL ADMINISTRATION AND SUPPORT SERVICES
(GASS) PROGRAM

Article 40. The GASS Council

Section 1. Composition. The GASS Council shall consist of the Vice President for Administration (VPAD) as Chair with all the Directors of Services Divisions as members. All other offices which are not directly under the Office of the VP for Administration but perform administrative functions including the Chief of the Planning and development Office, Public Affairs Office, Alumni Relations Office, Internal Audit Service and University Security Force, and the President of the Non-Academic Staff Association (NASA) shall attend the meeting upon invitation.

Section 2. Functions.

a. To evaluate proposed policies, rules, regulations and guidelines emanating from its members to improve efficiency and effectiveness in the management of the University.

b. To recommend non-academic personnel for scholarships and trainings.

c. To resolve issues, conflicts and problems affecting general administration.

d. To meet and discuss new issuances in order to have a common understanding and implementation of the same.

e. To perform such other powers and functions as maybe designated by higher authorities.

Article 41. The Goals and Objectives of the GASS Program

Section 1. Goal. The GASS Program shall provide all support services for an effective and efficient organization to ensure the attainment of the goals and objectives of the University.

Section 2. Objectives.

a. To provide efficient management of the financial resources of the University.

b. To provide all programs with competent and dedicated manpower, supplies, equipment and other materials.

c. To formulate and implement systems and procedures to safeguard and preserve all resources of the University.

d. To adopt and effective organizational structure which is responsive to the programs of the University and the changes in the environment.

e. To provide students, faculty members and non-academic personnel with housing facilities and other physical amenities.
f. To provide students, faculty members, non-academic personnel, their dependents and citizens of nearby communities with medical, dental and other health services.
g. To provide a peaceful, orderly and pollution-free environment.

**Article 42. The Administrative Services Division**

Section 1. Headed by a Director, the Administrative Services Division shall provide a responsive, relevant organizational complement capable of adapting to emerging demands and trends in the environment and to provide all necessary, implementable welfare programs for all employees of the University.

Section 2. The Director for Administrative Services shall perform the following duties and functions:

a. To assist the offices of the President and of the Vice President for Administration in the day-to-day management/administrative operations of the University;
b. To supervise the activities of the administrative services support staff and ensure the efficient and effective performance of their assigned duties and functions;
c. To coordinate with the various offices performing administrative and financial functions in the performance of his duties and functions; and,
d. To perform such other related duties and functions as may be assigned by the President and/or the Vice President for Administration.

Section 3. The offices under the Administrative Services Division which shall be headed by a Chief are:

a. The Human Resource Management Office which shall provide well-screened and skillful manpower to all programs; implement realistic, relevant, continuing and effective human resource development programs responsive to the University’s institutional vision and goals attuned to the demands of regional, national and global development.

b. The Procurement Office which shall provide the necessary physical assistance to all programs in terms of timely procurement of supplies, equipment and other materials for operation;

c. The Property and Supply Office which shall provide necessary safeguards and adequate systems and procedures in preserving fix and movable properties of the university; and,

d. The Records Office which shall ensure the effective implementation, efficient and responsive records management program.
Article 43. The Auxiliary Services Division

Section 1. Headed by a Director, the Auxiliary Services Division shall be responsible for the welfare of CLSU constituents and outside clients through better access to health services, provision of cheap but quality foods and domiciliary facilities and high standard of printing works.

Section 2. The Director for Auxiliary Services which shall perform the following duties and functions:

a. To supervise and coordinate the overall operations of the auxiliary services units of the University;
b. To assist the unit heads in the planning, implementation and evaluation of their respective programs;
c. To perform supervisory activities regarding activities of each unit;
d. To coordinate with other units of the university to facilitate office and unit operation;
e. To prepare quarterly and annual financial report to the administration;
f. To represent the auxiliary services in the administrative council; and,
g. To perform other functions as requested by higher authorities.

Section 3. The offices under Auxiliary Services which shall be headed by a Chief are:

a. The Food and Lodging Services Office which shall facilitate the provision of lodging services/venue for various trainings and seminar and catering services for university guests as well as outside clientele;
b. The Health and Medical Services Office which shall provide the necessary health programs and services for faculty, staff members and students;
c. The Printing Office which shall provide efficient and quality printing services to the various offices of the university and outside clientele; and,
d. The Student Housing Services Office which shall respond to the housing needs of students and instill the values of discipline, leadership and cooperation through trainings and relevant activities.

Article 44. The Financial Management Services Division

Section 1. Headed by a Director, the Financial Management Services Division shall provide sufficient, efficient and effective handling of the financial resources of the University.

Section 2. The Director for Financial Management Services shall have the following duties and functions:
a. To direct and supervise the work and activities of the finance management officers and support staff;
b. To supervise the preparation of the annual supplemental, special budgets and the like, of the University in consultation with the University President, and in the consolidation of supporting justifications and explanations relative thereto;
c. To supervise the distribution and allocation of funds to the various units, projects and programs of the University in accordance with its duly approved budget;
d. To backstop the University President in the justification of the budget proposals to reviewing authorities during budget hearings and other similar fora;
e. To confer with the officials of concerned government agencies on the release of funds of the University;
f. To prepare and submit reports on finance management matters as required by proper authorities; and,
g. To perform such other related functions as may be assigned by higher officials of the University.

Section 3. The offices under the Financial Management Services Division which shall be headed by a Chief are:

a. The Accounting Office which shall judiciously implement accounting procedures, systems and programs;
b. The Budgeting Office which shall be responsible in the preparation and monitoring of budget for the university;
c. The Credit and Collection Office which shall be responsible in the collection of water, electricity and rental fees from various cottages and stall-owners at the University Marketing Center and Old Market to strengthen university finances; and

d. The Cashiering Office which shall receive money payments due to the university and to deposit the same to an authorized depository bank and to settle obligations of the university to various creditors.

**Article 45. The Physical Plant and Site Development Services Division**

Section 1. Headed by a Director, the Physical Plant and Site Development Services Division shall maintain the university's power utilities, telephone system, water and sewerage facilities, office machines, laboratory apparatus and appliances, grounds, parks, road networks and drainage systems, buildings and physical structures, farm machineries and heavy equipment and transport vehicles.
Section 2. The Director for Physical Plant and Development Services Division shall have the following duties and functions:

a. To direct planning, implementation and monitoring/engineering supervision of the infrastructure projects of the university which include the preparation of designs, plans, technical specifications and contract documents;
b. To direct and supervise activities of the various offices under the division;
c. To provide technical assistance to various programs and special projects of the university;
d. To coordinate with outside agencies involved in the implementation of infrastructure projects in the university;
e. To sign official papers;
f. To represent the office in administrative meetings; and,
g. To perform other related duties as may be assigned.

Section 3. The offices under the Physical Plant and Development Services Division which shall be headed by a Chief are:

a. The Transportation Office shall provide an efficient transportation system for the university constituents and visitors;

b. The Electrical and Telephone Services Office shall provide sufficient and responsive electrical services to the various offices, staff cottages and other CLSU constituents. It shall also operate to maintain telephone system for the University;

c. The Equipment Repair and Maintenance Office shall provide repair and maintenance services of office machines of the University;

d. The Farm Machinery Services Office shall provide an efficient farm machinery servicing system through quality service and to properly maintain all the farm machinery and heavy equipment;

e. The Carpentry Services Office shall provide immediate carpentry services to the various offices, staff cottages and other facilities of the university;

f. The Building and Grounds Maintenance Office shall provide clean, sanitary, environment-friendly surroundings through clean and green activities; and,

g. The Waterworks and Sewerage Services Office shall ensure the steady supply of domestic water and maintain sewerage lines in residential areas and other university facilities.
Figure 2. Organization and Management Structure of the General Administration and Support Services
Chapter 3
THE ACADEMIC AFFAIRS PROGRAM

Article 46. The Council of Deans (COD)

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

Section 2. The COD shall be composed of the Vice President for Academic Affairs as Chair, all the Deans and the Institute Director of the Institute of Sports, Physical Education and Recreation (ISPEAR). The University Librarian and the Institute/Center/Program Directors of other related special programs maybe called for concerns regarding their units. The President of the CLSU Faculty Association, Inc. (FAI), Graduate Student Association (GSA) and the University Supreme Student Council (USSC), are the ex-officio members.

Article 47. Goals and Objectives of the Academic Affairs Program

Section 1. The goal of the Academic Affairs Program is to provide quality education which highlights among others the following features: strong in science and technology; proactive of future needs; relevant to the region’s agro industrial needs, impact on the empowerment of the rural people it serves and contributes towards sustainable development and global competitiveness.

Section 2. The Objectives are as follows:

a. To develop students who possess not only academic competence but also lifelong competencies that prepare them to leadership roles in their respective communities;

b. To provide knowledge and skills necessary for individual, community and national development such as entrepreneurship, innovativeness and advocacy among others; and

c. To develop among the students and members of the community a strong sense of nationalism, concern for the environment and civic consciousness.

Article 48. The Academic Personnel

Section 1. The Academic Personnel of the University shall consist of the University President, the Vice Presidents with academic ranks, the Deans, the Directors of other academic units and service offices, the Principals, Department Chairs
Section 2. The academic personnel shall be classified as regular and non-regular faculty. The regular faculty members shall be classified as:

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

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

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

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

Article 49. The Academic Research Council (ARC)

Section 1. The Academic Research Council (ARC) is envisioned to be a pool of highly qualified researchers and academicians, thus addressing the need for knowledge and skills in the academic sector, sharing expertise and contributing in the realization of the vision and mission of the University.

Section 2. The ARC is committed to support and promote the vision and mission of the University through an active involvement of the academic sector in worthwhile research and development undertakings.

Section 3. The objectives of the ARC are:

a. To stimulate the culture of excellence in research and development among the faculty members in the academic sector of the University;  
b. To foster institutional multidisciplinary research and development undertakings; and,  
c. To pool the expertise of the faculty members in the academic sector.
Section 3. The ARC shall have six (6) clusters, namely:

a. Agricultural Sciences, Fisheries and Veterinary Science and Medicine
b. Business
c. Environmental Management
d. Breeder Sciences
e. Engineering and Information Technology
f. Humanities, Social Sciences and Education

Section 4. The Governing Board. The Governing Board shall be headed by the Vice President for Academic Affairs (VPAA) as chair with a co-Chair and heads of the six (6) clusters as Members. The Governing Board shall approve the nomination for membership based from the credentials submitted by the cluster head.

Section 5. Membership. The Academic Research Council shall be composed of active faculty members. They are nominated by their Department Chairs and Deans. They should be duly recommended by the Academic Research Council. The members shall be classified as regular and associate.

Section 6. Membership Qualifications.

a. Regular Member
   (1) At least MS degree holder
   (2) An active associate member of good standing for at least one (1) year from date of induction
   (3) Active in research and development or has produced original design/creative work for the past three (3) years
   (4) A sole author or co-author of at least three (3) research articles in refereed journal or published reviewed proceedings, documented original designs, and/or creative works/exhibited/published/ performed after having been approved as associate member by the Governing Board
   (5) Discovered a new technology and has been patented; or
   (6) In any of the following exceptional cases and upon recommendation of the cluster concerned, all the above requirements are waived:
      i. Winner of an outstanding research/original design/creative work award in the national or international competition; or
      ii. Ph.D. holder with three (3) publications in international refereed journal.

b. Associate Member
   (1) At least BS degree holder
   (2) A sole author of at least two published scientific or technical articles, or reports of completed professional or documented original design/
creative works within the last five years and
(3) Active in research and development or has produced original design/
creative work for the past three (3) years.

Article 50. The Sports Development Council (SDC)

Section 1. The Sports Development Council (SDC) shall be the body entrusted to formulate and recommend policies and implement rules pertinent to athletics, sports development and incentive scheme.

Section 2. Composition. The SDC shall be composed of the Vice President for Academic Affairs as Chair, the Institute Director of ISPEAR as Member-Secretary and the eight (8) unit athletic managers as Members.

Section 3. Functions.

a. To formulate and recommend policies pertinent to athletics, including the appointment of coaches and selection of athletes, subject to the approval of the Office of the President.

b. To implement rules and regulations pertinent to athletics, sports development and incentive scheme.

c. To act as the investigating body to decide on cases arising from athletics and sports development concerns, subject to the review of the Office of the President.

d. In coordination with ISPEAR, to supervise the selection and training of athletes; keep and maintain necessary records; ascertain the qualification of athletes; and determine the privileges and incentives for athletes following the approved guidelines subject to the approval of the University President.

Article 51. The Academic Units

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

Article 52. The Institute of Graduate Studies (IGS)

Section 1. The Institute of Graduate Studies shall implement curricular programs in advance higher education and research in agriculture and other sciences for the promotion of sustainable total farming system development and higher levels of applied sciences toward agri-industrialization.
Section 2. Its goal is to develop globally competitive and highly trained human resources who are imbued with values of professionalism, leadership, discipline and commitment for the modernization and sustainability of agriculture, science and technology.

Section 3. The Institute of Graduate Studies shall be headed by a Dean who shall be a holder of an appropriate doctoral degree, of at least five (5) years teaching experience in the IGS; at least three (3) years administrative experience, and with at least an academic rank of Professor I.

Section 4. The Dean shall be designated by the University President upon the recommendation of a search committee duly created for the purpose upon consultation with the faculty of IGS and duly endorsed by the VPAA, subject to the confirmation of the Board of Regents. He/she shall serve for a period of two (2) years without prejudice to re-designation.

Section 5. The Dean of the Institute of Graduate Studies shall have the following duties and functions:

a. To coordinate the implementation of the Graduate Program with the other colleges and academic units of the University;
b. To take the lead in the development, implementation, and evaluation of graduate curricular programs;
c. To identify and recommend the designation and termination of graduate faculty members;
d. To prepare a physical and financial plan for the operation of the Graduate College;
e. To act as Chair of the Graduate Studies Council; and
f. To perform other related functions as may be assigned by higher authorities.

Article 53. The Graduate Studies Council

Section 1. There shall be a Graduate Studies Council composed of the Dean of the Institute of Graduate Studies as Chair, and all graduate faculty members. The council shall have the following powers and functions:

a. To act as a policy-making body for the planning, review and evaluation of policies, curricular programs, projects and other activities pertaining to graduate studies for submission to the Academic Council for final action or recommendation to the Board of Regents for approval, if needed.
b. To implement policies and guidelines governing the implementation and administration of the graduate studies program of the various academic units;
c. To recommend candidates for graduation from the concerned graduate departments;
d. To thresh out issues and problems prior to elevation to Academic Council or to the appropriate higher authorities for final action; and,
e. To perform such other functions as may be prescribed by competent authorities.

Section 2. The Secretary of the Institute of Graduate Studies who is designated by the Dean shall act as the Secretary of the Council who shall record and keep minutes of its meeting.

Section 3. The Council shall meet at least once every semester and at such other time as the Dean may deem necessary.

Article 54. The Open University (OU)

Section 1. The Open University (OU) shall develop and implement curricular programs in advance higher education, higher education and non-formal education through the open learning and distance education mode.

Section 2. The OU is guided by the mission of enhancing democratic access to quality education for the empowerment of the disadvantaged sectors of the society.

Section 3. The goal of the OU is to develop human resources that are not only academically well-prepared and professionally competent but also imbued with the values of nationalism, good leadership and innovativeness for sustainable development. Moreover, the OU shall provide its clients with opportunities to acquire credentials and formal qualifications and to prepare them for life-long learning.

Section 4. It shall be headed by a Dean who should be a holder of an earned doctoral degree in any discipline offered in the Open University, of at least five (5) years teaching/ tutoring experience in the open learning and distance education mode, at least three (3) years administrative experience in the OU and with at least an academic rank of Professor I.

Section 5. The Dean shall be designated by the University President upon the recommendation of the Vice President for Academic Affairs after consultation with OU faculty members and subject to confirmation by the Board of Regents. The Dean shall serve for a period without prejudice to re-designation.

Section 6. The Dean of the Open University shall have the following duties and functions:

a. To undertake the implementation of graduate and undergraduate curricular
programs, non-degree courses and other activities in collaboration with other colleges and other entities of the University;

b. To spearhead the planning, development, execution and evaluation of curricular programs of the Open University;

c. To act as Chair of the Open University Graduate and Undergraduate Councils;

d. To recommend the designation and termination of regular and affiliate faculty members and Department Chairs of the Open University;

e. To prepare the Annual Procurement Plan (APP) and Financial Plan of the OU;

f. To lead in the development, writing, publication, review and enrichment of learning modules and publication of an Open University Research Journal; and,

g. To perform relevant functions as may be designated by competent authorities.

Article 55. The Open University Graduate and Undergraduate Councils

Section 1. There shall be an Open University Graduate and Undergraduate Council which shall be the policy-making body of the OU. It is composed of all the OU faculty members/ course tutors with academic rank not lower than Assistant Professor I and chaired by the Dean.

Section 2. The duties and responsibilities of the OU Graduate Council are the following:

a. To formulate and review policies governing the OU graduate programs. All policies are referred to the OU Graduate Council, the Academic Council and the Board of Regents.

b. To screen and recommend the designation of new graduate faculty/ course tutors to the University President.

c. To conduct regular and special meetings to act on candidates for graduation, curricular innovations and improvements, proposed curricular programs, new policies and revisions of existing ones, among others.

d. To create standing committees as the need arises.

Section 3. The Open University Undergraduate Councils shall be governed by Article 57, Chapter III, Book I of the University Code.

Article 56. The Undergraduate Colleges

Section 1. Each College shall be headed by a Dean who is designated by the University President in consultation with the Vice President for Academic Affairs for a term of two (2) years subject to the confirmation by the Board of Regents without prejudice to re-designation. He must possess an appropriate doctoral degree
with an academic rank of at least Associate Professor I; with at least five (5) years experience in teaching; and five (5) years administrative experience.

Section 2. The Dean shall have the following duties and functions:

a. To supervise the implementation of the various curricular, co- and extra-curricular activities of the college in coordination with the Department Chairs, and initiates the regular review of existing course offering;

b. To conduct semestral and annual evaluation of Department Chairs and review the performance ratings of faculty members;

c. To review and approve the workload of faculty and staff members of the college;

d. To determine the resource needs of the unit, collates and prepares the college financial plan, and programs/monitors their efficient utilization;

e. To develop, review and update the development plan of the college in accordance with the university’s vision, mission, goals and objectives;

f. To design and implement programs and activities that will promote harmony, solidarity and unity among the various college constituents; and,

g. To perform other functions as may be assigned by higher authorities.

Article 57. The College Council

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

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

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

a. To implement academic policies and guidelines governing the implementation and administration of the programs, activities and operations of the college;

b. To plan, formulate and recommend programs and other instruction-related activities to the Council of Deans and Directors through the VP for Academic Affairs then submitted to the Academic Council for final action or recommendation to the Board of Regents for approval; and,

c. To recommend candidates for graduation.

Article 58. The Departments

Section 1. The faculty of a department under an academic unit shall consist of all the academic staff of the department who are engaged in instruction activities.
Section 2. The academic department shall be based on the field of study or discipline of the college or institute.

Section 3. A department shall be headed by a Chair and shall have a minimum of three (3) full-time faculty members.

Section 4. The Department Chair shall have the following functions:

a. To supervise curricular and co-curricular activities of students in the department and such other activities assigned to the department by the Dean or Head of the academic unit;
b. To identify textbooks and take the lead in the preparation of course syllabi and other instructional materials for use in specific subjects;
c. To distribute faculty assignments for thesis, field practice or apprenticeship advisement;
d. To initiate and recommend the development and offering of new curricular programs, and cause the revision or abolition of existing courses or curricular programs; and,
e. To implement and supervise other academic and administrative matters in the department.

Section 5. Minimum Qualifications. For a faculty member to be considered for appointment to the position of Department Chairperson, he/she shall meet the following qualifications:

a. Must be a holder of a permanent faculty position;
b. Must have been a member of the Department for at least two (2) years before his/her appointment.
c. Preferably with advanced degree (MS or PhD) whose specialization shall be relevant to the Department he/she will head.
d. For Colleges with certain professional requirement, he/she must have passed the appropriate professional board examinations.

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

a. The faculty members of the Department shall be consulted and sitting en banc, nominate among themselves at most three (3) nominees for the Chair position subject to the qualifications mentioned above.
b. The nominated Chairpersons shall present to the Dean within five (5) days visions, plan and programs for the Department.
c. The Dean shall then choose and nominate the faculty for
appointment as Department Chairperson to the Office of the Vice-President for Academic Affairs, who shall then endorse the same to the Office of the University President for approval.

d. The term of appointment for the Chair position shall be one (1) year subject to renewal by the appointing authority, but should not exceed three (3) consecutive years.

**Article 59. The College of Agriculture (CAG)**

Section 1. The mission of the College of Agriculture is to produce highly trained and responsive graduates, and shall generate appropriate agriculture technologies to meet the challenges of the new millennium.

Section 2. It is a Center of Excellence in Agriculture Education and prime mover in agriculture for equitable growth and sustainable development by generating and delivering scientific knowledge and technologies for sustained management of the environment and for the future well-being of society.

**Article 60. The College of Arts and Sciences (CAS)**

Section 1. The College of Arts and Sciences is the main provider of general education in the basics needed by first year students in the pursuit of more advanced and specialized fields of endeavor in the sciences, humanities and technical education.

**Article 61. The College of Business Administration and Accountancy (CBAA)**

Section 1. The management philosophy of the College of Business Administration and Accountancy is to help sustainable agro-industrial development that leads to the improvement of the quality of life of the people through quality education in business entrepreneurship.

Section 2. Its main objective is to produce competent graduates qualified and ready to assume managerial and leadership roles in the fields of accounting, human resource development and management, marketing management, business economics and other related disciplines.

**Article 62. The College of Education (CED)**

Section 1. The College of Education shall develop quality teachers in the elementary and
secondary levels of education for people empowerment, global competitiveness and sustainable human resource development.

Section 2. Its main goal is to develop and train students to become better teachers with varied specializations and to train students who will become better rural extension workers and effective agents of change for rural development.

Article 63. The College of Engineering (CEn)  

Section 1. The College of Engineering aims to provide relevant and quality training for students in engineering and related fields consistent with the national development thrust.

Article 64. The College of Fisheries (CF)  

Section 1. The College of Fisheries is tasked to provide quality education in fisheries and to fill the need for trained manpower, and contribute to sustainable aquaculture development.

Section 2. It aims to achieve significant contribution to livelihood enhancement and impact on the attainment of improved management and production of inland fisheries resources of the country.

Article 65. The College of Home Science and Industry (CHSI)  

Section 1. The program of the College of Home Science and Industry is geared towards bringing about development of self-reliant individuals who will be able to contribute to the advancement of the family, the community, industries and the nation.

Section 2. It is dedicated to serve in the pursuit of excellence in the field of home economics and industrial technologies for sustainable development.

Article 66. The College of Veterinary Science and Medicine (CVSM)  

Section 1. The College of Veterinary Science and Medicine envisions to become a model veterinary institution dedicated to countryside development by providing excellent veterinary education that will produce graduates equipped with technical, entrepreneurial, managerial, and leadership skills necessary for optimum animal production.

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33 Created by virtue of Section 7, RA 4067 on June 18, 1964
34 Created by virtue of Section 7, RA 4067 on June 18, 1964
35 Created by virtue of Section 7, RA 4067 on June 18, 1964
36 Created by virtue of Section 7, RA 4067 on June 18, 1964
Article 67. The Office of Student Affairs (OSA)

Section 1. The Office of Student Affairs, headed by a Dean, is the center of information, activities and services relative to the co-curricular and extra-curricular needs of students.

Section 2. It shall promote the development of students’ talents, potentials, and leadership capabilities through its program thrusts of self-growth and awareness, cooperative living and learning, leadership development and enhancement, productive use of leisure, and enhanced cross-cultural adjustment.

Section 3. The office pursues its objectives through five units, namely:

a. Guidance Services Unit
b. Student Housing Unit
c. Student Organization Unit
d. Recreational, Social, and Cultural Unit
e. International Student Services Unit
f. Career Development and Employment Services Unit

Article 68. The Office of Admissions (OAd)

Section 1. The Office of Admissions, headed by a Dean, shall provide the initial and final services to students being the source of curricular and co-curricular guidance.

Section 2. It is responsible in the admission and registration of students; and attends to the safekeeping, management, administration, updating, and issuance of all academic records and other related records of students.

Section 3. The office leads in the preparation of the university academic calendar, and coordinates commencement exercises and the recognition program.

Section 4. It assists in the preparation of academic catalogues and other curricular announcements in consonance with the policies and guidelines promulgated by higher authorities.

Article 69. The University Library Services

Section 1. The University Library Services, headed by a University Librarian, shall provide services relative to the library needs of the student, faculty members and other clienteles.

Section 2. It formulates a Library Development Program, coordinates technical services in all the Reading Centers in the University and ensures cooperation and
Section 3. It enforces library rules and regulations and, pursuant thereto, exercise the following powers:

a. To impose administrative fines prescribed in accordance with University rules for defacement, mutilation, appropriation, or stealing of any library material or property, or for any other violation of library rules and regulations.

b. To curtail library privileges of any person who makes unnecessary noise or holds loud conversation, eats within library premises, or engages in other behavior disruptive of library operations.

c. To be consistent with University policies, issue implementing rules and regulations as may be necessary for the proper functioning of the Library.

d. To institute disciplinary action, in accordance with general rules on discipline, against any person who violates library rules and regulations.

e. To perform other related duties as may be prescribed by law or assigned by the appropriate authority.

Section 4. Unit Librarians shall exercise the above powers in their respective Reading Centers.

Article 70. The Library Board

Section 1. There shall be a Library Board which shall consist of the Vice President for Academic Affairs as Chairman and nine (9) members to be appointed for a term of three (3) years by the President from the humanities, the physical and biological sciences, other fields of study, the professional schools, and a student representative. The University Librarian shall serve as Member-Secretary.

Section 2. The Library Board shall promulgate policies regarding the acquisition and services program of the University Library and approve the library budget before its submission to the President. It shall meet every three (3) months and at such other times as may be deemed necessary.

Article 71. The Institutes, Centers and Programs

Section 1. The Institute of Sports, Physical Education and Recreation (ISPEAR)37. Headed by an Institute Director, the Institute of Sports, Physical Education and Recreation, promotes the recreation, social and ethical values derived from various sports. It provides athletic activities conducive to the physical well-being of the students and other members of the university constituency; appropriate regimented exercise upon prescription of the University Health

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37 Established by virtue of BOR Resolution No. 29-99 during the 140th Regular Meeting of the CLSU Board of Regents dated May 27, 1999
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Services for those with physical handicaps. It offers subjects in physical education and performs other related functions as may be prescribed by the rules issued by the President.

Section 2. The Information System Institute (ISI)\textsuperscript{38}. Headed by an Institute Director, the Information System Institute promotes the effective use of information and communication technology in instruction, research, extension and production functions of the University. It offers curricula and training programs for information and communication technology (ICT), both degree and non-degree courses. ISI serves as the central unit that shall plan, operate and manage all matters related to ICT.

Section 3. The Environmental Management Institute (EMI)\textsuperscript{39}. Headed by an Institute Director, the Environmental Management Institute provides environmental education and training to professionals for careers in environmental studies, conducts researches on environmental issues and concerns, offers extension services through dissemination of environmental information for public understanding and awareness and spearheads environmental management and conservation activities in the campus and immediate environs.

Section 4. The CLSU Testing and Evaluation Center (CTEC)\textsuperscript{40}. Headed by a Center Director, the CLSU Testing and Evaluation Center is envisioned to serve as a centralized venue for psycho-educational testing, performance evaluation, and academic research in support of the academic program. It provides appropriate testing services for screening incoming students and personnel and provides psychological assessment for special cases among students, faculty and staff needing psychological testing.

Section 5. The Center for Central Luzon Studies (CCLS)\textsuperscript{41}. Headed by a Center Director, the Center for Central Luzon Studies is the manifestation of the role that the CLSU plays as a regional university that of fostering better understanding of the society in which it operates. Through research and instruction, CCLS contributes to the attainment of national goals, nationhood and development.

Section 6. The Center for Educational Research Development Services (CERDS)\textsuperscript{42} Headed by a Center Director, the Center for Educational Research Development Services is a venue where human and material resources of the university converge to produce and make available multi-media learning resources. Its duty is to enhance the attainment of globally competitive education in the University.

\textsuperscript{38} Created under BOR Resolution No. 20-97 during the 133rd Regular Meeting of the CLSU Board of Regents on March 11, 1997
\textsuperscript{39} Created under BOR Resolution No. 19-97 during the 133rd Regular Meeting of the CLSU Board of Regents on March 11, 1997
\textsuperscript{40} Created under BOR Resolution No. 36-97 during the Special Meeting of the CLSU Board of Regents on April 14, 1997
\textsuperscript{41} Created under BOR Resolution No. 42-97 during the Special Meeting of the CLSU Board of Regents on April 14, 1997
\textsuperscript{42} Created under BOR Resolution No. 26-95 during the 157th Regular Meeting of the CLSU Board of Regents on April 10, 1995
Section 7. **The Regional Science Teaching Center III (RSTC)**. Headed by a Center Director, the Regional Science Teaching Center III provides training for science and mathematics teachers at all levels through upgraded science education. Its objectives are to encourage students to take science and technology courses, upgrade science and mathematics education by producing quality science and mathematics teachers at all levels, and develop science and mathematics instructional materials appropriate for local situation.

Section 8. **The Center for Tropical Mushroom Research and Development (CTMRD)**. Headed by a Center Director, the Center for Tropical Mushroom Research and Development is a venue for technology development, research and extension on tropical mushroom production and processing, and by-product utilization for sustainable development.

Section 9. **The Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)**. Headed by a Program Director, the Expanded Tertiary Education Equivalency and Accreditation Program is an educational assessment scheme which recognizes knowledge, skills and prior learning obtained by any individual from non-formal and informal education experiences. It shall administer competency-based evaluation by establishing equivalency competence standards and a comprehensive assessment system employing written test, interview, skills and demonstration and other creative assessment methodologies.

Section 10. **The National Service Training Program (NSTP)**. Headed by a Program Director, the National Service Training Program shall be responsible in carrying out the academic policies of the University insofar as they affect the NSTP. It shall be headed by a Program Director appointed by the President from among the nominees of the Vice President for Academic Affairs.

a. The Coordinator of the Literacy Training Service (LTS) is in-charge to train the students to teach literacy skills to school children, out-of-school youths and other segments of society in need of their services.

b. The Coordinator of the Civic Welfare Training Service (CWTS) is in-charge of activities contributory to the general welfare and the betterment of life for the members of the community of the enhancement of its facilities, especially those devoted in improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services.

c. The Senior Military Officer detailed by the Armed Forces of the Philippines to the University shall be known, for military purposes, as the Commandant of Cadets and, for academic purposes, as the Coordinator of the Reserved Officer Training Corps Unit (ROTCU). ROTC refers to the program component, institutionalized under sections 38 and 39 of Republic Act

43 Created under BOR Resolution No. 68-95 during the Special Meeting of the CLSU Board of Regents on August 18, 1995

44 IRR of RA 9163
University Code 2010

7077, designed to promote military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.

Section 11. The University Accreditation Office. Headed by a Coordinator, the University Accreditation Office shall be the coordinating center of all matters regarding accreditation of programs.
Figure 3. Organization and Management Structure of the Academic Program
Chapter 4
THE RESEARCH, EXTENSION AND TRAINING (RET) PROGRAM

Article 72. The Council of RET Directors (CORD)

Section 1. Function of the CORD. The CORD assists the VP for RET in the planning, implementation, management and evaluation of the various RET programs, including other RET-related activities.

Section 2. Composition of the Council of RET Directors. The CORD shall be composed of the VP for RET as chair, with the Directors of the different Divisions and Center Directors of Specialized R and D Centers under the RET as members. The Executive Secretary of the OVPRET shall also be the member to represent the administration staff of the RET.

Section 3. The roles of the Council of Research, Extension and Training Directors (CORD) are:

a. To assist the VPRET in the formulation of policies, plans and program, guidelines and regulations pertinent to the research and extension programs of the entire university;

b. To screen/evaluate and recommend to the VPRET the best graduate and undergraduate theses, a month before the mid-year and annual commencement exercises; and,

c. To perform other functions/duties as may be delegated by the VPRET.

Section 4. The Chair of CORD performs the following functions:

a. To preside over all CORD meetings;

b. To initiate and coordinate the overall R&D/E planning, implementation and evaluation of the RET program of the entire university; and,

c. To perform other duties for the enhancement of the R and D/E program of the entire university.

Article 73. Goals and Mission of the RET Program

Section 1. The RET Goal. To actively support sustainable agro-industrialization and balance socio-economic growth through technology and information generation and commercialization, integrated capability building, communication advocacy on market-driven innovations and partnership with key sectors of development.

Section 2. The RET Mission. The RET shall provide products and services in agriculture and allied fields using appropriate approaches for sustainable agro-industrial development to improve the quality of life of the peoples it serve.
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Article 74. The Research Division

Section 1. The Research Division shall be headed by a Director who shall be designated by the University President for a period of two (2) years without prejudice to re-designation, subject to the confirmation of the Board of Regents. He/she shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in research and development management, at least three (3) years of administrative experience and an academic rank of at least Associate Professor.

Section 2. The Research Division shall serve as a continuing source of appropriate technologies, knowledge, information systems, management schemes, and services on the uniqueness of the University in agriculture, fisheries and environment that will meet the requirement of agro industrializing communities.

Section 3. In line with the foregoing goal, the Research Division envisions to attain the following objectives:

a. As the arm in generating, developing, verifying, piloting and commercializing priority technologies and economically feasible, socially acceptable, and environmentally sound agricultural enterprises.

b. As the key unit in exploring, evaluating and packaging relevant development-based information (factors, structures, processes, systems, paradigms and technologies) and policies;

c. As a relevant facility for providing technical expertise, information and other research related services; and,

d. As a venue for showcasing priority Rand D outputs and efforts.

Article 75. The Extension Division

Section 1. The Extension Division shall be headed by a Director who shall be designated by the University President for a period of two (2) years without prejudice to re-designation subject to the confirmation of the Board of Regents. He/she shall be a doctoral degree holder in Philosophy with specialization in extension, rural development or development communication, community development with an academic rank of at least Associate Professor 1, with at least three (3) years of experience in extension management and three (3) years of administrative experience.

Section 2. The Extension Division shall undertake innovative and relevant extension programs and services for an enhanced technology dissemination and utilization efforts.
Section 3. In cooperation with the other units of the University and other agencies, the Extension Division shall provide technology services, information services, local governance development, resource linkaging/networking, nutrition and livelihood, micro financing, consultancy and village level infrastructure projects development.

Article 76. The Training Division

Section 1. The Training Division shall be headed by a Director who shall be designated by the University President for a period of two (2) years without prejudice to re-designation subject to the confirmation of the Board of Regents. He/she shall be a doctoral degree holder in Philosophy with specialization in rural development, community development or development communication, with an academic rank of at least Associate Professor 1, with at least three (3) years of experience in training management/extension management and three (3) years of administrative experience.

Section 2. The University is an accredited training institution through the Training Office. It is mandated to conduct training courses on agricultural production technology and management for various groups of clientele.

In line with its mandate, the Training Division is guided by the following objectives:

a. To determine training needs of target clientele through survey and/or visits to agencies concerned, consultation meetings, workshops, and other appropriate methods;

b. To develop course designs based on the training needs in collaboration with faculty/staff of the different units of the University;

c. To develop and design appropriate training materials for effective teaching-learning process;

d. To administer and/or conduct training programs on management tools, production technology and other allied fields for various groups of clientele in collaboration with other units of the University and members of Science City of Munoz, and other agencies;

e. To manage trainings accredited by TESDA and other accrediting bodies.

f. To monitor training activities done by RET and other CLSU offices/units;

g. To evaluate the outputs/effects/impact of training courses/programs conducted by the Training Office.

Article 77. The RET Personnel

Section 1. The RET shall be headed by a Vice President duly designated by the University President. The VPRET shall be the Chair of the CORD. Other personnel are the Directors, Center Directors, Chiefs, and other staff occupying positions that
Section 2. The RET Directors have the following duties and responsibilities:

a. To direct the planning, implementation and evaluation of research, extension and training programs and activities to insure the effective development of packages of technologies to help respond to local/regional and national needs;

b. To coordinate with other units of the university and/or related agencies to bring about inter-agency program complementation and efficient utilization of available resources through a functional management information system;

c. In the absence of the VPRET, to represent the RET Program in appropriate bodies/offices, to chair staff meeting and to cause resolution of conflicts based on established policies and sound management practices;

d. To recommend budget for the effective and efficient management of the RET offices.

e. To coordinate/link with other units of the University, local government units (LGUs), regional and national government organizations, non-government organizations (NGOs) and people’s organizations (POs) to bring about complementation and partnership; and,

f. To perform other related functions that may be required by the top management.

Section 3. The Specialized R & D Center Directors have the following duties and responsibilities:

a. To direct the planning, implementation and evaluation of the R & D Centers’ programs and activities to insure the effective development of packages of technologies to help respond to local/regional and national needs;

b. To coordinate with other units of the university and/or related agencies to bring about inter-agency program complementation and efficient utilization of available resources through a functional management information system;

c. To recommend budget for the effective and efficient management of the R & D centers.

d. To coordinate/link with other units of the University, local government units (LGUs), regional and national government organizations, non-government organizations (NGOs) and people’s organizations (POs) to bring about complementation and partnership; and,

e. To perform other related functions that may be required by the top management.
Section 4. The Executive Secretary performs the following duties and functions

a. To assist in the supervision of the RET administrative staff to ensure effectiveness and efficiency of the day-to-day operations of the office.
b. To serve as the link between the RET top management and the lower managerial/ supervisory officials.
c. To prepare communications/reports required/requested by the VPRET and other officials of the university.
d. To attend and record proceedings of all RET management meetings.
e. To perform other duties as may be required by the upper management.

Section 5. The Department Chiefs have the following duties and functions:

a. To coordinate programming, planning, implementation and evaluation of research and extension programs to insure effective development and implementation;
b. To complement with other units of the university to bring about efficient utilization of available resources and cause continuous enrichment of project activities related to conceptualization of research and extension priorities;
c. To represent the division in appropriate offices or bodies, chairs division meetings and causes resolution of issues/problems;
d. To act in behalf of the director whenever he/she is in official business or on leave; and
e. To perform other duties/responsibilities as directed/requested.

Section 8. The Program/Project Leader performs the following duties and functions

a. To help the Department Chief carry out objectives of the projects by:

   a.1. formulating research/extension/training project plans and operational schemes;
   a.2. providing advice to unit head on the direction and evaluation of staff performance;
   a.3. carrying out research/project plans and overseeing their full implementation;
   a.4. identifying problems that may adversely affect the unit’s stability and instituting measures to solve or put them under control;
   a.5. preparing preliminary reports on the research/project and helping finalize terminal reports and other write-ups that may be requested;
   a.6. seeing to it that the welfare of the research/project staff is properly taken cared of; and
   a.7. observing/ evaluating research/project staff performance.
b. To attend in-service training programs and participates actively in unit meetings/activities.
c. To represents the department chief in appropriate offices/bodies and prepares reports on results of such representation.
d. To chair meetings as may be assigned.
e. To perform other duties and responsibilities as directed/requested.

Section 9. The Study Leader performs the following duties and functions

a. To help prepare R and D proposals
b. To conduct experiments/surveys on R and D priority areas
c. To carry out plans/proposals specifically assigned to him and makes necessary reports on activities undertaken
d. To supervise research assistants, aides and enumerators in the conduct of research
e. To provide technical assistance in line of specialization to end-users of technology packages
f. To perform other duties and responsibilities as may be assigned.

Section 10. The Technical Research Assistants perform the following functions

a. To assist in the conduct of experiments/studies of approved proposal
b. To provide assistance to the field staff in day-to-day activities and/or problems related to the study and ensures smooth communication and relationship between and among other members
c. To gather data needed in the project and helps analyze and interpret results
d. To supervise research aides and laborers in the efficient conduct of their activities
e. To report to the research leader the status of the experiment and problems encountered
f. To undertake solution of problems suggested to them by the study leader
g. To cooperate with the research team wherein their professional competence is needed
h. To perform other duties and responsibilities as maybe required by study/project leader.

Section 11. The Socio-economics Research Assistant performs the following functions:

a. To help identify areas of study
b. To help prepare study/project proposals
c. To assist in the implementation of research activities like preparation of questionnaires, data gathering, editing, tallying and preparation of reports
d. To supervise enumerators in the performance of their functions
e. To perform other duties related to the conduct of the research and does other jobs as required by the study/project leader.

Section 12. The Community Organizer (CO) performs the following functions

a. To conduct technology promotion activities like trainings, seminars, orientation, coordination meeting, planning meetings and other related activities;
b. To provide technical assistance to clientele;
c. To assist in local development planning and implementation of projects.
d. To assist in planning and implementation of extension/agricultural interventions; and,
e. To assist clientele and other stakeholders in accessing of fund sources.

Section 13. The Experiment Station Supervisor performs the following functions:

a. To supervise the overall maintenance (cleanliness and orderliness) and development of experimental area and research structures and facilities;
b. To supervise the storage and use of field machines, equipments and farm supplies;
c. To prepare plans and programs for the allocation of the experimental area to researchers requiring sites; and,
d. To perform other functions as required by his/her immediate supervisor.

Section 14. The Monitoring/Evaluation Officer performs the following functions

a. To develop monitoring and evaluation plans and procedures.
b. To keep records of research/project activities and makes periodic reports on project status;
c. To help evaluate project personnel performance;
d. To monitor/document research-related activities including seminars/symposia/ workshops/meetings and similar gatherings; and,
e. To draft communications/memoranda in relation to matters discussed during office meetings/workshops and the like for submission to the director/supervisor.

Section 15. The Training Specialist/Communication Specialist performs the following functions

a. To help develop, initiate, implement, monitor and evaluate the training program for partners of development, various groups of clientele in collaboration/consultation with the division chiefs of the different program components of the Research, Extension and Training Offices;
b. To develop/prepare training materials such as training kits, syllabi, modules and AV materials;
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c. To help in the continuous organizational development for effective and efficient implementation of the training program;
d. To provide feedback to the management with regard to the implementation of the training program; and,
e. To perform other duties delegated to her/him by higher authorities.

Section 16. The Audio Visual Equipment Operator performs the following functions:

a. To operate and maintain the different audio-visual equipment during trainings and related activities;
b. To troubleshoot minor problems related to operation of audio-visual equipment; and
c. To maintain the air-conditioning units and lighting facilities in all the training halls/ lodging areas.

Section 17. The Photographer/Artist performs the following functions

a. To provide graphics, illustrations and letterings for IEC materials like brochures, pamphlet, cover design for the RET and other units of the university;
b. To prepare streamers, charts, label, billboards and backdrop for trainings conducted by the RET and other units of university;
c. To document projects, technologies and activities through photography and video production for technology dissemination and adoption;
d. To design, layout materials and prepare for exhibits of the university and the different units (in and off-campus);
e. To keep video files in order and maintain AV equipment; and,
f. To perform other activities as directed by supervisor.

Section 18. The Accounting Analyst I performs the following functions:

a. To issue/record Budget Utilization Request (BUR) and post expenses in JAO of RET Trust and Income Generating Fund;
b. To prepare financial reports of RET Trust Fund and Income Generating funded projects;
c. To prepare reimbursement/payment/liquidation /cash advance vouchers and their respective supporting documents;
d. To compute and prepare traveling expenses of RET faculty and staff and their respective supporting documents;
e. To prepare payroll/vouchers of salaries/wages/honorarium of RET Trust funded personnel;
f. To prepares service records and takes care of the personnel files of RET trust-funded projects’ personnel; and,
g. To perform other duties and responsibilities as may be assigned by the immediate supervisor.
Section 19. The Data Entry Machine Operator (DEMO) performs the following functions:

a. To encode/type correspondence, annual and periodic reports, drafts of publications for printing, minutes of meetings, research proposals and other documents pertinent to the office;
b. To sort typewritten/encoded materials, file and index office documents;
c. To assist in maintaining the cleanliness of the office and equipment; and,
d. To perform other duties as may be assigned by the immediate supervisor.

Section 22. The Laboratory In-charge performs the following functions:

a. To take charge in the use and maintenance of laboratory facilities;
b. To serve as the responsible person in safekeeping of equipment and room/laboratory where the equipments are housed;
c. To keep records on the use of laboratory equipment and facilities; and,
d. To perform other functions that are related to the operation and maintenance of laboratory facilities.

Article 78. The Specialized Research and Development Centers

Section 1. The Freshwater Aquaculture Center (FAC). Headed by a Center Director, the Freshwater Aquaculture Center is a multi-disciplinary research unit of the University which shall be responsible for aquaculture and fisheries research and development. It shall contribute to livelihood enhancement and shall achieve a positive impact towards the attainment of improved production and management of the country’s inland fisheries resources.

Section 2. The Philippine Carabao Center at CLSU (PCC at CLSU). Headed by a Center Director, the Philippine Carabao Center at CLSU shall help improve the general well-being of rural farming communities through carabao genetic improvement, technology development and dissemination, and establishment of carabao-based enterprises thus ensuring higher income and better nutrition.

Section 3. The Small Ruminant Center (SRC). Headed by a Center Director, the Small Ruminant Center shall be the primary facility in developing, disseminating and commercializing technologies relevant to the socio-political well-being, technical and economic needs, environmental concerns and cultural demands of its clientele. To realize this vision, SRC shall develop technologies, produce quality stocks and promote the goat and sheep industry in Luzon, in particular and the Philippines, in general.

Section 4. The Ramon Magsaysay - Center for Agricultural Resources and Environmental Studies (RM-CARES). Headed by a Center Director, the
Ramon Magsaysay - Center for Agricultural Resources and Environmental Studies shall serve as a continuing source of appropriate technologies and information on sustainable environment and agricultural resources management that will sustain agro-industrialization of the communities it serves.

Section 5. The Water Resources Management Center (WRMC). Headed by a Center Director, the Water Resources Management Center shall provide the leadership and direction towards the rational utilization of the finite groundwater and surface water resources through extensive research, human resource development, and provision of trainings and technical assistance.

Article 79. The Central Luzon Agricultural Resources and Development Consortium (CLARRDEC)

Section 1. Mandate. In coordination with the Philippine Council for Agriculture, Forestry and Natural Resources Research and Development (PCARRD) and the Regional Development Council (RDC) of Central Luzon, CLARRDEC is mandated to review and update Rand D efforts in relation to regional needs in agriculture, fisheries, forestry and natural resources.

Section 2. Composition CLARRDEC is composed of 26 coordinating and implementing agencies conducting or promoting research and development in agriculture, forestry and natural resources in Central Luzon which have been grouped to work together along specific objectives, share expertise and resources and complement each other to push further the horizons of R and D in the region.
Figure 4. Organization and Management Structure of the Research, Extension and Training Program
CHAPTER 5
THE UNIVERSITY BUSINESS AFFAIRS PROGRAM (UBAP)*

Article 80. The University Business Affairs Program

Section 1. The University Business Affairs Program (UBAP) has the mission to vigorously pursue a sustainable and competitive income generating program for Central Luzon State University utilizing its resources and developing entrepreneurial capabilities of faculty, staff and students and other development partners.

Article 81. The Business Development Council (BDC)

Section 1. Functions.

a. To assist the Vice President for Business Affairs (VPBA) in planning, implementation, management, and evaluation of the business affairs program including complementation activities with the three (3) major programs of the university.

b. To assist the VPBA in the formulation of policies, programs, guidelines and regulations for the profitable development, management and operation of the economic assets/resources of the University, for consideration by the Administrative Council (AdCo) and ultimately the Board of Regents (BOR).

c. To assist the VPBA in determining the investment priorities of the program based on the criteria set by the University’s governing board.

d. To assist the VPBA in the formulation of performance based profit sharing and/or incentive scheme for those directly and indirectly involved in the income generating projects of the program for consideration by the AdCo and subject to the BOR approval.

Section 2. Composition. The BDC shall have nine (9) members composed of the VPBA as Chair, the three (3) Directors under the program, the secretary, and other members representing the major stakeholders of the University: one (1) duly elected or appointed representative each from the a) Financial Management Services Division; b) University Supreme Student Council (USSC); c) Non-Academic Staff Association (NASA); and d) CLSU Faculty Association, Inc. (FAI). The Council Members shall be designated by the University President upon the favorable recommendation of the VPBA.

Section 3. Term of Office. The tenure of the BDC shall be for one (1) year unless terminated for a reasonable cause or whose designation is sooner revoked by the University President. The term of office of the representatives of FAI, NASA and USSC, as members of the BDC, shall be co-terminus with their term.

* Revisions introduced were based on the recommendation of a Special Committee created and tasked to evaluate the UBAP.

47 Created under BOR Resolution No. 11-2001 during the 146th Regular Meeting of the CLSU Board of Regents
of office in their respective organization.

**Article 82. Goals and Objective of the Business Affairs Program.**

Section 1. Goal. To effectively and efficiently operate and manage agri-based and non-agri-based income generating projects of the University and to serve as a model in entrepreneurial programs.

Section 2. Objectives of the Business Affairs Program

a. To manage and supervise all income generating projects by harnessing the University resources, facilities and expertise.

b. To catalyze and complement the instructional, research, extension, and development programs of the university.

c. To provide production, processing, and marketing models to farmers, SUC's and other institutions.

d. To provide quality products and services to faculty, staff and students of the University, and outside clientele/customers.

e. To provide faculty and staff additional opportunities to augment their income and venue for students to earn while they learn.

f. To enhance the income generating capability of the University for meeting its institutional needs and towards self-sufficiency.

g. To assist in the livelihood programs of the government.

**Article 83. The Divisions of the Business Affairs Program**

Section 1. The Crop Production Division (CPD). Headed by a Director, the Crop Production Division shall include all projects pertaining to crops (production, nursery, pomology and tissue culture) and agricultural product processing.

Section 2. The Animal Production Division (APD). Headed by a Director, the Animal Production Division shall include all projects involving poultry, livestock and fish.

Section 3. The Commercial and Allied Services Division (CASD). Headed by a Director, the Commercial and Allied Services Division shall include income generating projects categorized as commercial and allied services not classified under Sections 1 and 2 hereof.

Section 4. There shall be as many projects or modules as necessary and permissible to carry out the goals and objectives of the program. Projects or modules shall be headed by a project manager duly appointed by the University President as may be recommended by the VPBA.

Section 5. Projects or modules may be divided into several directorates depending on the
magnitude of the operation and shall be called offices. Offices representing a directorate shall be headed by a director to be appointed by the University President as may be recommended by the VPBA.

Article 84. Management of the UBAP

Section 1. The University Business Affairs Program shall be headed by a Vice President duly designated by the University President. The Business Development Council shall be composed of the VPBA as the Chair, the Directors of the Business Offices and other stakeholders’ representatives (FMS, USSC, NASA and FAI).

Section 2. Directors. The designated directors shall have the following duties and responsibilities:

a. To assume direct responsibility for the overall supervision and administration of all project components under his/her domain to achieve established targets with optimum efficiency;
b. To implement specific policies, programs, and procedures and serve as the link between top level management and lower managerial personnel;
c. To draw comprehensive project plan and budget of the different projects under their jurisdiction and prepare performance reports that may be needed by the VP and other top level management;
d. To conduct periodic check and review of records and information of the projects within their areas of responsibility;
e. To attend BDC meetings and other top level management meetings as maybe required;
f. To submit regular/progress reports to the VPBA; and,
g. To perform other related functions as may be required by the VPBA or the University President.

Section 3. Council Secretary. The BDC Secretary shall exercise the following duties and responsibilities:

a. To prepare the notice and agenda for all BDC meetings in consultation with the VPBA and disseminate the same to the members of the BDC;
b. To take down the proceedings of all BDC meeting;
c. To transcribe the minutes of each meeting and have the same attested by the Chair or Presiding Officer for the confirmation of the BDC in the next meeting;
d. To take custody of all pertinent BDC records and documents; and,
e. To perform other relevant task/s as may be assigned or designated by the BDC Chair.
Section 4. Other Members of the BDC. The stakeholders’ representatives to the BDC (FMS, USSC, NASA and FAI) shall have the following duties and responsibilities

a. To actively participate in all BDC meetings with utmost objectivity;
b. To support projects, campaigns and other activities of the UBAP; and,
c. To perform such other relevant tasks as maybe designated and/or delegated by the BDC.

Section 5. Project Managers. Project Managers are the frontline supervisors of the program and are endowed with the following duties and responsibilities

a. To assume direct responsibility, liability, and accountability of project operations and administration.
b. To plan, organize, direct, control, motivate, train, and effectively communicate with project personnel.
c. To prepare necessary project plan and budget or feasibility study, including specific studies for project’s improvement and/or expansion.
d. To accomplish and evaluate income and related business performance and financial records against a set of objectives and standards and make recommendation(s).
e. To continuously develop ways and means of carrying the units tasks more efficiently and effectively in their projects.
f. To conduct regular monitoring of project status, check up of tools and equipment and keep the concerned Directors informed of all events, circumstances, and developments within the Project.
g. To maintain discipline of project personnel.
h. To keep and maintain records and submit regular reports to the Director of the project where he is assigned, copy furnished the VPBA
i. To perform other related functions and duties as maybe delegated by the responsible Director, the VPBA and/or the University President.

Section 6. Project Veterinarian. The following are the duties and responsibilities of the designated project veterinarian

a. To perform gross diagnosis of disease problems that are encountered in the animal production projects
b. To undertake surgery procedures that may be required to save the livestock
c. To provide assistance or advice to project managers in the preparation of vaccination programs in the different animal projects
d. To issue health certificate for livestock for slaughter, sale or transport
e. To conduct regular assessment of health conditions of poultry and livestock
f. To perform other related duties as may be assigned or delegated by the University President, VPBA, Directors and/or Project Managers.
Section 7. Project Analysts. The project analysts of the program shall exercise the following duties and responsibilities

a. To assist the Project Manager in the preparation of project farm/plan and budget
b. To assist in the preparation, evaluation, and analysis of feasibility studies and prospective investments
c. To evaluate the financial statement of projects and conduct business productivity analysis and submits the same to the VPBA
d. To perform other related duties assigned by the University President, VPBA and/or the concerned Director/s.

Section 8. Marketing Analyst. The program market analyst shall perform the following duties and responsibilities

a. To collect and collate market information (prices, supply, demand, competitors, etc.) on products/services and submits the same to the VPBA
b. To act as a liaison between the Program and the input dealers and product outlets
c. To recommend to the VPBA the most appropriate market outlet of the products
d. To recommend to the Director/s or the VPBA policies on how to improve marketing efficiency
e. To perform other related functions as may be assigned or delegated by the VPBA and/or University President.
Figure 5. Organization and Management Structure of the University Business Affairs Program
BOOK II
THE ADMINISTRATION OF PERSONNEL, FINANCES AND PROPERTIES

TITLE FOUR
HUMAN RESOURCE MANAGEMENT

Chapter 1
RECRUITMENT AND APPOINTMENT OF PERSONNEL

Article 85. General Provisions

Section 1. Opportunity for employment in the University shall be open to all qualified citizens of the Philippines. Positive efforts shall be exerted to attract the best qualified persons, preferably from among the outstanding graduates of the University, to enter the service.\(^2\)

Section 2. Selection of employees for appointment in the University shall be made strictly on the basis of merit and fitness, in accordance with the policies, rules and procedures laid down in the two (2) separate Merit Selection Plans and System of Ranking Positions promulgated by the University for the faculty and the non-teaching personnel and, as far as practicable, the qualification standards established by the Civil Service Commission and such other evaluation criteria as may be adopted by the University.\(^4\)

Section 3. Selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position.\(^5\)

Section 4. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation.\(^6\)

Section 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.\(^7\)

Section 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.\(^8\)

\(^1\) Chapter V, Book V of EO No. 292
\(^2\) Section 1, Chapter V, Book V of EO No. 292
\(^3\) Section 26, Chapter V, Book V of EO No. 292
\(^4\) Section 32, Chapter V, Book V of EO No. 292
\(^5\) Section 22, Chapter V, Book V of EO No. 292
\(^6\) Section 7, Rule XVIII, Omnibus Rules, Book V of EO No. 292
\(^7\) Rule IX, Omnibus Rules, Book V of EO No. 292
\(^8\) Section 21, Rule VII, IRR RA 8292 and Section 20, Chapter VI, Book IV, The Administrative Code of 1987
Article 86. The Merit Promotion Plan and System of Ranking Positions

Section 1. The University shall establish Merit Promotion Plan and System of Ranking Position each for the faculty and the non-teaching personnel which shall be administered in accordance with the provisions of the Civil Service law and the rules, regulations and standards to be promulgated by the Civil Service Commission.

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

Article 87. Regular Faculty and Administration Support Personnel

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

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

Article 88. Non-Regular and Contractual Personnel

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

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

Section 3. For purposes of determining the effectivity of contracts of services, the date of execution or signing between the University President or his duly authorized representative and the contractual employee shall be the controlling date, or in its absence, the date of notarization. Periods of service in the contract shall be stipulated to take effect not earlier than the date of execution of contract of

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9 Section 32, Book V of EO No. 292
both parties concerned and to automatically terminate at the end of the said period without necessity of a prior notice.

Article 89. Affiliate Faculty and Co-Advisorship at the IGS

Section 1. General Provisions

a. Definition. An affiliate faculty is a non-CLSU personnel who is formally accepted to teach some courses at IGS.

b. Conditions for the recruitment of an affiliate faculty
   i. Field of expertise cannot be served by existing IGS faculty;
   ii. The total number of affiliate faculty shall not exceed a maximum of 25 percent (25%) of the department’s faculty.

c. Qualifications
   i. IGS rules on screening of IGS faculty shall apply e.g. degree qualifications;
   ii. Must show interest and willingness to teach at the IGS;
   iii. Must be currently affiliated with a recognized agency or institution.

d. Procedures
   i. The department chairperson, upon consultation with his/ her respective faculty, writes the IGS Dean requesting for an affiliate faculty and justifying the need for such. He/ she may endorse a nomination to the Dean.
   ii. Prospective affiliate faculty submits his/ her credentials and a written permission from his/ her agency that he/ she is allowed to teach at IGS.
   iii. The Dean acts on the nomination and recommends approval to the Board of Regents through channels.
   iv. The dean notifies the IGS affiliate faculty on the BOR decision.
   v. The affiliate faculty and the University President executes a contract of agreement.

e. Term of Appointment
   i. An IGS affiliate faculty shall be appointed for a term of one (1) year subject to renewal as the need arises;
   ii. Such appointment shall carry an academic rank equivalent to his/ her position and compensation in his home office or institution based on NBC criteria.

BOR Resolution No. 14-92 during the 116th Regular Meeting of the CLSU Board of Regents on May 15, 1992
Section 2. Affiliate Co-Adviser/ Member of Thesis Committee

a. Definition. An affiliate adviser is a non-CLSU personnel who is formally accepted to act a co-adviser of student thesis at the IGS.

b. Qualifications
   i. Must be recommended by funding agency or institution where the thesis will be conducted.
   ii. Must be actively engaged in research and other related activities in his field of expertise.

c. Appointment
   i. Appointment of affiliate adviser shall be subject to the recommendations or approval of the funding agency.

d. Procedures
   i. The Department Chairperson upon the consultation with his respective faculty should write the IGS Dean requesting/justifying the need for an affiliate adviser and recommending the nomination for the affiliate adviser.
   ii. The dean acts on the nomination and notifies the student and affiliate adviser on the decision.
   iii. The student should submit papers of the co-adviser.

e. Duties and Responsibilities
   i. Supervises the conduct of thesis in the absence of the adviser;
   ii. May be designated as member of the thesis committee
   iii. Should the co-adviser be made member of the student’s thesis committee, he/she is required to attend the thesis final defense.
Article 90. Working Hours

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

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

Section 3. Full time faculty members shall render a minimum of 30 teaching hours a week which shall include the actual classroom instruction workload and other teaching related activities such as but not limited to lesson and syllabi preparations and consultation with students.

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

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

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

Article 91. Service Report

Section 1. With the exception of the University officials enumerated in the immediately succeeding section, all members of the faculty and non-teaching personnel shall be required to submit their duly accomplished daily time records or service report to the Human Resource Management Office within five (5) days following the last day of each month. Non-submission of said document shall be a valid reason to hold the salary and other compensation of the employee concerned until he submits the same.

Section 2. The following officials of the University shall be exempted from accomplishing daily time record:

11 Rule XVII, Omnibus Rules Implementing Book V of EO No. 292
12 Section 5, Rule XVII, Omnibus Rules Implementing Book V of EO No. 292
13 Section 6, Rule XVII, Omnibus Rules Implementing Book V of EO No. 292
14 Section 10, Rule XVII, Omnibus Rules Implementing Book V of EO No. 292
a. University President  
b. Vice-Presidents  
c. Deans and Directors  
d. University and Board Secretary  
e. In the case of b and c above, the University President shall certify for their having rendered services as such, if so required by a competent higher authority.

Section 3. Every head of department or unit of the University shall require the proper accomplishment of the daily time records of all personnel under him, including those on field assignments, to be kept in prescribed form and place.

Section 4. Falsification or irregularities in the observance of working hours and the keeping and accomplishment of daily time records shall be valid grounds for appropriate disciplinary action.

Article 92. Faculty Workload

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

Section 2. Teaching and Curricular Activities

a. Equivalent Credit Unit per Week  
   (1) Faculty workload will be based mainly on teaching contact hour per week (CHW) expressed as 1 CHW = 1 unit.  
   (2) The number of preparations shall be credited with 0.5 unit/subject taught.  
   (3) The computation of workload for actual teaching contact hour will be as follows:  
      i. For either lecture or recitation classes of up to 50 students per class:  
         - Undergraduate: 1 CHW = 1 unit  
         - Graduate: 1 CHW = 1.25 units  
         - For a class with more than 50 students, an additional 0.05 unit per student shall be credited but not to exceed 4.0 units per class.  
      ii. Laboratory fieldwork (25 students/class) and practical work classes (40 students/class):  
         - 1 CHW = 0.8 unit for both undergraduate and graduate courses  
         - For a class with more than the minimum number of students, an additional 0.05 unit per student shall be credited.

\[15\] BOR Resolution No. 10-2007 dated March 1, 2007
University Code 2010

Section 3. Thesis Advisement

a. Undergraduate: 0.5 per student, with a maximum of 6 student-advisees only, unless there are no other available advisers in the particular field/area of specialization.

b. Graduate: 1.0 unit for Chairman and 0.5 unit for member of the Advisory Committee.

c. Credit unit for thesis advisement shall be given only when the student is enrolled in the thesis.

d. For thesis critic, 0.3 per student but not to exceed a total of 3.0 units.

Section 4. The normal full load of faculty members will be 18 units of actual teaching contact hours or 15 units of actual teaching hours plus 3 units of co- and extra-curricular load. The distribution of credit units for the different categories of faculty members will be as follows:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>REGULAR FACULTY MEMBERS</th>
<th>DEPARTMENT CHAIRS</th>
<th>DEANS/DIRECTORS/PRINCIPALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual teaching contact hours</td>
<td>18</td>
<td>15</td>
<td>11-14</td>
</tr>
<tr>
<td>Administrative, Co- and extra-curricular activities</td>
<td>0</td>
<td>3</td>
<td>4-7</td>
</tr>
<tr>
<td>TOTAL</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
</tbody>
</table>

Section 5. Senior faculty members shall handle at least one basic undergraduate course.

Section 6. All workloads will be recorded in the workload form for the determination of actual faculty workload, overload, and/or overtime pay, if any.

Section 7. Overtime pay in the form of honoraria may be given for courses held outside the regular official time or on Saturdays.

Section 8. Credits for co- and extra-curricular activities may be granted equivalent teaching contact hours.

Section 9. Workload among department faculty members should be equalized as far as practicable; otherwise no overload pay will be authorized.

Section 10. A maximum of six (6) ETL overload shall be allowed and paid per semester for each faculty.

Section 11. The workload submitted by faculty members shall be subject to a review,
evaluation and confirmation process to be done by the Office of the Vice President for Academic Affairs in coordination with concerned offices.

Section 12. Holders of non-academic rank who are qualified to teach may be tapped to teach outside of their official time and shall be paid by the hour based on existing policies and guidelines.

Section 13. Visiting/Affiliate Professors and professionals who are invited to teach in the University shall be paid by the hour based on applicable policies and guidelines.

Section 14. Administrative Duties and Responsibilities

a. The equivalent workload units for duly designated administrative duties shall be as follows:

(1) Vice Presidents 15 CHW
(2) Dean and Director and their equivalent 12 CHW
(3) Institute/Center/Program Director, Office Chief, Principal 9 CHW
(4) Department Chair/ Chief/ Unit Officer 4-7 CHW

No. of Faculty Members CHW
5 and below 4
6-10 5
11-15 6
16 & above 7

In case of multiple designations in the foregoing administrative assignments, the additional credit workload earned must not exceed 25% of the original designation.

Section 15. Co-curricular and Extra-curricular Equivalent Credits

a. College Designations. Faculty members designated to perform academic-related assignments during a semester shall be entitled to the following workload units:

(1) Secretary 3-6 CHW
Office CHW
Vice President 6
College/ Program Office 3

(2) College/HS Registrar 4-6 CHW
Number of Students CHW
300 & below students 4
301 – 500 5
> 500                                     6
(3) Assistant College Registrar 50% of the CHW
   (Dean’s option) of the College Registrar
(4) Section Head
(3 faculty members minimum) 1 CHW
(5) Research Coordinator 3 CHW
(6) LSC Coordinator 3 CHW
(7) Field/Major Practice Coordinator 3 CHW
(8) Farm Manager 3 CHW
(9) NBC Coordinator 1-3 CHW
(10) University Accreditation Coordinator 3 CHW
(11) Other Designations: 1 CHW
   i. Budget/Property Officer
   ii. Training/Extension Coordinators
   iii. Librarian
   iv. Statistician
   v. Guidance Coordinator
   vi. Student Teaching Coordinator
   vii. Accreditation Coordinator
   viii. Alumni Coordinator
   ix. Faculty Evaluation Coordinator
(12) ASTS Designations:
   i. Dorm In charge 2 CHW
   ii. Mess Hall In charge 2 CHW

In case of multiple designations in the foregoing academic-related assignments, the equivalent credit workload earned should not exceed 6 units. If there are 2 or more designees, the credit units shall be divided equally among them.

b. Officially approved production and research activities for which a faculty member does not receive honorarium or incentive shall be entitled to the following workload credits:

(1) Production
   i. Project-in-Charge (university-wide) 3 CHW
   ii. Project-in-Charge (college level) 2 CHW

(2) Research:

   University  College
   i. Program Coordinator 5  4
ii. Program Leader 4 3
iii. Project Leader 3 2
iv. Study Leader 2 1

Provided that where one faculty is designated to undertake production and research activities at the same time in one given period, the credit workload should not exceed a total of 7 units. If there are two or more designees, the credit units shall be divided equally among them.

c. Student Services (with official designations)
(1) OSA Guidance Counselor 3 CHW
(2) OSA Psychometrician 3 CHW
(3) Service Coordinator (OSA) 3 CHW
(4) Adviser, USSC 3 CHW
(5) Adviser, College Student Council 2 CHW
(6) Adviser, Dept. Student Council 1 CHW
(7) Adviser, Recognized Student Organization 1 CHW
(8) Class/Block/Year Level Adviser 0.5 CHW
(9) Room in charge 0.5 CHW
(10) High School Designations:
   i. Section Adviser 3 CHW
   ii. SBO Adviser 3 CHW

d. Cultural and Sports Activities
(1) Cultural/Sports Trainer 1-3 CHW
(2) Varsity Coach
   i. Major Event 3 CHW
   ii. Minor Event 2 CHW
(3) Unit Athletic Manager 3 CHW
   (1st semester only)

If there are 2 or more designees or if an Assistant Athletic Manager is designated, the credit is divided equally between or among them.

e. Committee Designations
(1) Chairman, university-wide standing and/or ad hoc committee (semestral or yearly duration)
   Yearly 2 CHW
   Semestral 1 CHW

(2) Member, university-wide standing and/or ad hoc committee (semestral or yearly duration)
   Yearly 1 CHW
   Semestral 0.5 CHW
(3) National Committees; Technical Panel; Technical Working Groups; Task Forces and similar assignments with official university designation and approval (w/o honorarium)

Chairman 3 CHW
Member 2 CHW

(4) Regional, Provincial, Local Committees; Technical Working Groups; Task Forces and similar assignments with official university designation and approval (w/o honorarium)

Chairman 2 CHW
Member 1 CHW

Credit for committee designations is subject to the submission of an accomplishment or output report.

Article 93. Basic Salaries

Section 1. All members of the faculty and non-teaching personnel shall receive salaries in accordance with the salary schedule issued by the Department of Budget and Management.

Section 2. Non-regular and/or contractual employees shall be entitled to compensation stipulated in their contracts of employment, as prescribed by applicable laws, rules and regulations.

Article 94. Additional Compensation

Section 1. All regular employees shall be entitled to other compensations such as allowances, year-end bonus, cash gift and other forms of compensation in accordance with existing laws and regulations.

Section 2. Authorized officials of the University shall be entitled to fixed representation and transportation allowances and other incentives prescribed by existing laws and regulations.

Section 3. Members of the faculty or non-teaching personnel who are designated by the University President to perform other duties and functions in addition to those prescribed in their appointive positions may be entitled or be afforded with such other forms of additional compensation as allowed under existing law and regulations for extra services rendered.

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16 NBC No. 521, s.2009
17 BC No. 2005-6
18 NBC No. 2009-520
Section 4. Non-teaching personnel shall be paid for rendering overtime service upon previously approved request by the Chief of the office concerned at rates authorized by applicable laws and regulations subject, however, to existing guidelines and availability of funds for the purpose.
Chapter 3
CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS

Article 95. Advancement in Rank or Position

Section 1. Advancement in rank or position of faculty and non-teaching employees of the University shall either be by promotion to next higher position or by appointment to an upgraded or reclassified position, usually accompanied by an increase in salary. ¹⁹

Section 2. The policies and procedures established in the Merit Promotion Plan and System of Ranking for both faculty and non-teaching personnel of the University shall be strictly observed in the promotion and advancement in rank or position. ²⁰

Section 3. The Civil Service rules and procedures for promotion of employees in government service shall be suppletory to duly approved Merit Selection Plan of the University. ²¹

Section 4. Upgrading and reclassification of positions in the University shall be subject to approval of higher authorities. ²²

Article 96. Appointment of University Professors ²³

Section 1. Subject to the provisions of applicable laws and regulations, and the confirmation of the Board of Regents, the University President shall appoint at least one (1) University Professor from among the qualified full-pledged professors of the University.

Section 2. To qualify for the position of University Professor, a faculty with a full-pledged professorial rank must have reached the required number of credit points for the position, as prescribed by pertinent laws and regulations, and must be an outstanding scholar, scientist, or artist, must have expert knowledge in at least one field and a broad understanding of other branches of knowledge along his field of expertise, and must be regionally, nationally, and/or internationally recognized in his field.

Article 97. Professor Emeritus ²⁴

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

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¹⁹ NBC No. 461 and BC No. 2005-5
²⁰ CSC MC No. 3, s.2001 and CSC MC No. 19, s.2005
²¹ CSC MC No. 3, s.2001 and CSC MC No. 19, s.2005
²² BC No. 2005-5
²³ NBC No. 461
²⁴ BOR Resolution No. 23-98 during the 137th Regular Meeting of the CLSU Board of Regents on July 7, 1998
a. Must have a rank of Full Professor upon retirement.
b. Must have rendered at least 20 consecutive years of active and faithful service to the institution.
c. Must have demonstrated excellence in the service and made meritorious contribution/s to the enrichment of knowledge in the field he/ she has been teaching.
d. Must be a person with integrity be it in the academic community or in the area where he/ she is residing.
e. Must be a Filipino citizen.

Section 2. Selection Guidelines

a. The search will be managed by a special committee of five (5) members composed of the following:
   i. The Vice-President for Academic Affairs as permanent Chairperson
   ii. Two (2) faculty members coming from the same discipline where the nominee is being nominated on
   iii. Two (2) faculty members coming from other colleges/ units within the University.
b. The Special Committee shall be appointed by the President through the VPAA upon the recommendation of the Department where the nominee is being recommended.
c. All members of the Special Committee should have a rank of at least Associate Professor.
d. A unanimous decision is required for a nominee’s endorsement to the Academic Council.
e. To qualify for the search, a nominator who thinks/ feels that he/ she has the right nominee will accomplish a nomination form and submit the same to the search committee. The nominator must come from the college where the professor retired.
f. A professor emeritus is given a teaching load with a remuneration equivalent to the current salary of full professor computed on an hourly basis. The awardee shall also enjoy other privileges enjoyed by a professor, i.e. office space, housing and the like for the duration of his/ her service.
g. Once the title is granted the honor will be for a lifetime but the service is limited to seventy (70) years of age.
h. The Academic Council shall act on the nomination/s for approval by the Board of Regents.

Article 98. Professorial Chair

Section 1. Objectives

a. To recognize faculty members who have made outstanding contribution in
their field of specialization with local and national/ international impact
b. To encourage faculty members to work harder in the academic atmosphere to serve the university and country
c. To provide a model for budding/ aspiring academicians in the university.

Section 2. Procedures/ Guidelines in Giving the Award

a. Criteria for Selection

i. Academic Background. A candidate for a professorial chair should be a full time faculty member, of permanent status with the rank of Assistant Professor or higher; as a general rule, he should have served CLSU as faculty members for at least 10 years; and should have taught at least three (3) regular courses, graduate or undergraduate, during the last year immediately preceding the award.

ii. Research/ Publication Output. This criterion includes any research, publication, creative, scientific or scholarly work done by the candidate. This should have contributed significantly to his field of specialization, i.e. the work improved/ contributed to the field of study nationally/ internationally. In applying this criterion, quality, quantity and relevance shall always be considered.

iii. Teaching Competence and/or Administrative Performance. The candidate should have obtained an outstanding performance in teaching for the last three (3) years.

iv. Service to the University and the Nation via the Field of Specialization. This criterion includes public service activities (within the University, in other government agencies or in other institutions, community work e.g. training programs, specialist support, extension information and action programs).

v. Others. The candidate should have shown exemplary conduct in relation to his/ her dealing with other constituents of the University; he/ she has no pending administrative, civil or criminal cases.

b. Mechanics of Selection

i. A nominee must be endorsed by a senior faculty in his/ her department, Department Chair and College Dean. The endorsement should include outline of the topic/s he/ she will work on.

ii. The endorsement is forwarded to an AD HOC screening committee to be created by the Council of Deans (COD) consisting of four (4) members and one (1) Chair. The Committee should come from both the technical and social sciences.

iii. After the screening/ reviewing the documents of the nominee, the
committee submits its recommendation to the COD for approval.
iv. The COD submits its recommendation to the Administrative Council for the final selection of the awardee/s.

c. Conditions of the Award

i. Professorial chairs for each of the following disciplines shall be awarded by the University to any deserving faculty member every year: Biological Sciences (basic or applied), Physical Sciences (basic or applied), Social Sciences (basic and applied) and Humanities.

ii. An honorarium of ₱15,000.00 per annum shall be given to a professorial chair awardee. This will come from general funds. (This does not include professorial chairs supported by special funds).

iii. The professorial chair awardee shall be required to give one (1) lecture on his/her line of specialization during the award year in a university-wide seminar. Experts in the field will be invited during the lecture-seminar. The honorarium will be paid to the awardee immediately after the lecture.

iv. Bound copies of the professorial lecture shall be distributed to the Library and the CERDS for publication.

Article 99. CLSU Post Doctoral Research Fellowship

Section 1. Purpose of the fellowship. This fellowship which promotes the advancement of research of CLSU and the collaborating institution, aims to provide opportunities for post doctoral fellow from the partner institutions of CLSU both local and abroad to conduct research under the guidance of the host professor.

Section 2. Eligibility of the host professor. The host professor must be a full time and permanent faculty member of CLSU. He must have earned a Ph.D. degree related to the research being proposed by the candidate.

Section 3. Eligibility of the candidate for the post doctoral fellowship

The candidate must:

1. Be a permanent employee of the partner institution of CLSU;
2. Be a Ph.D. holder;
3. Have at least three publications in refereed or peer reviewed journals in the last 5 years preceding the award; and,
4. Have arranged in advance a research plan with his/her post professor.

Section 4. Number of post doctoral fellowship to be awarded. The university shall award at least 1 long term post doctoral fellow or 2 short term post doctoral fellow per year.
Section 5. Duration and start of the post doctoral fellowship. Post doctoral fellowships are awarded for a period of 6 months (short term) to 12 months (long term). Successful candidates must commence the fellowship every 1st day of June.

Section 6. Terms of Awards.

For Post Doctoral Research Fellow:

1. A monthly maintenance allowance of ₱30,000.00
2. Lodging allowance of ₱5,000.00 at the university housing facility.

For Host Professor

1. Honorarium of ₱10,000.00 per month

Section 7. Application procedure. Applications for this program must be submitted to the Office of the CLSU University President by the Director/President of the partner institution.

Application process is as follows:

1. Prior contact should have been made between the candidate and the Host Professor.
2. The Director/President of the partner institution must endorse the nomination of the candidate.
3. Dossiers to be submitted
   a. Materials to be submitted by the Director/President of the partner institution:
      i. Application form
      ii. A letter of reference/recommendation from the candidate’s current or previous academic supervisor
      iii. Copy of Ph.D. diploma
      iv. Reprint of three published papers of the candidate
4. Application deadline. Last working day of January.

Section 8. Selection process and notifications.

1. Selection process. Screening is conducted by the selection committee at CLSU based on the following criteria:
i. Should be within the priority areas of CLSU and the partner institution
ii. Well elucidated research plan
iii. Capability of the fellow and the host professor to undertake the research plan based on their track records in research
iv. Availability of facilities at CLSU

2. Notification of selection results

Notification of the selection results will be made in writing through the Director/President of the partner institution 5 months before the start of the fellowship.

All candidates will be notified of the results of their application by mail through the Director/President of the partner institution.

Section 9. Obligation of the Post Doctoral Fellow and the Host Professor. The Host Professor, Fellow Partner and host institutions should observe the following items. If either the Fellow or Host fails to do so, the fellowship may be withdrawn and, already-paid allowances reclaimed.

1. Before submitting an application, the Host Professor shall orient the candidate of the conditions at the host laboratory.
2. The Host Professor will facilitate the provision of a suitable facility for the fellow to pursue his/her research. For foreign fellow, the Host Professor will also assist the fellow, when needed, with visa processing, securing lodging and other matters related to his/her fellowship.
3. As a rule, fellow shall stay continuously in the Philippines during the duration of his/her fellowship.
4. Fellow may not engage in any work with pay aside from the fellowship or accept other fellowship.
5. The Host Professor and Fellow shall abide with the institutional intellectual property law, prohibiting acts of research misconduct.
6. The Fellow and Host Professor must submit a publishable article to a reputable journal with acknowledgement receipt from the journal office before he receives the last payment of his/her fellowship.
7. The Fellow and the Host Professor through the institutions of both shall sign a contract upon the approval of the fellowship. The Post Doctoral Research Fellow and the Host Professor must present a scientific paper in a conference organized by CLSU.
8. All equipment acquired during the fellowship must be properties of CLSU.

Section 10. Source of Funds will be from the General Appropriations of the university and from other funding agencies.
University Code 2010

Article 100. Other Personnel Actions

Section 1. Other personnel actions such as transfer, reinstatement, reemployment, detail, secondment, demotion, separation, and other actions shall be governed by existing laws and regulations, and other pertinent policies prescribed by the University.

26 Rule VII, Implementing EO No. 292
Chapter 4
PERFORMANCE EVALUATION AND INCENTIVE AWARD SYSTEMS

Article 101. Performance Evaluation System

Section 1. The performance of all University personnel shall be evaluated in accordance with the performance evaluation system adopted by the University which shall be administered in such manner as to continually foster the improvement of individual employee efficiency and organizational effectiveness.

Section 2. The performance evaluation system may provide for at least five adjectival ratings, such as outstanding, very satisfactory, satisfactory, unsatisfactory, and poor.

Section 3. No employee shall be considered for promotion unless the last performance rating is at least very satisfactory. Performance ratings of officials and employees shall also be the main basis in the granting of the productivity incentive bonus, if available.

Article 102. Employee Suggestions and Incentive Award System

Section 1. There shall be established and strengthened suggestion and incentive award system in the University which shall encourage creativity, innovativeness, efficiency and integrity in the public service by recognizing and rewarding faculty and non-teaching personnel, individually or in groups for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and the personal efforts which contributes to the efficiency, economy, and improvement in government operations, which lead to organizational productivity.

Section 2. All permanent members of the faculty and non-teaching staff who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the University.

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

Section 4. The University shall create a Suggestions and Incentive Award Committee headed by a ranking officer chosen by the President with the Human Resource

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27 Rule IX, Implementing Book V of EO No. 292
28 Rule X, Omnibus Rules Implementing Book V of EO No. 292
Management Office as Secretariat which shall formulate rules and procedures to attain the objectives of the program in accordance with established guidelines.

Section 5. Guided by established policies, awards shall be in any form, kind or category for each idea or accomplishment in addition to those already adopted by the government.

**Article 103. General Guidelines for CLSU Faculty Performance Evaluation**

Section 1. These guidelines shall apply to the appraisal and teaching performance of all faculty members of CLSU including those on part-time basis.

Section 2. The performance evaluation shall be conducted every semester, for the collegiate level (preferably starting 2nd week of August and 1st Week of February) and annually for the high school level (preferably one month before the final examination).

Section 3. The personnel involved in the faculty performance evaluation are CTEC Staff, designated College/ Unit Evaluation Coordinators, Faculty Evaluators and additional contractual staff under the supervision of CTEC.

Section 4. All faculty members, (permanent, temporary, substitute, part-time, job order) shall be evaluated in their two (2) classes. Each class shall be randomly selected by CTEC office or College Coordinator (preferably 1 major and 1 minor). Part-time and contractual faculty with only one subject shall be evaluated accordingly.

Section 5. Permanent faculty members with at least ten (10) years service and who obtained rating of at least very satisfactory for 4 consecutive semesters shall be evaluated only once a year. However if these faculty members obtain a rating of Satisfactory or lower in their current evaluation, they will be evaluated again for two (2) semesters in the following school year.

Section 6. Faculty Members with teaching loads in the graduate and undergraduate levels will be evaluated in both levels. However, for purposes of NBC evaluation, promotion and the like, the evaluation results in the undergraduate level will be considered.

Section 7. The Instruments to be utilized in evaluation are the revised CTEC developed forms known as CTEC PAI Form 1 for Student Evaluation, and CTEC PAI 2 for Supervisors’ Evaluation. (see Appendix)

Section 8. Faculty members with teaching loads in the graduate and undergraduate levels will be evaluated in both levels. However, for purposes of NBC evaluation,
promotion and the like, the evaluation results in the undergraduate level will be considered.

Section 9. Procedures for sampling raters

a. For student evaluation, size of the classes (small/ big), curriculum year of the students (1st year, 2nd year, etc.), characteristics of the subject (general education, major, minor) shall be considered in the selection of sample class/ section and consequently students. Twenty (20) students shall be randomly selected as evaluators for each class. For classes less than twenty (20) students, total enumeration shall be done.

b. For Supervisor’s rating, all faculty members, regardless of the number of units of their teaching load including part-timers, shall be rated by the Deans/ Department Chair of the college/ unit where they are teaching. Faculty members in the secondary level shall be rated by their Principal only.

Section 10. The faculty members shall be rated by their students and supervisors with the following relative weight for each rater:

a. Student -50%
b. Supervisor -20%
c. Dean -20%
d. Department Chair -20%
e. Self -10%

Section 11. The faculty members to be evaluated are expected to accommodate the assigned Evaluator in their class.

Section 12. Faculty members who refuse to be evaluated shall be asked to accomplish a refusal slip, for documentation purposes. Such will be submitted to the concerned Chair/ Dean as needed.

Section 13. If the faculty member is late or not present in the classroom, the CTEC staff or assigned Evaluator shall proceed with the administration of forms, provided at least 50 percent of the students are present.

Section 14. Computation of ratings. The following steps shall be followed in obtaining the rating:

a. Compute the average rating by each of the three (3) raters (Dean, Department Chair and students).
b. Multiply the sectoral ratings by the relevative weights to obtain the equivalent point score.
c. Indicate the descriptive or adjectival rating using the following table of
University Code 2010

equivalents:
Overall Point Scores                          Adjectival/ Descriptive Rating
4.20-5.00                                      Outstanding
3.40-4.19                                      Very Satisfactory
2.60-3.39                                      Satisfactory
1.80-2.59                                      Fair
1.00-2.79                                      Needs Improvement

d. As indicated, the remark/s/ comments of students (for student evaluation) 
shall be copied verbatim and included in the Individual Summary Report.

Section 15. The Performance Appraisal Report Form (Individual Summary) shall be 
accomplished in four (4) copies to be given to the ratee, College/ Unit Evaluator, 
Department Chair/Dean and the CTEC Office.

Section 16. A College/ Unit Summary Report shall be prepared by the College/ Unit 
Coordinator and the Dean/ Principal to be submitted to the following: College 
Deans/ Department Unit Heads/ Principals, CTEC Office and a file copy for 
the College/ Unit Coordinators. A short narrative report on the College/ Unit 
summary should also be submitted.

Section 17. Since these guidelines pertain to the evaluation of teaching performances, 
faculty from OSA and RET offices shall be evaluated in the colleges where they 
are teaching. Evaluation of non-teaching functions in their respective offices 
shall be treated separately.

Section 18. Problems/issues/queries regarding the faculty evaluation should be addressed 
to CTEC Office through the College/ Unit Evaluation Coordinators.
Chapter 5
HUMAN RESOURCE DEVELOPMENT

Article 104. General Provisions

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

Section 2. Selection of participants to training and development program shall be based on actual needs of the University for specialization and enhancement of competence, taking into consideration the development program thrusts and development plan of the Institution.

Section 4. The University shall create a Committee on Personnel Career Development, with the Vice President for Academic Affairs as Chairman and the Human Resource Management Office as Secretariat which shall formulate rules to implement the personnel training and development programs of the University for approval of the University President and confirmation of the Board of Regents, subject to the provisions of established policies and guidelines.

Article 105. Scholarship Availment

Section 1. Determining Scholarship Slots. Selection of scholars is premised primarily on university needs and not on seniority. Scholarship slots must be in consonance with established priorities and shall be evolved as follows:

a. University Administration Level
   (1) Over-all faculty/staff development priority needs are to be established by the Administrative Council.
   (2) Overall priority needs shall be based on the priority needs defined by their respective units in the university based on university’s thrusts.
   (3) The listing of overall needs of all units in the university shall be coordinated by the Human Resource Development Office (HRDO) for the Office of the President for the guidance of the Administrative Council.
   (4) Priority needs so evolved shall be clearly laid/spelled out for the guidance of all concerned.

b. Vice-President’s Level
   (1) The Vice Presidents, in consultation with their respective unit heads shall evolve a faculty/staff development plan for their respective programs.

29 BOR Resolution No. 59-2004 during the 161st Regular Meeting of the CLSU Board of Regents on November 7, 2004
(2) In essence, this plan established priority areas within each program and defines the program's priority needs as far as manpower development is concerned.

c. Deans/ Unit Heads Level
   (1) The Unit head in consultation with the department chair(s) shall formulate a faculty development program for his/her college.
   (2) The faculty development program shall reflect the college’s/unit’s 5–year development plan.
   (3) The college’s/unit’s 5-year development program shall clearly spell out the priority needs or areas of the college/unit.
   (4) Maintain the baseline 10% of faculty on scholarships (CLSU funded) in programming faculty/staff to be developed. Non-CLSU funded scholarship is not included in the 10% quota (effective June 2010).
   (5) Priority shall be given for Ph.D. since a master’s degree is the minimum requirement for college teaching.
   (6) Faculty members without master’s degrees are advised to take advance studies subject to the provisions of the University Faculty Development Program and HRD Guidelines. They have to earn their master’s degrees within five (5) years from the date of their initial hiring, otherwise, their appointment will not be renewed.

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

Section 2. Administration of the Scholarship Program. The scholarship program shall be administered by the respective Vice-Presidents and coordinated by the HRD Office for the Office of the University President.

a. Screening of applicants prior to endorsement to the President and final consideration by the Administrative Council shall be done by the concerned Vice-Presidents through respective management councils using an established and approved criteria/guidelines.

b. Dean’s/Director’s nominations for scholarship for the ensuing year shall be forwarded to their respective Vice-Presidents in October each year and subsequently endorsed to the President and the Administrative Council for deliberation not later than November.

c. The scholar’s performance shall be monitored by the HRD Office and transmits the same to the University President and the Vice Presidents concerned regularly (i.e. at the end of each semester prior to the next
Section 3. Guidelines for Non-University Sponsored or “faculty initiated” scholarships.

a. Any faculty/staff may scout for his/her scholarship subject to the approval of the Administrative Council.

b. “Faculty/staff initiated” scholarship could only be allowed if:
   (1) Area is within the priority needs of the University; and,
   (2) Department’s/Division’s manpower can release the applicant with or without pay depending on status of leave credits and in accordance with Section 33 of Rule XVI, implementing CSC Res. No. 1631.
      i. Request for leave without pay shall be granted only when requested by the concerned faculty/staff at least one month before the start of the semester the faculty/staff intends to enroll.

c. Any faculty granted scholarship by any agency whether before starting his study leave or while on study leave shall waive his stipend, book allowance and thesis/dissertation support from CLSU. Should the benefits given by the granting agency be lower than what is given by CLSU, the difference shall be given by CLSU.

Section 4. Provision of the Scholarship/Fellowship Grant. Aside from the financial support from the sponsoring agency as provided for in the program, the scholarship/fellowship recipient shall be covered by the following:

a. Study leave with or without pay shall be limited to 2½ years for Masteral and 3½ years for Doctoral provided that time spent for taking required undergraduate course is not included. Furthermore, the time spent to finish the required number of years for the program (which in some cases are longer than CLSU’s timetable) should be recognized hence, can be considered an exception to the above limitation. However, non-thesis course shall remain as it is, that is 2 years for MS and 3 years for Doctoral.

b. Change in scholarship venue. A grantee may change venue for his studies after a written request has been approved by the Administrative Council provided that:
   b.1. he has not yet enrolled in any school;
   b.2. the school he is transferring to is accredited by the University;
   b.3. in case of non-CLSU funded scholarships, he continues to be entitled to all benefits stipulated by the scholarship grant; and,
   b.4. funding agency agrees in writing for change of venue.
   b.5. the degree/units earned will not be recognized by the University in terms of educational qualifications, NBC No. 461 and promotion if the faculty or staff member changed venue without the approval of the University (effective 2nd Semester, SY 2009-2010).

c. If a scholar cannot finish his degree within the regular scholarship time frame, he will be required to go on study leave with pay charged to leave credits) or without pay (if no more leave credits) until he finishes his degree (effective 2004). Scholars should complete his/her degree before reporting for duty otherwise, he/she would not be allowed to report for duty (effective January 2008, BOR No. 73-2007).
c.1. Request for extension of study leave with or without pay shall be indorsed by the concerned Department Chairman, Dean and the Vice President and must be supported with grade report, together with statement of the adviser attesting the needed period by the grantee to finish his degree.

c.2. Request for extension should be filed at least two (2) months before the current semester/summer ends.

c.3. For study leave without pay or with pay charge to leave credits (local or abroad) service contract with the University shall be one year for every year of study leave. Proportional service contract is also applicable to less than a year of study leave, i.e. 1 month = 1 month service.

c.3. Scholarship rules obligations and penalty provisions found in the scholarship contract.
   • Scholars are required to render services to the University in relation to their studies, local or abroad;
     - Two (2) years of service for every year of scholarship.
     - For a fraction thereof, equivalent number of days/months of service is required. (i.e.: 1 month = 2 months required service)
   • Service in other agencies/offices of the Republic of the Philippines shall not be considered service in the Central Luzon State University for the purpose of this contract, except on the following:
     - When request to transfer is with strong justifications from agency/office of the government, but subject to Board of Regents approval on case to case basis.
     - When officially seconded or detailed with another agency of the government;
     - When elected to a public office. However, if after serving his term, the scholar decided to return to CLSU, his services shall be counted as part of his contract minus the number of years served as elected official.
   • Submission of the official request to the Administrative Council for deliberation
   • Scholars must execute any of the requirements below aside from the contract as guarantee to the University.
     - Surety/fidelity bond from well-established reputable and duly accredited bonding company existing for at least 2 years or,
     - Deposit or collateral of sufficient value i.e. real property, chattel through deed of assignment
   • Surety/ fidelity bond, deposits or collateral should sufficient to cover obligations. In case of default of the scholars, the University will resort to legal means to enforce contract.
   • Scholars, whether University funded or not, should automatically be placed under accrued leave basis for them to earn leave credits that could be used for extension of study leaves with pay.
d. All scholars are given a maximum of five (5) years and seven (7) years from the start of their scholarship grant for the completion of their master’s and doctoral degrees, respectively (inclusive of study leave with and without pay) (effective June 2005-December 2007).

e. Faculty members with BS Degree hired by the University should complete their master’s degree within five (5) years; otherwise, their appointment will not be renewed (effective January 2008).

   e.1. Faculty members who reported without the degrees (MA/MS) shall be given three (3) years to complete the degree, otherwise their appointment will not be renewed and will be required to pay back tuition/ school fees and stipend received (effective January 2008).

   e.2. Faculty members who reported without the degree (PhD) shall be given three (3) years to complete the degree otherwise, they will be required to pay back tuition/ school fees and stipend received (effective January 2008).

f. Except in cases beyond the scholar’s control, no scholar shall be allowed to carry an academic load below the normal load indicated in his program of study.

   f.1. No scholar is allowed to change his field of study unless sanctioned by the Administrative Council.

   f.2. Violation of the above provisions shall prejudice the scholar’s unused scholarship.

g. Scholars must submit the following documents to the HRD Office copy furnished their respective Vice-president and Deans/ Directors at the specified time.

   g.1. Program of study immediately after the first semester/trimester prior to enrollment in the following semester/trimester.

   g.2. Progress report of studies to include official report of grades and adviser’s assessment every end of the semester/trimester.

h. Failure of scholars to submit these documents at the specified time shall cause the Administration to withhold scholar’s stipend and school fees for the following semester/trimester.

i. A university sponsored scholar is entitled to the following privileges:

   i.1. Stipend:**

       • P5,000/month for those enrolled in schools other than CLSU
       • P3,000/month for those enrolled in CLSU

   i.2. Book Allowance:**

       • P2,500/semester
       • P2,000/trimester
       • P1,500/Summer

       Book allowance must be supported by receipts after the end of the semester/ trimester/summer. This is a pre-requisite to release of book allowance for the next semester/ trimester/summer.

   i.3. Thesis Aid:**
- P40,000 for doctoral student
- P30,000 for masteral student
- Fifty percent of amount will be released upon submission of the approved thesis/dissertation proposal to the HRDO.
- Salary and other mandatory benefits.
- Actual tuition and other fees
- Thesis Advisement Fee to a maximum of P20,000 subject to submission of receipts

**Subject to approval of higher authority and availability of funds.**

j. Faculty/Staff on University funded scholarship shall not be entitled to university funds for purposes of attending a conference. Training/workshop/seminar/symposium etc. unless certified by the scholar’s program adviser that attendance is part of a course.

k. Within 60 days upon return from his scholarship a grantee shall submit:
   k.1. A terminal report to the President, copy furnished the HRDO and his Vice-President, Dean/Director.
   k.2. An original copy of his thesis/dissertation to the University Librarian through the HRD Office
   k.3. A plan of work to finish his degree should the returnee has not finished his degree.

Section 5. Selection Criteria

a. To be considered for scholarship/fellowship, the candidate must have served the university for at least two (2) years with a performance of “Very Satisfactory”.

b. Then field of specialization applied for is the same or closely related with the baccalaureate degree (for masteral candidate) or masteral degree (for doctoral candidate); or one, the nature of which is related to the position he is programmed to occupy upon return;

c. He/She has potentials for teaching, research, extension and administrative work.

d. He/She manifests institutional loyalty and be willing to sign a service contract with the university upon initiation of the scholarship.

e. Faculty/staff who are able to scout for scholarship towards a doctoral degree while doing a master’s degree will be allowed to pursue doctoral studies, provided, that in cases of scholarships abroad, this does not run counter to existing national policies.

f. Must consider the attendance/participation of a grantee in University sponsored activities/functions.

g. Never been charged administratively/criminally nor investigated due to poor teaching performance.
Section 7. Faculty/Staff not programmed for scholarship but has secured outside funding shall be allowed, provided no replacements shall be hired by the department, except when there is sufficient funding for it and provided further that it conforms to CSC Rules.

Section 8. Should the benefits (stipend, monthly allowance, book allowance, thesis/dissertation allowance given to CLSU-funded scholars be higher than that given by other agencies to a CLSU Staff grantee, the difference be given by CLSU.

Section 9. Service contracts for degree and non-degree awards shall be cumulative. (Effective June 2005-December 2007)
   a. Services rendered by a grantee in any government offices, agencies/institutions should not be credited as equivalent service to the CLSU except as provided for in Rule 4.3.5
   b. Grantee who failed to finish a degree should return and serve the University.
   c. A grantee who failed to finish his/her degree must return and serve the University as specified in the contract. In the event of failure to return and serve, the grantee must be required to reimburse all the expenses incurred by the University in his/her studies as determined by the HRD.
   d. Cases shall be filed against scholars who violated contract with the assistance of the University Legal Counsel or the Office of the Solicitor General.

Section 9. Not to allow part-time study for scholars/grantees. In no case shall a scholar be allowed to go on part-time study to enable him/her to participate/engage in research, training, seminars, conferences and the like.

Section 10. Scholars who did not enroll during the semester/summer for whatever reason must report for duty.

Article 106. Sabbatical Leave

Section 1. Sabbatical Leave. A sabbatical leave is a privilege which may be granted to a qualified and deserving member of the faculty in order to advance the frontiers of knowledge through investigation, writing, or research in the field related to his/her specialization and in consonance with the objective of the University.

Section 2. Who may qualify for Sabbatical Leave
   a. A member of the faculty with a minimum of a master’s degree and with at least the rank of associate professor who has significantly contributed to the country in general and to the University in particular;
   b. A faculty who has served CLSU as a member of the faculty for not less
than six consecutive years immediately prior to sabbatical leave.

c. A faculty who has served contract with the University for scholarship or any award given him.

Section 3. Requirements

a. Faculty applies for sabbatical leave in writing to the University President through channels not later than three months before the expected start of the sabbatical leave.

b. The applicant must be recommended by the Department Chairman. Dean/ Director and Vice-Presidents concerned to the University President for action by the Administrative Council.

c. Application must be accompanied with a proposed program of work and its details therein the activities that will be undertaken within a specific time frame and where the leave shall be spent.

d. Grantee must execute any of the following requirements below aside from the contract as a guarantee to the University:
   • Surety/fidelity bond from well-established reputable and duly accredited bonding company existing for at least 2 years or,
   • Deposit or collateral of sufficient value i.e. real property, chattel through deed of assignment

e. Surety/ fidelity bond or deposit or collateral should be sufficient to cover obligations. In case of default of grantee, the University will resort to legal measures to enforce contract.

Section 4. Privileges:

a. A sabbatical leave may be granted for a period of one year but in no case shall it exceed more than eighteen months with full pay effective upon approval of the Board of Regents.

b. While on sabbatical leave, he/she shall be entitled to salary adjustment and other fringe benefits, if any.

c. He shall also be entitled to retention of housing privilege if he enjoys the same before going on sabbatical leave.

Section 5. Responsibilities of the Grantee

a. Attend full time to his/her sabbatical leave program at the designated place/ institution.

b. Complete his/her research program within the sabbatical leave period approved by the Board of Regents.

c. Submit a written final report of his/her output and Plan of Work to:
   • Board of Regents
   • University President
   • VP for Academic Affairs
• University Library

d. Renders return service of one (1) year for every year of sabbatical leave or a fraction thereof but not less than one (1) month. Failure to comply with the service contract shall mean the refund of all salaries and other monetary benefits received by the Grantee up to supposed completion of required return service.

e. Complies with other relevant sabbatical leave guidelines/rules as provided in the HRD Guidelines of the University.

f. Grantees are given one (1) month following the expiration of their sabbatical leave to submit their final output. Non-submission of the output would mean suspension of or withholding of salary and other monetary benefits of the grantee.

Article 107. Faculty/Staff Attending Classes on Weekends

Section 1. A faculty/staff may apply in writing to the University President through channels to attend classes towards a degree on Saturdays and Sundays if:

a. the degree program he intends to pursue is related to his field of specialization or the work he is performing at the time of his application;

b. attendance in weekend classes does not jeopardize his functions in the university as attested to by his dean/director and the Vice-President of the program he comes from.

Section 2. Application must have a written endorsement of the Vice–President of the program he comes from for approval of the Administrative Council and the Board of Regents.

Section 3. Applications must be submitted to the HRD Office through the concerned Vice-President not later than six (6) weeks before the intended day of attendance in weekend classes.

Section 4. Attendance in weekend classes should be in line with the Faculty/Staff Development Program that they must enroll in the fields of study that are within the priority needs of the University.

Section 5. The degree/ units earned will not be recognized by the University in terms of educational qualifications, NBC No. 461 and promotion if the faculty or staff member attended weekend classes without the approval of the University. (Effective 2nd Semester, SY 2009-2010)

Article 108. Thesis/ Dissertation Support for Faculty/ Staff who Pursued Advanced Studies on Weekends and On Their Own

Section 1. Who may apply for thesis/ dissertation grant:
University Code 2010

a. Faculty/staff member whose research proposal has been approved by the Dean of the Graduate school he/she is enrolled in.

Section 2. Application must be sent in writing to the HRD Office through the Vice-President of the program the faculty/staff belongs to.

Section 3. Amount of grant. Grant will be equivalent to 50% of the masteral/doctoral thesis/dissertation grant for CLSU-funded scholarships.

   a. Fifty percent (50%) of the grant will be given upon submission of the approved thesis/dissertation proposal. The remaining 50% will be given upon submission of a copy of the thesis/dissertation to the University Library.

Section 4. Requirements

   a. Grantee must submit at least one final copy of his thesis/dissertation to the University Library.
   b. Grantee must sign a contract to serve the university for one year after completion of the degree.

Article 109. Attendance in Seminars, Conventions, Workshops, Conferences and Trainings.

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

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

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

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

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

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

**Article 110. Non-Academic Staff Development**

Section 1. Head of offices/units update profile of their staff to be submitted to the Personnel Officer as reference for the Human Resource Development for Non-Academic Personnel (HRDNAP) Committee chaired by the Vice-President for Administration.

Section 2. The heads of offices/units submit the training needs of their respective offices/units to the HRDNAP;

Section 3. The HRDNAP Committee consolidates and categorizes the training needs upon which will be based the long range plan for staff development.

Section 4. The HRDNAP Committee identifies public and private institutions offering training courses and educational programs suitable to the needs of the university.

Section 5. The HRDNAP Committee submits a Non-Academic Personnel Development Program to the HRD Office.

Section 6. The HRD Office in coordination with the HRDNAP conducts an annual evaluation of the program.

**Article 111. Undergraduate Degree and Vocational/Training Course for Non-Academic Personnel**

Section 1. Scope of Coverage and Qualifications. All non-academic personnel of the university are qualified, provided:

a. The area of specialization is very much needed by the Unit as justified by the immediate supervisor.

   b. Must have earned “Very Satisfactory Performance” for three (3) consecutive years, immediately preceding the start of scholarship.

   c. Request for leave without pay shall be granted only when requested by the concerned faculty/staff at least:

      i. Not over 40 years of age if pursuing bachelor degree

      ii. Not over 45 years of age if pursuing vocational courses not more than two (2) years.

   d. Those who started their BS degree program and need only a year of
semester shall be granted scholarship, irrespective of age. Provided they can still serve the contract.

e. Not over 50 years of age if pursuing long-term training of not more than one year.

f. Must not have been charged administratively and convicted for any violation of Civil Service rules and/or reasonable office rules and regulations within 5 years before effectivity of scholarships.

g. Must be enjoying permanent status for at least 3 years.

Section 2. Mechanics of Availment

a. Chiefs of Offices/Units must submit program of scholarship for degree/vocational and/or training, based on actual needs of its concerned Units/Offices.

b. Program for scholarship to be submitted to the concerned Director of the sub-program and to be presented to the GASS Council for deliberation.

c. The GASS Council through the VP for Administration shall collate all proposals and forward them to the office of the President/Chairman of the AC for approval.

Section 3. Internal Rules and Regulations

a. Individual scholars, if and when or where they are going for studies/training shall write his immediate superior who in turn must indorse the same to the VP for Administration through the GASS scholarship Committee for further indorsement to the President.

b. Performance of the scholars shall be monitored by the HRDO and transmit information to the President and to the Vice President for Administration every end of semester. Financial support shall be withheld pending submission of report of grades by the scholar.

c. Employee initiated scholarships shall be subject to the following:

i. Any administrative personnel may seek his own sponsor or funding supports with the approval of the Administrative Council, based on

ii. The Office/Unit where the applicant scholars belong can carry on the workload without replacement.

iii. That the grantee of non-CLSU scholarship shall no longer be entitled to regular stipend, book allowance, thesis/case support from the University.

d. The grantee can request the monetization of his leave credits, if still available and if there will be funds for it and in case he will need additional funds for his studies, subject to the approval of the University President.

e. If an employee who was scheduled to go on scholarship deferred the same on his own volition, he will be placed on the last slot, unless a special consideration can be given by all programmed applicants.

f. A grantee shall be given the privilege of enrolling in CLSU but cannot re-
enroll in any other school unless there is an expressed approval of the Administrative Council. If the grantee will insist even without approval, he can be recalled and stripped of all support and may even face administrative sanction.

g. If the scholar is non-CLSU funded, the funding agency must agree to the change of school.

h. Section Head and subprogram superiors must indorse request for extension of study leave which must be filed at least one (1) month before the start of the semester by the scholar.

i. If the scholar failed to finish his degree within the regular period he will be allowed to go on study leave but his salary will be chargeable to his leave credits, if any. If none, he will be on leave without pay.

j. Scholars for bachelor’s degree are given a maximum of 6 years for a regular 5-year program and 5 years for a regular 4-year course. If he failed to finish, he will be recalled and be required to serve his contract.

k. No extension of grant shall be given to vocational course and/or training.

Section 4. Obligations of Scholars

a. Scholars must sign contract with the University.

b. Scholars must submit their grades regularly after each semester or summer.

c. Scholars must report during semestral break, unless course work requires which must be validated by concerned adviser in Department where he/she is enrolled.

d. Scholars must submit entrance program upon return to service.

e. Scholars must always protect the interest and the image of the University in the school where he is enrolled, or he can be recalled anytime.

f. Must submit proofs of utilization of book allowance and other supports

Section 5. Benefits of the Scholar

a. Regular salary, stipend, book allowance and other support.

b. Other mandatory benefits, unless specifically disqualified by law.

Section 6. Other Rules

a. All provisions of the existing HRDO guidelines and scholarship contract not in conflict with these rules/regulations shall be automatically reckoned with in deciding questions and/or making decisions.

b. Scholarships of administrative personnel for MS/PhD shall be covered by the regular HRDO guidelines.
University Code 2010

Article 112. Study Grants to CLSU Faculty and Staff Members in the CLSU Institute of Graduate Studies.

Section 1. The awarding of study grants to qualified CLSU Faculty and Staff members to attend classes at the Institute of Graduate Studies is in consonance with the democratization of manpower development.

Section 2. The selected faculty/staff members are given the opportunity to grow professionally to be of better service to the University and the community.

Section 3. Equipped with advanced degrees, more venues for social mobility are opened to the selected faculty and staff members.

Section 4. Procedure for Application for Grant

a. The faculty/staff applies in writing to the University President through channels at least six 6 months before he/she intends to enroll for action of the Administrative Council.

b. The applicant must be informed of the action on his request.

Section 5. Criteria for candidates to study in IGS.

a. They must be faculty or staff members (including administrative staff) with permanent appointments and have served the University for at least two (2) years.

b. They must still have sufficient time to serve the University after completion of the sought degree as stipulated in their contract prior to retirement.

c. They must be qualified for admission to the Institute of Graduate Studies.

d. They must enroll in the fields of study that are within the priority needs of the University.

e. They must have obtained a Very Satisfactory work performance rating in the year preceeding the application for the study grant.

f. They must have manifested institutional loyalty.

Section 6. The study grant shall consist of the following:

a. Enrolment for a minimum of six (6) units per semester and a maximum of nine 9 units during summer for faculty members without summer teaching load.

b. Payment of 25% of the total fees except entrance, application and diploma fees which shall be paid by the grantee.

c. Thesis/Research support of P15,000.00 for doctoral and P10,000 for masteral degree.
Section 7. Obligations of the grantees

a. To sign an appropriate contract of return service to the University stipulating one year of grant or a fraction thereof among others.

b. To reimburse the University the equivalent cost of fees for every course where the grade obtained is lower than 2.0.

Section 8. The President reserves the right to terminate the study grant anytime on account of unsatisfactory academic performance or when exigencies so require.

Article 113. University Personnel Enrolled in the Open University

Section 1. University personnel enrolled in the open university system concurrently perform their functions. The following is hereby proposed:

a. Stipend: The faculty/staff shall be given the same stipend given to faculty/staff scholars enrolled in schools other than CLSU.

b. Service contract with the University. The faculty/staff shall sign a return service contract with the university equivalent to one (1) year for every year of enrolment in the open university or a fraction thereof not less than four weeks.
Chapter 6
PERSONNEL RELATIONS AND WELFARE SERVICES

Article 114. Health, Safety and Social Services

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

a. Take proper steps towards the creation of an atmosphere conducive to management-employee relations and improvement of the morale of the University personnel by making provisions for health, safety, welfare, counseling, recreation and other related services;

b. Keep and maintain workplaces free from hazards that are causing or likely to cause physical harm to employees or damage to property; and

c. Provide security measures for the safety and protection of persons and properties inside the campus.

Article 115. Personnel Relations

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

a. Provide a system of informing the faculty and staff of their rights and privileges, as well as the rules governing their duties, obligations and conduct;

b. Facilitate the dissemination of information and the discussion of ideas among the officials and employees. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their works;

d. Encourage voluntary activities, whether athletic, social, recreational or field trips provided that such activities are conducive to the well being of the faculty and staff and consistent with the objectives of personnel development; and

e. Encourage faculty and staff to form, join or assist employee organizations or work councils of their choice for purposes not contrary to law.
Chapter 7
OTHER EMPLOYEE BENEFITS AND PRIVILEGES

Article 116. Leave of Absence\textsuperscript{30}

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

a. Vacation Leave\textsuperscript{31}
b. Sick Leave\textsuperscript{32}
c. Teacher’s Leave for Faculty\textsuperscript{33}
d. Maternity Leave\textsuperscript{34}
e. Paternity Leave\textsuperscript{35}
f. Parental Leave for Solo Parents\textsuperscript{36}
g. Rehabilitation Leave\textsuperscript{37}
h. Special Leave Privileges such as funeral/mourning leave, graduation leave, enrollment leave, wedding/anniversary leave, birthday leave, hospitalization leave, accident leave, relocation leave and such other special leave benefits as may be granted by existing and subsequent laws and orders.\textsuperscript{38}

Section 2. All officials and employees of the University shall be required to go on vacation leave for a minimum of five (5) working days which need not be successive, subject to the provisions of applicable laws and regulations.\textsuperscript{39}

Article 117. Leave Without Pay

Section 1. Leave without pay not exceeding one (1) year may be granted to an employee in addition to the vacation and/or sick with pay provided that such employee has no more leave earned to his credit, subject to pertinent rules and regulations.\textsuperscript{40}

Article 118. Social Security and Insurance Benefits

Section 1. The University shall participate and enforce a compulsory membership of all qualified employees in the Government Service Insurance System (GSIS) to

\textsuperscript{30}Section 60, Chapter IX, Book V of EO No. 292
\textsuperscript{31}Section 1, Rule XVI, Implementing Book V of EO No. 292
\textsuperscript{32}Section 1, Rule XVI, Implementing Book V of EO No. 292
\textsuperscript{33}Section 6, Rule XVI, Implementing Book V of EO No. 292
\textsuperscript{34}Section 11, Rule XVI, Implementing Book V of EO No. 292
\textsuperscript{35}Section 20, Rule XVI, Implementing Book V of EO No. 292
\textsuperscript{36}CSC MC No. 8, s.2004
\textsuperscript{37}Section 55, Rule XVI, Implementing Book V of EO No. 292
\textsuperscript{38}Section 21, Rule XVI, Implementing Book V of EO No. 292
\textsuperscript{39}Section 25, Rule XVI, Implementing Book V of EO No. 292
\textsuperscript{40}Section 57, Rule XVI, Implementing Book V of EO No. 292
provide them with social security, insurance and other benefits, subject to such limitations as may be provided by law.\footnote{Rule II, Rules and Regulations Implementing the GSIS Act of 1997}

Section 2. Subject to the provision of applicable laws and regulations, the University shall also effect the membership, compulsory or otherwise, as the case may be, of its employees in all government-sanction programs for Philhealth\footnote{RA 7875}, employees’ compensation\footnote{RA 774} and State Insurance Fund\footnote{PD 626, as amended, 1998 edition}, Home Development Mutual Fund, and other related benefits for their welfare and well-being.

Section 3. The University shall include in its annual budget appropriate funds for its share of the contributions needed for the implementation of this Article 118.

Article 119. Study Privileges for Legitimate Children\footnote{BOR Resolution No. 695, s. 1957}

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

Article 120. Housing Privileges\footnote{BOR Resolution No. 48-2007 during the 172nd Regular Meeting of the CLSU Board of Regents on October 31, 2007}

Section 1. The University shall, as far as practicable, provide and maintain adequate and convenient housing facilities for its academic and non-teaching personnel at very low and affordable rental charges. The administration shall implement this provision by tapping both public and private sources of funding.

Section 2. The University shall formulate and implement policies, rules and regulations on housing privileges for its personnel. In granting the privilege, priority shall be afforded to permanent employees of the University.

Section 3. A Housing Committee shall be constituted by the University to be headed by a Chair who shall also act as the Housing Administrator, to enforce policies, rules, and regulations promulgated by the University for the administration of all housing facilities of the University.

Article 121. Legal Services

Section 1. Subject to applicable laws and regulations, the University shall provide free legal and other related services to its officials or employees who is 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.

Article 122. Retirement Privileges

Section 1. In addition to the benefits granted under existing laws, retired members of the
academic and non-academic staff shall be afforded the privilege to participate
in major University programs and activities. Qualified retirees may be appointed
to consultancy and affiliate faculty positions, subject to existing policies and
regulations.

Section 2. Subject to the provisions of applicable law and regulations, a retired faculty
member with the rank of full professor may be appointed Professor Emeritus,
provided that the following requirements concur:

a. He must have rendered at least 20 consecutive years of active and faithful
   service to the University;

b. He must have achieved marked distinction as a productive scholar, scientist,
   artist or educator or is widely acknowledged as an effective and dedicated
   teacher; and,

c. He must be a holder of an appropriate doctoral degree and preference
   shall be made in favor of those who have served the University as at least
   Dean or Director.

Section 3. A special committee shall be constituted by the President of the University
from among the members of the faculty in active duty who shall be responsible
in evaluating nominations of retired professors for emeritus appointment. The
Committee shall submit its recommendation to the President for approval,
subject to the confirmation of the Board of Regents.

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47Rule VIII, Rules and Regulations Implementing the GSIS Act of 1997
Chapter 8
ACCOUNTABILITY OF UNIVERSITY PERSONNEL

Article 123. Code of Conduct and Ethical Standards

Section 1. All personnel of the University must uphold the time-honored principle that public office is a public trust and must at all times be accountable to the people.48

Section 2. The University personnel shall observe the rules implementing the provisions of Section 12 of Republic Act 6713, otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees.”

Section 3. The 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.”

Article 124. Civil Service and University Rules and Regulations

Section 1. It is incumbent upon every employee of the University to strictly observe and adhere to the rules and regulations promulgated by the Civil Service Commission which aim to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service.

Section 2. Officials and employees of the University shall likewise be expected to abide by the policies, rules and regulations adopted by the Board of Regents and the Councils, and the memoranda or orders issued from time to time by the University President and other competent authorities and to discharge their duties and responsibilities in accordance with the vision, mission, and objectives of the University.

48Section 1, Article XI, 1987 Philippine Constitution
Article 125. General Provisions

Section 1. Employees of the University shall have the right to present their complaints or grievances to the management and have them adjudicated as expeditiously as possible in the best interest of the University and the employee concerned.

Section 2. Without necessarily adhering to legal technicalities, employees’ complaints and grievances shall be resolved at the lowest possible level in the University and the employee shall have the right to appeal such decision to higher authorities free from any form of reprisal or discrimination.

Section 3. Possible areas for complaints and grievances are working conditions, work assignment, tools and equipment, work processes, job placement, employee tenure, salary rates, transfer of assignment, exercise of discretion, rules and regulations, interpretations of policies and guidelines and other matters involving the morale of employees.

Section 4. The University shall promulgate a Grievance Machinery that shall govern the expeditious, fair and equitable adjudication of complaints and grievances in accordance with the policies enunciated by the Civil Service Commission. Such set of guidelines shall prescribe the composition of the Grievance Committee tasked to implement the provisions of this Article.
Chapter 10
RIGHT TO SELF ORGANIZATION

Article 126. General Provisions

Section 1. All University employees, irrespective of employment status, can form, join or assist employees’ organization of their own choice for purposes not contrary to law for the furtherance and protection of their interests. They can also form, in conjunction with appropriate authorities, labor-management committees, work councils, and other forms of workers’ participation schemes to achieve the same objectives.

Section 2. High-level employees whose functions are normally considered as policymaking or managerial or whose duties are of highly confidential in nature shall not be eligible to join the organization of rank-and-file employees. They can, however, form and join an association of their own.

Article 127. Protection of the Right to Organize

Section 1. University employees shall not be discriminated against in respect to their employment by reason of their membership in employees’ organizations or participation in the normal activities of their organizations. Their employment shall not be subject to the condition that they shall not join or shall relinquish their membership in the employees’ organizations.

Section 2. University authorities shall not interfere in the establishment, functioning or administration of employees’ organizations through acts designed to place such organizations under the control of any University authority.

Section 3. Subject to the pertinent provisions of the Constitution and applicable laws and regulations on the right of government employees to form associations, the University employees’ organizations are encouraged to have constant dialogues with the University administration and as far as practicable, use peaceful means in settling labor-management disputes and not to resort to illegal strikes, demonstrations, mass leaves, walk-outs and other forms of mass actions which will result in stoppage of work or disruption of University functions and operations.

Rule XIII, Omnibus Rules Implementing Book V of EO No. 292
Chapter 11
SEPARATION

Article 128. Resignation and Transfer

Section 1. No resignation or request for transfer shall be considered unless proper notice to that effect has been given by the concerned employee to the University President through appropriate channels, at least thirty (30) days prior to the date of its effectivity. For faculty members, no resignation shall be accepted until the end of the current semester.

Section 2. The provision of the immediately preceding section shall not apply to resignation or transfer due to serious illness or clear and present danger to the life of the concerned employee, or when in the judgment of the University President, it is the interest of the University and the said employee that resignation or transfer be effected immediately.

Section 3. A resignation or request for transfer shall only be approved and effected after the employee concerned shall have been duly cleared from financial and property accountabilities with the University.

Article 129. Other Modes of Separation

Section 1. Other modes of separation from the University such as retirement, expiration of appointment, dismissal, dropping from the rolls, termination, death and disability shall be governed by applicable laws and pertinent rules and regulations.
Article 130. General Provision

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

Article 131. Disciplinary Jurisdiction

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

Article 132. Grounds for Disciplinary Action

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

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

Article 133. Commencement of Administrative Disciplinary Action

Section 1. An administrative disciplinary action shall be commenced at the instance of the University President, or by the filing of the appropriate complaint by any person against any official or employee of the University on any of the grounds prescribed by law and regulations with the Office of the University President. The said complaint shall be in writing and under oath; otherwise, the same shall not be given due course.

Section 2. No action shall be taken on an anonymous complaint unless there is an obvious truth or merit to the allegations thereof. No employee shall be required to answer or comment on an anonymous complaint.
Article 134. Form and Content of Complaint

Section 1. The complaint shall be written in clear, simple, and concise language and in a systematic manner as to the charge against the respondent to enable him to prepare his defense.

Section 2. The complaint shall contain the following:

a. the full name and address of the complainant;
b. the full name and address of the of the person complained of as well as his position and office unit of employment;
c. narration of the relevant and material facts which shows the acts or omissions allegedly committed by the civil servant;
d. certified true copies of documentary evidence and affidavit of his witness, if any; and

e. certificate/ statement of non-forum shopping.

In the absence of anyone of the aforementioned requirements, the case should be dismissed.

Article 135. Effect of Withdrawal of the Complaint

Section 1. The withdrawal of the complaint shall not necessarily discharge the respondent from any administrative liability. Where there is obvious truth or merit to the charge or complaint, the same shall be given due course.

Article 136. Committee on Personnel Discipline

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

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

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

Article 137. Preventive Suspension

Section 1. The University President may preventively suspend any University official or
employee pending an investigation, if applicable rules so provide.

Section 2. Preventive suspension is not a punishment or penalty for misconduct in office but is considered to be a preventive measure. It shall not be considered part of the actual penalty imposed upon the respondent who is found guilty.

Article 138. Penalties

Section 1. Meeting out punishment shall be in accordance with the Civil Service Rules and Regulations.

Section 2. Subject to the confirmation of the Board of Regents and the provisions of applicable Civil Service rules and regulations, the University President, upon consultation with the Administrative Council, may impose the principal penalty of removal/dismissal from the service, forced resignation with or without prejudice to benefits, demotion in rank, suspension for more than one (1) year without pay, fine in an amount exceeding six (12) months salary, all without prejudice to the respondent’s corresponding criminal or civil liability.

Section 3. A reprimand shall be considered a penalty. However, a warning or admonition shall not be considered a penalty.

Section 4. In the determination of penalties to be imposed, mitigating and aggravating circumstances may be considered. Nevertheless, in the appreciation thereof, the same must be invoked or pleaded by the proper party, otherwise, the said circumstances shall not be considered in the determination of the proper penalty to be imposed against the respondent concerned.

Section 5. If the respondent is found guilty of two or more charges or counts, the penalty imposed shall be that corresponding to the most serious charge or count and the rest may be considered as aggravating circumstances.

Section 6. The penalty of transfer or demotion, may be imposed instead of suspension, from one (1) month and one (1) day to one (1) year except in case of fine which shall not exceed six (6) months.
Chapter 13
PROTESTS AND COMPLAINTS INVOLVING
OTHER PERSONNEL ACTIONS

Article 139. Protest

Section 1. A question involving an appointment or promotion may be a subject of protest.

Section 2. An aggrieved next-in-rank employee shall first exhaust available administrative remedies in the University by filing a motion for reconsideration with the University President against an appointment to the next higher position made in favor of another.

To be considered a “qualified next-in-rank”, the employee should have been appointed to a permanent position previously determined to be next-in-rank, and should meet the requirements for appointment thereto as previously determined by the University and approved by the Civil Service Commission.

Section 3. If the protestant is not satisfied with the written special reason or reasons given by the University President for issuing the contested appointment in the reply to the motion for reconsideration, the former may then formally file his protest with the Civil Service Commission through the Regional Office, or subject to applicable rules and regulations.

Section 4. A protest shall not render an appointment ineffective but the same shall be subject to the outcome of the protest.

Article 140. Complaints Involving Other Personnel Actions

Section 1. Other personnel actions, such as separation from the service due to unsatisfactory or poor performance, dropping from the rolls, disapproval of appointments, claims for back salaries and other benefits, may be brought to the Civil Service Commission by means of a formal complaint for the purpose, subject to pertinent rules and regulations.
Article 141. General Provisions

Section 1. The Annual Budget of the University shall be prepared within the context of existing budgetary laws, policies and regulations of the government. It shall conform to the plans of the University and shall ensure effective, efficient and economical methods of achieving objectives.

Section 2. All income generated by the University from tuition and other fees and charges, as well as those derived from the operation of auxiliary services including land, cottage and student’s dormitory rentals shall be retained by the University and shall constitute a special trust or revolving fund, as the case may be, for the use of the University, subject to existing accounting and auditing laws and regulations. Such funds shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds.

Article 142. Preparation of Budget Proposal

Section 1. Not later than the end of the first quarter of every year, a duly constituted committee on Budget Preparation with the Director for Financial Management Services Division as Chairman with the head of Budget Section as Vice-chairman the heads of representatives of the various units of the University as Members shall convene to consolidate and submit to the University President the annual budget proposal of the University for the ensuing year for recommendation and submission to the appropriate higher authorities for approval.

Section 2. Prior to the convening of the Committee on Budget Preparation, the Chairpersons of the various academic departments and heads of administrative offices of the University shall submit to the Committee, through their respective representative, the annual budgetary requirements of their offices to be prepared in accordance with the prescribed guidelines, which requirements shall be justified on the basis of the actual needs of each office and the development programs of the University. The budgetary requirements shall include the Project Procurement Management Plan (PPMP) for each office which shall be consolidated into an Annual Procurement Plan (APP). The APP includes a listing of supplies, materials, and equipment needed for the ensuing year.
Section 3. Pending approval of the annual budget for the current fiscal year, the University shall operate on the basis of the budget of the preceding year.
Article 143. General Provisions

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

Article 144. Certification of Availability of Funds

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

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

Article 145. Prevention of Irregular, Unnecessary, Excessive, Extravagant or Unconscionable Expenditures

Section 1. University officials and employees are enjoined to prevent irregular, unnecessary, excessive extravagant or unconscionable expenditures as defined by pertinent law and regulations.
Chapter 4
DISBURSEMENTS

Article 147. General Provisions

Section 1. Disbursements constitute all cash paid out during a given period either in currency or by check.

Article 148. Basic Requirements

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

a. Certificate of availability of funds;\(^{56}\)
b. Approval of claim or expenditures by the University President or his duly authorized representatives;\(^{57}\)
c. Documents to establish validity of claim;\(^{58}\)
d. Conformity of the expenditure to existing laws and regulations; and,
e. Proper accounting treatment.\(^{59}\)

Section 2. Disbursement of University funds shall be governed by the following rules:\(^{60}\)

a. Revenue funds shall not be paid out of any depository except in pursuance of an appropriation law or other specific statutory authority;\(^{61}\)
b. Trust fund shall not be paid out of any depository except in the fulfillment of the purpose for which the trust was creation and upon authorization of the University President or his duly authorized representative, and subject to pertinent laws, rules and regulations;\(^{62}\)
c. Revenue and trust funds shall not be withdrawn from any depository except upon instruments of withdrawal approved by the University Presidents of his duly authorized representatives;\(^{63}\) and

d. Temporary investment of investible funds as authorized by competent authorities of the University shall be construed as disbursement of funds.\(^{64}\)

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\(^{55}\)Section 123 of PD 1445, DBM Circular Letter No. 2008-8-National Guidelines on Internal Control System
\(^{56}\)COA Circular No. 97-004
\(^{57}\)COA Circular No. 97-004
\(^{58}\)COA Circular No. 92-389 and COA Circular No. 97-004
\(^{59}\)Section 167, Title 4, GAAM Volume 1
\(^{60}\)Section 84, PD 1445
\(^{61}\)Section 138, GAAM Volume 1 and Section 4, PD 1445
\(^{62}\)Section 4, PD 1445 and Sections 138, 168 and 169, GAAM Volume I
\(^{63}\)Section 4, PD 1445 and Sections 138, 168 and 169, GAAM Volume I
\(^{64}\)Section 4, PD 1445 and Sections 138, 168 and 169, GAAM Volume I
Article 149. General Provisions

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

a. Daily receipts on collections must be deposited intact with the proper bank; and,

b. All payments must be made by check except in instances when it may be very difficult, impractical or impossible to make payments by check. In such case, payments may be made by the disbursing officer in the form of cash through his cash advance.

Article 150. Types of Cash Advances

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

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

a. Salaries and wages;

b. Commutable allowances;

c. Honoraria and other similar payments to officials and employees; and,

d. Petty operating expenses consisting of small payments.

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

a. Current operating expenditures of an activity of the University undertaken in the field; and,

b. Foreign travel expenditures.

Article 151. Guidelines in the Granting and Utilization of Cash Advances

Section 1. Only permanent officials and employees shall be granted cash advances.

Section 2. Only duly appointed or designated disbursing officers shall perform disbursing functions, except those given cash advances for foreign travel.
Section 3. Only one disbursing officer shall be assigned/designated for a specific legal purpose except when designation of additional disbursing officers for the same purpose is fully justified by the University President.

Section 4. Transfer of cash advance from one accountable official to another shall not be allowed.

Section 5. The cash advance shall be used only for the specific purpose for which it was granted.

Section 6. No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him is first settled or a proper accounting thereof is made.

Section 7. No cash advance shall be granted on account of infrastructure or other undertakings in a project basis.

Article 152. Bonding of Accountable Officers

Section 1. The bonding requirement for accountable officers shall be strictly enforced unless provided for by applicable laws and regulations.

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68COA Circular No. 97-002
Chapter 6
PERSONNEL SERVICES

Article 153. Payment of Salaries, Wages and Allowances

Section 1. The basic requirements for payment of salaries and wages are:

a. Existence of a legally created position, permanent or contractual, with fixed compensation or emolument attached to the practice;
b. Issuance of valid appointment;
c. Rendition of service being paid; and,
d. Payment to the right person.

Section 2. Salaries and allowances of University employees shall be paid in legal tender of the Philippines or its equivalent in cash through the Cashier’s Office or through a government depository bank.

Section 3. Payment of salaries and wages under special circumstances such as those intended for employees on detail or temporary assignment, de facto officers as defined by law, employees called to military service, employees on leave of absence, and other circumstances shall be governed by applicable laws and regulations.

Section 4. University officials and employees shall be granted allowances and honoraria only on the basis of specific provisions of law and regulations.

Section 5. Payment of salaries and wages shall be made twice a month, first on or about the 15th and the second on or about the last day of the month.

Article 154. Salary Retention or Deduction

Section 1. It shall be unlawful for a Cashier or other fiscal officer to draw or retain from the salary any amount or contribution or payment of obligation other than those due the government, except as may otherwise be provided.

Section 2. The following forms of deduction are allowable. 70

a. Withholding tax;
b. Premium for GSIS and retirement insurance, Medicare and PAG-IBIG contributions;
c. Settlement of government claims against the employee;
d. Disallowance from accounts;
e. Allotment of a fixed monthly amount to members of the family or dependent

66GAAM Volume I
70Section 40, RA 9524, GAA 2009
of an employee upon written authorization from the same to the disbursing officer; and,
f. Deposits and repayment of loans owing to government lending institutions or associations organized and managed by the University employees upon written authorization from the same to the disbursing officer.
Chapter 7
PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS

Article 155. General Provisions

Section 1. All procurement and requisitions shall be made in accordance with the provisions of R.A. 9184 and R.A. 9184 IRR, and other existing rules, regulations, and implementing guidelines adopted by the University in accordance with the Commission on Audit rules.

Section 2. As a general rule, no contracts for public service such as for furnishing supplies, materials and equipment, infrastructure, and consulting services shall be entered by the University without public bidding, in accordance with existing accounting and auditing rules and regulations.

Article 156. Public Bidding

Section 1. As a general rule, no contracts for public service, or for furnishing supplies, materials and equipment shall be entered by the University without public bidding, in accordance with existing accounting and auditing rules and regulations.

Section 2. The above requirements of public bidding may only be relaxed on instances cited in the provision on alternative modes of procurement.

Article 157. Alternative Methods of Procurement

Section 1. Subject to the prior approval of the University President or his duly authorized representative, and whenever justified by the conditions provided in R.A. 9184, the University, in order to promote economy and efficiency, resort to alternative methods of procurement. In all instances, the University shall ensure that the most advantageous price is obtained.

Section 2. Limited Source Bidding. Otherwise known as selective bidding, this method of procurement of goods and consulting services, involves the direct invitation to bid by the University from a set of pre-selected suppliers or consultants with known expertise and proven capability on the requirements of the particular contract.

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

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

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

Section 6. Negotiated Procurement. This is a method of procurement whereby the University directly negotiates with a technically, legally and financially capable supplier, contractor or consultant.

**Article 158. Bids and Awards Committee (BAC)**

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

Section 2. The members of the BAC, Technical Working Group (TWG) and BAC Secretariat shall be entitled to the payment of honoraria subject to availability of funds and relevant DBM guidelines.

**Article 159. Payment of Contract**

Section 1. The University shall in no case make advance payments for services not yet rendered or for supplies, materials and equipment not yet delivered under any contract thereof.

Section 2. No payment partial or final shall be made by the University on a contract entered into, unless all requirements appertaining thereto are complied with.

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73Article V, IRR-A, RA 9184
74Section 88, PD 1445
75Annexes D, E and F of IRR-A, RA 9184
Article 160. General Provisions

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

Article 161. Disposal of Property

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

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

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

Article 162. Sale of Property

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

76GAAM Volume III and Section 79, PD 1445
Chapter 9
TRAVELLING EXPENSES

Article 163. General Provisions

Section 1. The incurrence of expenses for local travels shall be subject to the provisions of existing laws, rules and regulations.

Section 2. Expenditures for foreign travel shall be governed by applicable laws and regulations.

7EO 298 dated March 23, 2004
Article 164. General Provisions

Section 1. Idle funds of the University may be invested in government securities, in money market placements, or with government financial institutions through a duly authorized body.

Section 2. The investments shall be on short-term basis 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 of the University for adequate instructional facilities.

Section 3. All investments shall be authorized by the President according to the limits prescribed by the Board of Regents and by pertinent laws and regulations. The interest earned on these investments may be expended for such purpose as the Board of Regents may authorize in its discretion consistent with the public interest.
Article 165. General Provisions

Section 1. The rates of subscription to University publications shall be recommended by the President or other officials designated by him and approved by the Board, and the income that may be derived therefrom shall accrue exclusively to their maintenance and support, subject to accounting and auditing rules and regulations.

Section 2. All exchange for University publications shall be turned over to the library.

Section 10, General Provisions, RA 9524 (GAA 2009)
TITLE SIX
ADMINISTRATION OF PROPERTIES

CHAPTER 1
CUSTODIANSHIP OF PROPERTY

Article 166. Persons Primarily and Secondarily Accountable for Government Property

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

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

Article 167. Accountable Officer: Bond Requirement

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

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

Article 168. Insurance of Property

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

Article 169. Use of Government Movable Property

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

80PD 1445, GAAM, COA Circular No. 89-296
subject to applicable laws and regulations.

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

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

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

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

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

Article 170. Use and Operation of Government Motor Vehicles

Section 1. In general, all motor vehicles owned and operated by the University shall be constituted into a motor pool under the direct supervision of the Director for Physical Plant Site Development Services, provided, that the Board may authorize alternative mechanisms to promote economic use of vehicles.

Section 2. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations of the University and the pertinent provisions of existing laws, rules and regulations, as well as COA circulars on the matter.
Chapter 2
BUILDINGS AND GROUNDS

Article 171. Names of Buildings and Other Structures

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

Article 172. Maintenance and Repair of Building and other Physical Structures

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

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

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

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

Section 5. No repair of buildings shall be undertaken if estimated cost exceeds fifty percent of its present appraised value.

Section 6. No building shall be demolished unless properly recommended for condemnation by the Appraisal Committee to be composed of authorized representatives from the University and other concerned agencies of the government as prescribed under existing law and regulations, and provided further, that all other requirements are complied with.
Article 173. Use of Buildings, Premises and Equipment

Section 1. It shall be incumbent upon the University officials and employees to exercise due care and diligence in the use of its facilities. In this respect, the University President shall promulgate rules and regulations for the use thereof in accordance with existing rules and laws.

Section 2. Except those specifically provided under applicable policies and regulations, official, student, and/or faculty activities shall have priority in the use of school activities and shall have priority in the use of school buildings or any other property intended for instructional purposes belonging to the University, provided, however, that the use of facilities shall not be in conflict with more important programs of the University.

Article 174. Solicitation within the University’s Buildings and Grounds

Section 1. No solicitation for funds, canvassing for the sale of merchandise, subscriptions, sale of tickets and any other promotional or charity schemes shall be conducted in the buildings or grounds of the University without the previous approval of the President of his duly authorized representative.

Section 2. Streamers, placards and similar materials which are used to announce, advertise or publicize events, products or the like shall not be posted or placed in any of the buildings or grounds of the University without the written permission of the President or his duly authorized representative.
Article 175. Recording and Inventories of Supplies, Materials and Equipment

Section 1. It shall be the prime responsibility of the University to promote greater service and economy in the use of supplies and materials. For this purpose, and adequate and complete record system shall be maintained by the University and periodic inventory of the same shall likewise be conducted.

Section 2. For effective control of supplies and materials, the University shall strictly adhere to the rules and regulations prescribed by the Commission on Audit and other competent authorities.

Section 3. Physical stocktaking is an indispensable procedure for checking the integrity of supplies and properly custodianship and should be regarded with importance.
Chapter 1
General Provisions

Article 176. Research and Development Planning

Section 1. Research planning in the University is essentially multidisciplinary, consultative and problem oriented. Relevant and successful technologies are derived from scientific research, which is the university’s primary activity and pursues it with dedication and commitment to excellence. RET recognizes that its purpose can only be achieved through collaboration among scientists from different disciplines. To this end, in the implementation of its programs, a multidisciplinary team approach to solve research problems is encouraged.

Article 177. The R and D Planning Process

The R and D planning process follows the values of integrity, honesty and hard work that constitute the University’s guiding principles. The University’s RET programs and activities are contained in a five-year plan regularly refined in its annual development plan.

Section 1. Setting of Priorities. In setting the RET priorities and agenda, it should consider its national and regional thrusts/mandates, as well as the information and feedback it receives from various agencies and sources.

b. Regional Agencies.
c. Local Government Units.
d. Other Funding Agencies.

Section 2. Translating Priorities into Action Plans and R and D Proposals. Once the priorities are set, translating them into action plans follows. Each unit of the Research Extension and Training and the institutionalized centers prepares an action plan with the corresponding R and D proposals consolidates the plans/proposals and submits to the Office of the VPRET for final review before endorsement by the Office of the President to appropriate funding agencies.
Chapter 2
INTELLECTUAL PROPERTY RIGHTS POLICY AND GUIDELINES

The RET integrated in its policies the CLSU Intellectual Property Rights Policy and Guidelines as herein stated:

Article 178. Policy Statement

As a higher education institution (HEI) tasked to develop quality human resources, researches and technologies for people empowerment, global competitiveness and sustainable development CLSU encourages technological innovations, creations, and inventions by researchers and faculty member.

As a public institution serving public interest, CLSU-owned technologies, creations, and inventions when granted rights under existing intellectual property rights, shall be made available for public use, consistent with CLSU’s mandate to transfer and disseminate appropriate technologies, except for a valid reason that would prevent such case. In all cases, public access to CLSU intellectual property rights is subject to rights of innovators, creators and inventors.

Article 179. General Guidelines

Section 1. Purpose of these Guidelines. To provide implementing rules and regulations on the Policy.

Section 2. Interpretation. The Intellectual Property Code (IP Code) of the Philippines (Republic Act No. 8293), the Plant Variety Protection Act of 2002 (RA No. 9168), the Agriculture and Fishery Modernization Act (RA 8435), the Philippine Fisheries Code of 1998 (RA 8550), the Wildlife Act (RA 9147), Indigenous People Rights Act (IPRA Law), the Inventor’s and Invention Incentives 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 the respective charters of agencies under the CLSU; and other relevant laws and their corresponding amendments, implementing rules and regulation are deemed written into the Guidelines. In case of conflict in the interpretation of its provisions, these guidelines shall be interpreted in favor of the CLSU inventor, author, breeder, or other holder of IPR.

Section 3. Coverage and Scope.

a. Coverage. All officials and employees of the CLSU and those of its attached centers of excellence, but not limited to the following are covered by these guidelines:

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82 BOR Resolution No. 05-07 during the 170th Regular Meeting of the CLSU Board of Regents on March 1, 2007
i. All regular (plantilla) staff and faculty member whether in permanent, 
temporary (detail or secondment) status, and casuals;
ii. Those under contract service or special appointment or designation 
whether on a full-time or part-time basis including service or professional 
contractors, consultants, and postgraduate fellows, visiting scientists, 
those on sabbatical, project and study leaders, trainees, students, and 
others; and,
iii. Collaborators or partners, whether in the national or international 
research and development network, other agencies and organizations 
whether public or private.

b. Scope. Intellectual property derived from CLSU directed, assisted, 
commissioned, or contracted research and development projects.

Section 4. Definition of terms.

a. “Assignee” a natural or juridical person to whom the rights, title to and 
interest in IP or proprietary information has been assigned by the inventor, 
creator, or breeder through an undertaking or any other legal instrument;
b. “Assignment” refers to the act of assigning all the rights, title to and 
interest in intellectual property or proprietary information by the inventor, 
creator, or breeder to CLSU through an undertaking or any other legal 
instrument.
c. “Assisted research” refers to any R&D activity supported in kind, wholly 
or partly by the CLSU and/or agency undertaken by any person, or entity, 
private or public other than the CLSU
d. “Commercialization of intellectual property” refers to the deliberate effort 
to generate intellectual property for specific markets or commercial 
purposes and commercializing them through formal technology transfer 
arrangements as provided for in the IP Code.
e. “Contracted research” refers to any R&D activity supported financially and/
or in kind, wholly or partly by the CLSU and/or agency and undertaken by 
any person, or entity, private or public other than the CLSU.
f. “Directed research” refers to any R&D activity undertaken by staff members 
of CLSU and/or agency using CLSU funds and resources;
g. “Generation of intellectual property” means the conduct of basic and 
applied researches focused in obtaining new knowledge and the production 
of new or improved technologies, products and processes.
h. “Holder” refers to a natural or juridical person who owns the rights to an 
IP at any given time.
i. “Intellectual property” or “intellectual property rights” are used 
interchangeably in these Guidelines. These terms refer to intellectual 
property or intellectual property rights that are relevant to CLSU and/
or agency such as: a) plant variety protection or plant breeders’ rights;
b) copyright and related rights; c) patents, utility models and industrial design; and other intellectual property rights such as but not limited to: 1) trademarks and service marks; 2) geographic indications; 3) layout-designs (topographies) of integrated circuits; and 4) protection of undisclosed information.

j. “Inventor”, “Author”, “Creator” or “Breeder” refers to the natural person who made substantial creative and intellectual contribution to the creation of the intellectual property be it an invention, a copyright, or a variety. Substantial creative and intelligent contributions include the conceptualization and planning of any activity resulting to the creation and expression of the intellectual property or proprietary information.

k. “Other income” refers to income from activities other than normal business operations, such as investment interest, foreign exchange gains, rent income, and profit from the sale of non-inventory assets.

l. “Proprietary information” refers to information or data relating to technologies, creative works, discoveries, products and processes and improvements thereto, trade secrets, formula, ideas, varieties, lines, breeding materials, parentals, which may not be formally protected through registration, but shall, nevertheless, be properly documented and recorded for protection. It includes all scientific, business or financial information relating to CLSU, its R&D centers, programs, divisions, units and, in the future, subsidiaries or affiliates or their respective businesses.

m. “Protection of intellectual property” refers to the act of formally registering intellectual property with appropriate agencies to gain vested rights thereto, and, where registration is not required, the act of documenting the transfer of intellectual property or proprietary information to individuals or organizations for proper documentation and monitoring.

n. “Royalty” refers to payment made for the use of property, especially a patent, copyrighted work, franchise, or natural resource. The amount is usually a percentage of revenues obtained through its use.

o. “Technology Transfer Arrangements” as defined in the IP Code, refers to contracts or agreements involving the transfer of systematic knowledge for the manufacture of a product, the application of a process, or rendering of a service including management contracts; and the transfer, assignment or licensing of all forms of intellectual property rights or proprietary information.

p. “Third party” refers to someone other than the principals directly involved in a transaction or agreement;

Section 5. Obligations of those covered by these guidelines:

Aside from the duty to invent, create or breed, those covered by these guidelines whether individuals or colleges/centers where applicable shall have the following obligations:
a. Execute in favor of CLSU colleges/centers, an Intellectual Property Undertaking containing the following minimum provisions:
   i. To comply with the CLSU intellectual property policy and its guidelines;
   ii. To disclose promptly to CLSU any intellectual property, which may be solely, or jointly discovered or generated with others in the performance of their regular duties, or with the use of CLSU agency funds, facilities, or services;
   iii. To perform all acts necessary to assist CLSU in protecting and commercializing the intellectual property.
   iv. To use the intellectual property or proprietary information only in the performance of their duties to CLSU, and
   v. To use them in confidence and to employ all reasonable precautions to assure that they are not disclosed to unauthorized persons or used in an unauthorized manner, both during their employment or contract and for a period of five (5) years after their employment or contract with CLSU.

b. Disclose to the CLSU at least Twelve (12) months prior to sale, offer, publication, presentation or communication to the public of any information on any intellectual property or proprietary information, through the Intellectual Property Disclosure Form.

c. Ensure that all Memorandum of Agreements entered into by CLSU, which may generate any intellectual property or proprietary information, shall contain the following clauses:

   "Any intellectual property or proprietary information in the course of and as a result of the implementation of this agreement such as, but not limited to discoveries, inventions, varieties, works, databases, information, reports, articles, research papers, research notebooks or records, tri-media presentations, and other project outputs, shall be subject to the CLSU Intellectual Property Rights Policy and its Implementing Guidelines, and such other laws, rules and regulations on intellectual property, all of which are deemed incorporated into this Agreement. All personnel involved in carrying out this agreement shall further be subject to such policies, rules and regulations.

d. Ensure that the use of any intellectual property or proprietary information by a third party shall be covered by a Material Transfer Agreement or a License Agreement.

e. Disclose any consulting or business engagement using any information on intellectual property or any proprietary information owned by CLSU. Ensure that any arrangement involving intellectual property or proprietary information with any third party are authorized.
Article 180. CLSU Intellectual Property Rights (IPR) Office

Section 1. Creation of CLSU IPR Office. A central CLSU IP Unit which shall be responsible for the overall management, planning, implementation, monitoring of intellectual property, and evaluation of the IP-related activities of the department is hereby created.

Section 2. Powers and Functions. The CLSU IPR Office shall have the following powers and functions:

a. To provide oversight supervision, guidance, and capacity-building on the IPR Offices of CLSU, including but not limited to, IPR audit, preparation, filing, and prosecution of applications for legal protection; and in handling technology transfer agreements;

b. To lead in the preparation, filing, and prosecution of IPR registration;

c. To lead CLSU in negotiating technology transfer arrangements such as but not limited to licensing agreements;

d. To collect royalties resulting from technology transfer arrangements and to manage and disburse the same in accordance with these guidelines;

e. To lead the CLSU in contested proceedings affecting IPR of these agencies in coordination with their respective statutory counsels; and,

f. To perform other functions to accomplish the purpose and objectives of these IPR policy and these guidelines.

Section 3. Funds for CLSU IPR Office. For its initial operation, the CLSU shall allocate funds from its General Appropriations for the operation of the Unit. The Unit shall there from operate through grants, endowments, royalties, and other internal and external funding sources received by it and kept on a separate account under an authorized government depository bank. The unit shall disburse its funds in accordance with these guidelines and the existing government accounting and auditing rules and regulations.

Article 181. Plant Variety Protection

Subject to the provisions of the Plant Variety Protection Act of 2002 (Republic Act No. 9168), the following guidelines shall govern plant variety protection or plant breeder’s rights at CLSU

Section 1. Ownership of Plant Breeders’ Rights. CLSU shall have the ownership of the new variety, which is bred, or discovered and developed by those covered by these guidelines, and those commissioned by it to do the breeding, or discovering and developing a new variety. If the CLSU staff or the person commissioned by CLSU breeds, discovers and develops a new variety together with two or more persons, all of them shall be named in the application for plant variety
protection to be filed by CLSU.

Section 2. Plant variety protection shall be sought and maintained by CLSU for those varieties with high commercial potential. Protection shall be sought before any testing or commercial release of the new variety.

Section 3. If it is necessary to immediately disseminate the new variety for the benefit of the farmers, CLSU may enter into exclusive licensing agreements with the private sector, provided the exclusive licensing agreement is done with transparency and competitiveness through a public bidding and will also bring about lower prices of seeds of the new variety for the farmers.

Section 4. A new variety, whether propagating or harvested material shall not be sold, offered for sale or disposed of to others, by or with the consent of the breeder, for purposes of exploitation of the variety more than a year before the date of the filing of an application for plant variety protection.

Section 5. Germplasm may be provided by CLSU to interested parties, provided the transfer of said germplasm is covered by a material transfer agreement.

Article 182. Copyright and Related Rights

Subject to the Law on Copyright as contained in Part IV of the Intellectual Property Code of the Philippines, the following guidelines shall govern copyright and related rights at CLSU:

Section 1. Ownership and Assignment of Copyright. CLSU as an agency of the government of the Philippines cannot hold copyright but reserve its rights to require prior approval if its work is exploited for commercial purposes. However, it shall authorize its authors to individually/collectively hold copyright, if the same is generated as part of regular duties, with the use of funds, facilities, or services, and due to involvement with CLSU and/or agency). The author shall assign copyrighted works to CLSU.

Section 2. Copyright to outputs of collaborative works by CLSU with other institutions shall be governed by these guidelines and the stipulations in the agreement.

Section 3. Determination of authorship in cases of collaborative efforts among authors.

a. Joint ownership resulting from contributions from different persons shall be determined as follows:
   i. by stipulation in the research contract;
   ii. by application of the law on joint and/or sole ownership; and
   iii. through dispute resolution arbitrated by the IP Unit Head of CLSU.
Section 4. Terms and conditions of use of institutional works.

a. CLSU users shall be covered by the undertaking to be executed by them prior to or during their employment or contract with CLSU. They are automatically authorized to use CLSU institutional works provided that the materials are properly cited and attributed.

b. Third party users shall be covered by a separate agreement including but not limited to the following terms and conditions:

b. The agreement applies both to the user requesting the use of the materials and his employer or organization for whose programs the materials shall be used. The agreement takes effect once the works are obtained.

c. The user must agree to a processing fee and the terms of payment as specified in the agreement. Fees, as determined by CLSU, shall include but not limited to service charge, production fee, processing and handling fee and shipping fee if necessary.

d. All materials obtained from CLSU are strictly limited to the listed restrictions in the agreement or others specified by CLSU.

e. The period of use of the materials shall be specified by CLSU and shall be stipulated in the agreement. Renewals or extensions in the use of the works shall be at the sole discretion of CLSU.

f. Agreements shall be terminated or cancelled upon failure to comply with the restrictions specified in the agreement.

g. Media assets such as photos, graphics, and PowerPoint presentations can be copied, printed, or downloaded for purposes of integrating the assets into their own multimedia programs or for other research, educational and non-commercial purposes provided that they are properly attributed and cited. Copies of the programs shall be furnished to CLSU for validation free of charge.

h. Any alteration in publications such as news articles, books, bulletins, reports and artistic and literary works are not allowed. However, alterations for the purpose of improving the clarity, enhancing color, and cropping to maximize space, may be allowed by the CLSU.

i. The publications may not be used to infringe the copyright of any individual or organization. Users must ensure that the works will not be used for any unlawful, obscene, defamatory, or libelous acts. The user is liable for any damage caused to CLSU and may enforce payment of such damages under applicable laws.

Section 5. Terms and Conditions of Use of Databases or Information Systems.

Databases or information systems which are unique forms of derivative works shall be governed by the following guidelines:

a. Prior approval from the CLSU shall be required for any use of database or information systems;
b. A user shall not extract or re-utilize a database or contents thereof without prior approval of CLSU or the copyright owner.

c. The user shall not distribute copies of the database or contents thereof to third parties without authority from CLSU.

d. A user shall properly attribute or cite CLSU or author when using the database or contents thereof for communication to the public.

Section 6. Credit and Copyright Notice. Any public display or distribution of media assets and databases requires the user to place a copyright notice, photo credit or any form of acknowledgement at the end of each work.

Section 7. Confidentiality. Information that are proprietary or confidential in nature shall be covered by a confidentiality agreement before any use thereof by third parties.

Article 183. Patents, Utility Models, and Industrial Designs

Subject to the law on patents, utility models and industrial designs as contained in Part II of the IP Code of the Philippines, the following guidelines shall govern patents, utility models and industrial designs at CLSU:

Section 1. Ownership.

a. CLSU shall have ownership of patents or a utility model or an industrial design in any of the following instances:
   i. If commissioned by CLSU;
   ii. If provided for in the contract to generate an IP;
   iii. If the inventor made the invention in the course of his contract with CLSU; and,
   iv. If the invention is the result of the performance of the inventor’s regularly-assigned duties, unless there is an agreement, express or implied, to the contrary.

b. The CLSU employees or all those covered by these guidelines, shall own the invention, utility model, or industrial design generated outside of his/her regular duties even if the employee uses the time, facilities, and materials of the CLSU, subject to other existing laws, rules, and regulations on the use of government time, facilities, and materials.

c. The right of collaborators/external partners shall be based on the stipulations in the agreement between CLSU and their partners.

Article 184. Other Intellectual Property Rights

The IP Code and its implementing rules and regulations shall govern the following other intellectual property rights: a) trademarks and service marks or trade names; b) geographic indications; c) lay-out designs (topographies)
of integrated circuits, and d) protection of undisclosed information. Proprietary information as defined in these guidelines falls under the category of other intellectual property rights.

Section 1. The ownership of other intellectual property rights shall be determined by any of the following:

- by law;
- by contract;
- by employment; and
- by any other legal instrument.

Article 185. Royalties and Benefits

Section 1. Based on the IP code and the Magna Carta for S&T workers, inventors shall receive a percentage share of royalties and other benefits generated from their commercialized IPs subject to the following terms and conditions:

- Royalties shall only be in the form of cash, and shall be allocated as follows:
  - For CLSU-owned IP
    40% (Inventor) : 60% CLSU
  - For IPs owned by holders assigned to CLSU
    60% (Inventor) : 40% CLSU
- The manner of payment of royalties shall be mutually agreed upon by the parties;
- Percentage share from the royalties shall be calculated from the proceeds of one (1) intellectual property. If there is more than one (1) related intellectual property licensed, the royalty shall be calculated for each and apportioned as stipulated in the contract. When there is more than one CLSU inventors involved, the share shall be divided equally, unless there is a written agreement to the contrary.
- The CLSU inventor’s personal share shall survive termination of affiliation with CLSU and in the event of death, shall accrue to his/her heirs, assignees, or successors-in-interest, in accordance with existing laws.
- Awards, prizes, honoraria and the like received by CLSU inventors primarily as recognition for achievement in the generation of the intellectual property shall not be considered royalty.

Section 2. In case of inability to locate the CLSU inventor or his/her heirs within ten (10) years from the last publication of three notices in a newspaper of general circulation, his/her royalty percentage share including interest shall be deemed waived in favor of CLSU.

Section 3. Where there is reasonable basis for believing that the royalty amounts may
be refunded, or that others may have claim to such amounts, the payments thereof shall be deferred until the matter is resolved.

Section 4. Any person who has legal grounds for receiving any royalty, but who does not receive it, shall submit a claim in writing to the CLSU or CLSU IP Unit.

Section 5. Other income derived from the research shall not be considered royalty.

Section 6. Collection of royalty. The CLSU IP Office shall collect and disburse any royalty resulting from the commercialization of IP.

**Article 186. Conflict Resolution**

Section 1. In case of conflict arising from any of the provisions of this policy, the parties may agree to resort to mediation to settle the dispute with the assistance of the CLSU IP Office, the decision is appealable to the President of CLSU whose decision shall be final.

Section 2. If the parties are not amenable to mediation, the parties may avail of any remedy provided for by existing laws, rules, and regulations.

**Article 187. Transitory Provisions**

Section 1. This Policy shall apply to existing agreements between CLSU and any third party, with potential to generate intellectual property, subject to the conformity of the latter.

Section 2. If an existing agreement is renewed, revised or amended after this policy takes effect, the amended or new agreement shall conform to this policy, or shall automatically be under the operative provisions of this policy.

**Article 188. Incentives for Authors of Published Research, Scientific, Scholarly Works and Books**

Section 1. The granting of fair incentive can be provided to encourage the publication of research, scientific, scholarly works and books by faculty and staff members aside from the self-fulfillment the author gets for the publication of his work.

<table>
<thead>
<tr>
<th>Scope of Publications</th>
<th>National (Php)</th>
<th>International (Php)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research, scientific, scholarly works, chapter of a book</td>
<td>25,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Books</td>
<td>50,000</td>
<td>100,000</td>
</tr>
</tbody>
</table>

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83 BOR Resolution No. 98-2000 during the 146th Regular Meeting of the CLSU BOR on November 17, 2000
a. Full-time faculty and staff of the university are eligible for the award/s as contained in this implementing guidelines. The author/s must identify themselves as faculty/staff of CLSU in the published material.

b. In the case of co-authorship, the award shall be divided equally among the number of authors whether they be local or foreign. But only the CLSU faculty will be given the incentive award.

c. Faculty/staff who receive lower cash from Commission on Higher Education (CHED) or any government agency for the same article, chapter or books shall be given an incentive equivalent to the difference between the award given by the University and that given by CHED or any other agency.

d. Sabbatical leave works shall qualify for this award.

e. Only articles published in journals listed in the Institute for Scientific Information (ISI) database of selected journals will qualify for the award.

f. For journal articles the following shall qualify:

   i. Papers read in international conferences and posted in the web
   ii. Articles published in newsletters or bulletins, provided these are titles of journals listed in the ISI database.
   iii. Conference proceedings provided the ISI journal is so titled


h. Authors of publications qualified for incentive are given their awards not later than a year after the publications date.

i. A CLSU faculty/staff may be given the award as often as his/her published work.

j. Should the publication be withdrawn or retracted later by the journal/book publisher owing to valid reasons like plagiarism or some unethical act or misinterpretation of data or ownership, the author(s) shall return the full amount of the award, without prejudice to the application of other university sanctions.

k. A faculty/staff who would like to apply for the award sends a copy of the printed article, in the case of a journal article, or a copy of the book to the VPAA.

l. Incentives will be provided by Income Generating Project (IGP) of the University.

Article 189. Awards and Recognition in Research and Development

Section 1. Best R and D Papers. The best R and D papers in each sector during the annual agency in-house review can be selected as a motivation and incentive to researchers in recognition of their outstanding and notable accomplishments.
A modest monetary incentive and a plaque of recognition should go with the award. The criteria for the selection of best paper are as follows:

a. **Relevance/Significance of the project (45%)**
   (Potential contribution to countryside development whether social, economic, ecological....etc.)

b. **Organization of Papers (30%)**
   Comprehensiveness
   Validity of approach and reliability/dependability of results

c. **Presentation and Confidence (25%)**
   Knowledge of the content of the paper (10%)
   Clarity of presentation (5%)
   Composure and presence of mind (5%)
   Effective use of visual aid and other medium of presentation (5%)

**TOTAL POINTS: 100%**

Section 2. Best Poster. As an added feature in the annual agency in-house review, the Best Poster can also be selected. It is open to all researchers of the university engaged in research. The Board of Judges are selected from outside of the University. Only one best poster may be selected among all competitors by the Board of Judges based on the following criteria:

a. Technical Content (70%)
   • Significance/relevance of findings (50%)
   • Experimental organization; procedure or methods; resourcefulness of researchers (20%)

b. Presentation (30%)
   • Attractiveness of poster (orderliness, neatness and good use of colors and materials) (6%)
   • Appropriateness or volume of information for effective information (6%)
   • Clarity in statement of purpose of work (hypothesis or problem) (6%)
   • Logical order in presentation of methods and results (6%)
   • Effective use of graphics (photos, maps, graphs) to support and supplement the text in terms of good blending, relevance and contribution to ease interpretation (6%)

   As a general guideline, the poster should be well-organized, concise, self explanatory and attractive and should fit in a 30 x 40 inches poster
material. The information contained in the poster should include among others: the title of research; name(s) of researchers; brief introduction; objectives; methodology; results and discussion. The contents should be readable from 2 meters distance. The researcher(s) should be stationed in the poster competition area during the poster session to answer queries from the Board of Judges and participants.

**Article 190. Enhancing Research Capabilities of CLSU Students**

Section 1. CLSU as an institution of higher learning gears its programs and activities toward students’ welfare and well-being. This requires synchronization and support activities from the major programs of the University, and among its major programs are research, extension and training where research in particular, is a primary concern.

Thus, the RET Office, in response to the call and its relentless efforts to fully serve its beneficiaries through various projects and approaches and attain greater research impact, envision to initially provide the CLSU students three major activities, namely:

a. Strengthening students’ awareness and capabilities in research through seminars and on the spot contest;
b. Undergraduate and graduate thesis support; and,
c. Search for best undergraduate and graduate theses.

In general, these activities sought to further provide resources and services with the aim of enhancing CLSU students’ research capabilities. In an effort to sustain the research effort, aforementioned activities are being held annually.

Section 2. Undergraduate and Graduate Thesis Support. Students can be in his/her junior year and his/her research can be part of big R and D programs and projects. Financial or material supports are granted if funds are available.

Section 3. Objective. To strengthen students’ research capabilities by providing graduate and undergraduate thesis financial assistance.

Section 4. Criteria for Application. Graduate and undergraduate students of the University with an approved thesis/dissertation outline can apply for thesis support.

Section 5. Guidelines for Availment are as follows:

a. The thesis should be in line with the existing research thrusts/priorities of RET.
b. In case the thesis is not in line with the research thrusts of RET, the following criteria will be considered:
i. Importance to national development considering its social, economic and environmental impact;

ii. Originality (done by the students themselves); and,

iii. Urgency in terms of the college’s needs.

c. The college research coordinator in consultation with the department chairperson selects the entries for their corresponding colleges.

d. The thesis proposals are then submitted to the Research Office on or before the following schedules:

i. August - thesis to be conducted during the second semester

ii. February - thesis to be conducted during the first semester

e.Submitted proposals are then referred to the concerned divisions of the Research Office for review. The research division chiefs designate a research council to be composed of three members (Division Chief as chairman and two members who are experts on the concerned field as members).

f. The Research management team together with the College Research Coordinators finally review and approve the thesis to be funded.

g. Only two students per semester (one graduate and one undergraduate) who are on the stage of conducting their theses could avail of the financial support.

h. Each student is entitled to a thesis support in the form of supplies and materials with a maximum amount of P 5,000.00 per semester.

i. Upon approval, a written memorandum of agreement is signed by the student, thesis adviser and the Director for Research.

j. After the completion of the research, students are required to submit two (2) copies of the manuscript to the Research Office.

Article 191. Minimum Required Facilities

Section 1. Building and Laboratories. The infrastructure for each program will depend on the financial capability of the college/university. Ideally, each office including the specialized R & D center should have its own building and research laboratories to enable the researchers to conduct researches with the least possible delay. In most cases however, research facilities within the college/university are shared with the other college/units.

Section 2. Experimental Farms. A portion of the college/university reservation can be used as experimental areas primarily for crop, fishery and animal researches. These experimental areas/farms must be well secured and the needed facilities (e.g. engine, irrigation pump, hand tractors, sprayer, etc.) are provided. Preferably, these experimental farms must be within the campus to be accessible to faculty, research staff, and visitors of the university/college.

Section 3. Techno-demonstration farms. Techno demo farms, inside or outside of the college/university reservation should be available to showcase innovations and
research breakthrough particularly in Agriculture. This enhances promotion of new technologies and encourage wider adoption/utilization.
Chapter 3
Utilization of RET Facilities

Article 192. Operational Guidelines Regarding the Utilization of RET Facilities

Section 1. Use of Research Laboratories can be availed of by the following personnel considering the procedures, to wit:

a. RET Staff/Personnel. A request form must be properly filled out by the personnel intending to use the laboratory facilities subject to the approval of the Director for Research in consultation with the laboratory in-charge.

b. University Faculty/Students

   (1) Faculty members and students from other units are allowed to use the laboratory facilities and experimental area upon recommendation of the major adviser and approval of the Director for Research in consultation with the laboratory in-charge.

   (2) Undergraduate and graduate classes from other units may only be allowed in the Research Laboratory upon request of the department chairman subject to the approval of the Director for Research in consultation with the laboratory in-charge.

   (3) Students are not allowed to use any of the laboratory equipment without the assistance/strict supervision of the laboratory in-charge.

   (4) Students undertaking laboratory works are required to provide their own chemical/reagents and other materials needed.

   c. Non-CLSU Personnel Including CLARRDEC Member Institutions

      (1) They are only allowed to use the laboratory facilities upon this request of the head of the agency and approved by the University President and VPRET.

      (2) The use of any laboratory facility is only allowed with the supervision of the laboratory in-charge.

Section 2. Laboratory Fees. The following are the fees for the use of the laboratories:

a. Soil and Plant Tissue Analysis

84 BOR Resolution No. 20-1992 during the 116th Regular Meeting of the CLSU Board of Regents on May 15, 1992
University Code 2010

(1) Analyses required for RET-implemented researches are free of charge.

(2) Non-RET clienteles requesting for analysis are charged based on the current approved cost of analysis. Costs are subject to change.

<table>
<thead>
<tr>
<th>Physical Analysis of Soil</th>
<th>Fee/Sample (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bulk Density</td>
<td>250</td>
</tr>
<tr>
<td>2. Textural Analysis</td>
<td>450</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chemical Analysis</th>
<th>Soil</th>
<th>Plant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. pH</td>
<td>250</td>
<td>----</td>
</tr>
<tr>
<td>2. Organic Matter</td>
<td>450</td>
<td>---</td>
</tr>
<tr>
<td>3. Total Nitrogen</td>
<td>450</td>
<td>450</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Chemical Analysis</th>
<th>Soil</th>
<th>Plant</th>
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<tbody>
<tr>
<td>4. Phosphorus</td>
<td>450</td>
<td>450</td>
</tr>
<tr>
<td>5. Calcium</td>
<td>450</td>
<td>450</td>
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<tr>
<td>6. Magnesium</td>
<td>250</td>
<td>250</td>
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<tr>
<td>7. Moisture</td>
<td>250</td>
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</tr>
<tr>
<td>8. Potassium</td>
<td>450</td>
<td>450</td>
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<tr>
<td>9. Electrical Conductivity</td>
<td>250</td>
<td>250</td>
</tr>
</tbody>
</table>

b. Seed Storage Fee

(1) Storage request for RET produce is free of charge

(2) Seeds of any kind requested for storage by non-RET researchers are charged at P0.50 per kilo per month.

c. Mode of Payment

(1) Payment in cash is done through the University cashier’s office by the requisitioner. Requisitioner is required to present the original receipt and submit photocopy of the same to the laboratory in-charge for monitoring purposes.

Section 3. Others.

a. Users are required to sign in the logbook for re-use of any equipment in the laboratory.
b. Users are required to report to the laboratory in-charge immediately after the completion of their work. The laboratory in-charge will in turn inspect the equipment/instrument used.

c. Any breakage/damage of laboratory glasswares/facilities is the responsibility of the user. The user should replace and repair the broken/damage supplies, equipment and facilities.

d. No users are allowed to do their laboratory work beyond office hours and during Saturdays and Sundays without the supervision of the laboratory in-charge.

e. No equipment/instruments are allowed to be brought out from the laboratory.

f. Users are required to observe cleanliness and orderliness within the laboratory.

Section 4. Use of Experimental Area. Users are required to submit request letter on the use of experimental area specifying the area needed and the duration of the experiment. The request should be signed by the thesis advisers in the case of students and project leaders for non-RET researchers and showed be approved by the research Director. Users are requested to keep the area always clean and in order.

Section 5. Training Support Services. Aside from training management, CLSU serves also as a venue for international, national and local trainings as well as similar activities. It is in this aspect that CLSU is providing training support services, to wit:

a. Audio-visual services
b. Graphic arts and photographic services
c. Provisions of training halls
d. Computer services/secretariat services
e. Lodging services
f. Catering services

The management of the training halls, lodging and catering services is attached to the Auxiliary Services Unit of the University because the income derived from these is remitted to the University Cashier under Fund 163 (Revolving Fund). As such the income can be used as purchased of equipment, improvement of facilities, and hiring of personnel who will provide accommodation services to requesting organizations, groups or individual.

Section 6. Procedures in Availing Training Support Services. In availing services one has
to abide by the procedures/rules set by the University and approved by the Board of Regents.

a. General Rules

(1) Training Hall/Amphitheater/Lodging Facilities Reservation

i. Reservation of training hall/amphitheater/lodging places should be made not later than 10 days before the conduct of the affair. Tentative reservation should be confirmed three days after reservation.

ii. To make reservations, applicants should fill-out three copies of the reservation/application forms at the Training Office and submit for approval to the Director for Training Office and submit for approval to the Directors for Training or his/her representative.

iii. Training hall/amphitheater reservations are prioritize to the following units/agencies/individuals from within and outside the University as follows:

a) RET and components
b) Office of the University President and Vice-Presidents
c) University College/Unit
d) Faculty/staff and students organizations (GOs) or Non-government organizations (NGOs)
e) Private individual(s)

iv. In case of damages to facilities due to carelessness, the applicant user is held liable for the repair or replacement of damaged facility/article.

v. Users of the Training hall/amphitheater are requested to maintain cleanliness/orderliness in the hall.

vi. Requesting party/ies is/are advised to notify the Training Office not later than five days before the scheduled activity any of postponement/change in schedule to facilitate adjustment/acceptance of other reservations.

The management has the right to cancel the reservation if it is not confirmed in due time.

(2) Borrowing of Audio-visual (A-V) Equipment
i. To avail of AV equipment/paraphernalia, applicants should fill-out in duplicate copy a borrower’s slip at the Training Office and submit it for approval by the Training Director.

ii. Borrowers are to be served on a first-come, first-served basis; hence it is advised that prospective users file reservation/borrower’s slip at least three days in advance.

iii. Upon agreement, the applicant/user of such equipment is held liable in replacing or repairing equipment in case of breakdown/damages/loss due to carelessness of user/participant based on current/prevailing prices.

iv. Borrowed equipment is requested to be returned immediately after use or the day when used during the night.

b. Training Hall/Lodging Fees and Audio-Visual Services. Payment of Fees is applicable to:

(1) University/RET projects and/or activities with fund appropriations; and will be paid thru transfer of funds
(2) Faculty/staff and student organizations
(3) Outside requesting parties such as the GOs/NGOs and private individual(s)

Seminar/workshop/trainings conducted by any unit/colleges of the University that are official in nature are exempted from payment of fees.

Section 7. The Resource Speakers Pool. Since its organization, the Training Office has offered numerous trainings. This has been possible because of support of the CLSU management and Training Personnel established good personal networks/smooth interpersonal relations with the faculty members of other colleges/units of the University.

Faculty members of the University are tapped as resource persons in line with their specialization.
Section 1. Planning Process

a. Training Needs Assessment (TNA)
   In order to determine the training courses that may be offered, the training needs of the personnel or organization are assessed. This is done through personnel/organization meetings, brainstorming, feedbacks, written requests and inquiries, checklist, summative evaluation results, office calls and workshops.

b. The training office personnel prepare training proposals/designs based on the needs of the target beneficiaries and are endorsed by the VP-RET or head of agency to funding institutions.

c. Proponents negotiate with funding agency.

d. Once approved for funding, proper authorities are informed like the president, vice-president and directors. If necessary, MOA is signed between the University and the funding agency.

Section 2. Implementing Process

a. Resource persons are tapped from different colleges of the university. They are chosen based on their expertise.

b. The honorarium rates depend on the available budget as agreed upon by the University and the funding agency. If this is not stipulated in the memorandum of agreement, the COA approved rates are followed.

c. Training materials are prepared and compiled as a component of the training kit. This will add credibility to the University if papers are prepared in advance.

d. Resource persons are encouraged to use appropriate methods, media and materials in the presentation of their topics.

e. Documentation of the training process is undertaken as this is very necessary in the preparation of terminal reports and for future reference.

f. Evaluations during and after the training are components of any training program/activity.

g. The reports are packaged properly for submission to all concerned within the scheduled time.
TITLE EIGHT
BUSINESS OPERATIONS

Article 194. Program Implementing Guidelines and Procedures

Section 1. The program implementing guidelines and procedures shall cover the operation of the UBAP. Implementation of the foregoing including future amendment/s and/or modification/s shall be subject to BOR approval as recommended by AdCo, being the duly constituted policy formulating and recommending body of the University on administrative matters (RA 8292).

Section 2. Program Operations.

a. The operation of Income Generating Projects (IGP) of the University shall at all times be guided by the laws, rules and regulations promulgated and implemented for the purpose.

b. For existing income generating projects, a more detailed yearly project farm/plan and budget shall be prepared by the Project Manager, validated by the concerned Director, attested and favorably recommended by the VPBA and submitted to the University President for approval before it is implemented.

c. In case of new project, a project proposal/or project feasibility study shall be prepared by the proponent and submitted to the VPBA for deliberation at the BDC and to the University President for further evaluation by the Administrative Council who will favorably recommend the same, if found feasible, to the BOR for approval.

d. A Project Manager shall be designated or appointed by the University President upon the recommendation of the VPBA. Candidates may come from a third party (VP, Dean or Director) recommendation or self-initiated application. The self-initiated applicant faculty or staff members shall submit a letter of intent to the VPBA. The VPBA shall make the initial screening, evaluation and ranking before a recommendation is submitted to the University President for approval.

e. Custom hiring of machinery and equipment shall only be allowed if these are not available in the University. A request in this regard must be approved by the Director and VPBA, copy furnished the University President. However, only the University President is authorized to sign any contract to this effect.

f. In case of critical project activity where there is labor shortage, pooling of manpower from among the different UBAP projects shall be done with the approval of the VPBA. Hiring of contractual labor is also allowed under this situation upon the approval of the University President.

g. No Project Manager shall be assigned to more than one (1) project, except

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when there is no available expertise or individual interested to assume the position.

h. As much as practicable, the Project Manager shall not engage in any similar project/s inside and outside the University which are private in nature.

i. Record keeping shall be enforced to all Project Managers using the prescribed forms.

j. A consolidated project report/statement of operation shall be submitted to the Director and VPBA. For projects involving crop production, the report has to be submitted at the end of the cropping period, whereas the reports of all other projects should be submitted on a monthly basis.

k. Time of marketing and the choice of outlets shall be pre-determined in the plan.

l. All products/services ready for sale are advertised in the bulletin board of all units in the University and/or through the community TV channel, if feasible.

m. CLSU faculty, staff and students are given the priority to buy the products at competitive and discounted prices. Walk-in costumers (outsiders or non-CLSU personnel and students) are also allowed to purchase products of the Program but at commercial rates.

n. The prices of UBAP products and services are determined by the Project Manager, Director and VPBA.

o. If a project incurs net losses not due to force majeure, the Project Manager shall be made directly answerable by requiring that such losses be covered first from the current income before the overall project ROI for the production year is computed.

p. All program personnel not belonging to the plantilla items under the program shall be issued an appointment/designation. An academic faculty participating in any entrepreneurship activity shall receive a corresponding ETL based on the approved faculty workload guidelines.

Section 3. Profit Allocation and Incentive Scheme. The profit allocation and incentive scheme of the program shall be based on all existing and applicable laws, rules and regulations. The scheme is aimed at properly and judiciously allocating and distributing all profits derived from the program as well as providing appropriate and commensurate incentive to those who were involved (directly and indirectly) in the program.

a. The BDC shall regularly (annually) review all existing, relevant and applicable laws, rules and regulations pertaining to profit allocation and incentive scheme involving IGPs and/or business undertakings implemented by SUCs, and shall take note of all significant provisions affecting the existing profit allocation and incentive scheme of UBAP.

b. The BDC shall formulate new and/or amend existing profit allocation and incentive scheme of the UBAP taking into consideration the results of review as specified in the preceding paragraph. A public hearing involving
the major stakeholders shall be conducted prior to the finalization of any amendment or formulation of a new scheme.

c. Any new scheme formulated and/or amendment of a new incentive scheme shall be submitted to the University President who shall in turn present it to the AdCo for deliberation and only with AdCo’s favorable recommendation shall it be forwarded to the BOR for approval prior to its actual implementation.

d. In the absence of a BOR approved profit allocation and incentive scheme, allocation of profit and distribution of incentives shall be based on the pertinent provisions of NBC 331-A. however, the BDC through the VPBA may opt to recommend the deferment of incentive distribution until a scheme is approved by the BOR for implementation.

Section 4. Monitoring and Evaluation.

a. An effective control system shall be developed in order to ensure smooth operation and implementation of projects.

b. All projects shall prepare a project/farm plan and budget at the start of the production year as a basis for monitoring and evaluation. No purchase request shall be processed at any instance without an approved project/farm plan and budget.

c. Aside from good record keeping, this shall include timely submission of reports and periodic monitoring and evaluation.

d. Consolidated project statement including inventory of stocks shall be prepared and submitted by the Project Manager to the Director and the VPBA. The frequency of submission depends on the nature of the project. For Crops projects, the Project Manager submits every end of the season, while for others the report is submitted every six (6) months.

e. Monthly reconciliation of data on income and expenses shall be done by the Project Manager with the Accounting Office and UBAP Office.

f. Marketing of produce shall be done at designated places or at the project site but with corresponding sales invoices or official receipts issued to customers.

g. A regular meeting of the Project Manager and project laborers with the Director shall be conducted.

h. Directors and Project Managers who availed of cash advances shall record their transactions in a cash book and make it available for COA representative’s monthly checking.

i. A performance evaluation of the Program shall be conducted at each production year which may be done inside or outside the University.

j. During the annual performance review of the Program, Project Analysts and critics shall be invited to make an honest evaluation of the program and the specific projects.
Section 5. Marketing and Disposal of Products.

a. The CLSU faculty staff and students shall have the priority to buy the products.
b. Socialized pricing may be used for identified commodities, such as rice, and the prices shall be determined by the BDC, submitted to the University President and presented to the AdCo for deliberation and recommended to the BOR for approval prior to implementation.
c. Reselling of products purchased under the socialized pricing scheme is strictly prohibited.
d. Products are graded by size (eggs, fish, fruits) and by type (slaughter, breeder, weaning).
e. Marketing and disposal of products may be done at the project site where the Project Manager issues the sales invoice and gate pass. It could be done through contract selling, wholesale and retail.
f. The payment is preferably on cash basis, or through salary deduction for faculty and staff members with take home pay of at least P2,000.00 per month.
g. The Marketing Analyst shall collect market data for use in decision making of the Project Managers. Fund may be allocated to support student research for this purpose.
h. The Marketing Analyst shall conduct periodic consultation with the Project Managers regarding market situation and outlook.

Section 6. Financial Management.

a. Initial capitalization of a project under the UBAP shall come from the revolving fund.
b. An SUC like CLSU may enter into a joint venture arrangement with private businesses as stipulated in RA 8292.
c. Income generated by the Program shall be deposited under the revolving fund (Fund 161 and/or Fund 164).
d. Each IGP shall have its own account code at the Accounting Office.
e. The VPBA, Directors and selected Project Managers shall be bonded to enable them to get cash advances.
f. Funds for emergency purchases shall be drawn from the cash advances of the Project Manager and Director.
g. A capital deficient project may borrow from a viable project with the consent of the concerned Project Manager and approval of the Director and VPBA.
h. Cash accounting shall be followed in the preparation of income statement. Accrual method shall be used for management decision purposes.
i. The official income statement as the basis of calculating incentives/profit shall be prepared by the Accounting Office, duly approved by the University President and audited by the resident COA representative.
j. The financial statements to be prepared to determine project’s viability, in addition to the income statement, are cash flow and balance sheet.

k. Financial and economic analyses shall be done for each project by the designated Project Analyst with the assistance of the Project Manager.

l. Technical and financial ratios shall be calculated for each project such as yield per hectare, cost per dozen eggs, break-even yield, break-even price, return on investment, return on total expenses, etc.

m. The allocation of the net profit shall follow the guidelines approved by the BOR.

n. Disbursement of project funds shall be controlled by the Project Manager, Director, VPBA, Budget Officer and Accountant.

Section 7. General Guidelines: Utilization of UBAP Projects for Instruction

a. The Department Chair shall inform in advance the UBAP Director as to the number of students who will undertake actual project operations and starting date in fielding the students.

b. The projects assigned to students shall be managed by a team composed of the Project Manager, faculty teaching the course, and the students.

c. The students and the university shall share with the net profit (70% for the students, 30% for the University through the UBAP).

d. The UBAP shall advance the production inputs as student loan, to be liquidated at the end of the production period and after the products are sold.

e. The students shall prepare a statement of operation, based on project records, at the end of production period.

f. The Project Manager and faculty member shall prepare more detailed guidelines for the students to follow in the project operation.

Section 8. Guidelines for the Utilization of UBAP Projects for Research

a. The research proponent shall submit a request, together with the approved proposal, to the VPBA.

b. If approved, the UBAP shall allocate the needed space, facilities, and stocks.

c. Approved faculty researches with adequate funding shall not be financed by the UBAP, except in special cases and arrangements.

d. Student researches requesting for funding from the UBAP shall be endorsed by the adviser to the VPBA, together with a copy of the proposal.

e. Rentals shall be paid by the faculty/student researchers for utilizing UBAP project facilities, machineries and equipment.

f. Animal stocks, seeds and seedlings needed for faculty research shall be sold to the researchers, paid upon disposal of the produce or at the end of the research project.

g. Project supplies and inputs used by student researchers shall be reimbursed
upon disposal of the products.

h. The researcher shall keep records of supplies and inputs utilized in the conduct of the research, with the supervision of the adviser and Project Manager.

i. A financial statement duly approved by the adviser or study leader and Project Manager shall be made and submitted to the UBAP.

j. A copy of the manuscript whenever possible shall be submitted to the UBAP.

k. Net profit realized in the conduct of the faculty research shall be shared equally by the Research Office and the UBAP, after deducting the cost (applicable rental) which shall be recognized as income of the concerned project together with the UBAP share on the net profit.

l. Production/ output of the students shall be marketed by the student, Project Manager and adviser based on UBAP guidelines.

m. Any net profit realized in the conduct of student research shall accrue to the project where it is conducted.

**Article 195. Project Implementing Guidelines, Procedures and Practices**

Section 1. The UBAP shall establish and implement specific guidelines subject to BOR approval.\(^86\)

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\(^86\)BOR Resolution No. 11-2001 during the 146th CLSU Board of Regents Regular Meeting
Chapter 1
COVERAGE

Article 196. General Provisions

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

Section 2. The academic policies and guidelines governing the offering of the secondary curricular programs in the University shall be those promulgated by the Commission on Higher Education, the Department of Education, and other applicable rules and regulations adopted by the University, including those provided in this Code.

Section 3. The academic policies and guidelines for courses taken under the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) shall be those promulgated by the Commission on Higher Education and other applicable rules and regulations adopted by the University for the offering of this program.
Chapter 2
ACADEMIC CALENDAR, SCHEDULE AND SIZE OF CLASSES

Article 197. Academic Calendar

Section 1. The academic calendar for the year shall be prepared on the basis of the calendar issued by the Commission on Higher Education. The general framework of the academic calendar shall be prepared by the Office of Admission and authorized/approved of the Academic Council upon recommendation of the Council of Deans.

Section 2. The academic year shall be composed of two semesters of not less than 18 weeks each and a summer term of six weeks. The school days shall include examination days and class days which may be suspended due to natural or man-made causes.

Section 3. Unless provided, the first semester shall start in June, the second semester in November, and the summer classes in April.

Section 4. In addition to the national and regional/local legal holidays, the University shall also observe its Foundation Day every 12th of April. Graduation days in the collegiate level shall also be considered as special holidays.

Article 198. Schedule of Classes

Section 1. The schedule of classes for the College/Institute shall be prepared and issued by the College/Unit Registrar in consultation with the concerned Department Chairs and College Deans. For service courses or subjects handled by other college/unit for the curricular offering of the College, the schedule of classes shall be set in coordination with the concerned Registrars.

Section 2. Copy of the schedule of classes shall be furnished the other college/unit handling service courses for the College, the Office of Admissions, and the Office of the Vice President for Academic Affairs.

Section 3. Classes for all programs start on the first day of the academic term.

Section 4. For the undergraduate programs, the classes shall be scheduled during regular school hours, from 7:00 A.M. to 6:00 P.M., during weekdays.

Section 5. Classes for the National Service Training Program shall be conducted during Saturday mornings.

Section 6. For the graduate programs, classes shall be scheduled, as far as practicable, during regular school hours at daytime and in consideration of available
facilities and/or professors.

Section 7. No scheduled class shall be abolished after the last day of late registration except for valid reason and provided, further, that the students enrolled in the class are not prejudiced.

**Article 199. Class Size**

Section 1. The standard class size shall be as follows:
   a. Lecture/ Recitation 50 students
   b. Laboratory 25 students

Section 2. Additional class/section may be opened subject to all the following conditions:
   a. At least thirty (30) students may petition for general basic courses, and at least fifteen (15) for major courses;
   b. An instructor with the appropriate expertise is available;
   c. The required number of students needed for the opening of both basic and major courses, however, may be waived for graduating students or those students who are scheduled to enroll in Practice Teaching/Apprenticeship/Field Practice in the succeeding semester;
   d. The application for petition should be made using the prescribed form which may be obtained from the Office of the Vice President for Academic Affairs; and,
   e. Request shall be recommended by the Department Chairperson and approved by the Dean.

Section 3. The preceding sections on class size shall not apply to undergraduate/graduate programs with a small enrollment, for graduating classes, and such other classes as may be authorized by the Vice President for Academic Affairs upon recommendation of the Dean.

Section 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 as shown in the student’s approved study program.

Section 5. No class shall be divided into sections to suit the personal convenience or to increase the teaching load of the individual instructor/professor.

Section 6. The University/College may limit its enrollment, if reasonably necessary, subject to the approval of the President.
Chapter 3  
DISMISAL OF CLASSES, SUSPENSION OF CLASSES, CHANGE OF SCHEDULE AND CONSULTATION HOURS

Article 200. Dismissal of Classes

Section 1. The instructor/professor is expected to dismiss his/her class 10 minutes before the prescribed time.

Section 2. If the instructor/professor is late for class, students should not leave the classroom until the first quarter fraction of the scheduled class time has passed.

Section 3. Classes may only be dismissed by the Dean with prior authorization from the President or his duly authorized representative, except in unusual cases in which case report thereon shall be submitted immediately to the President through the Vice President for Academic Affairs.

Article 201. Suspension of Classes

Section 1. Classes shall be automatically suspended when the appropriate Storm Warning Signal necessitating the suspension of classes is raised by PAGASA.

Section 2. Classes may be suspended during College/University-wide activity/event that require attendance of the faculty and/or students upon the order of the University President or his duly authorized representative.

Section 3. Classes shall be automatically suspended upon the decision made by proper government authorities.

Section 4. No class shall be suspended for any reason other than those provided in the preceding three sections unless authorized by the University President or his duly authorized representative.

Article 202. Change of Schedule

Section 1. No change in the official class schedule shall be allowed, nor shall the instructors/professors meet their students for class or term/final examination except at the officially designated time and place, unless for a valid reason and without prejudice to the students enrolled in the class. Request to change the class schedule shall be made by the instructor/professor not later than the last day for adding of subjects. It shall be recommended for approval by the concerned Department Chair and approved by the Dean. Copy of the approved request shall be provided the Office of the Vice President for Academic Affairs and the Office of Admission.
Section 2. No instructor/professor shall meet his/her students for a special/make-up class except when expressly authorized by the Dean concerned.

**Article 203. Consultation Hours**

Section 1. The instructor/professor shall allot a total of 2 hours per week for consultation hours.

Section 2. The schedule of consultation hours shall be prepared by the instructor/professor and disseminated to his/her students upon the recommendation of his/her Department Chair and approval of the Dean concerned, not later than the last day for adding.
Chapter 4
ADMISSION

Article 204. New/Begnning Freshman Students

Section 1. Students shall be accepted regardless of age, sex, nationality, religious beliefs, socio-economic status, political affiliations or physical disabilities.

Section 2. Students must meet all the prescribed admission requirements of the University/College
   a. Must qualify in the University Admission Test (CLSU-CAT);
   b. Must qualify in the physical or health examination conducted by the University physician;
   c. Must have complete and valid credentials:
      (1) Form 138 or 4th year high school report card or equivalent
      (2) Copy of birth certificate
      (3) Two “2x2” colored ID pictures;
   d. Must present a duly accomplished application form; and,
   e. Others, as may be prescribed by the concerned College.

Section 3. Students must pledge to abide by and comply with all the rules and regulations of the University/College.

Section 4. New/Begnning freshman students are not accepted during the Second Semester or Summer Term.

Section 5. Students must not have enrolled in any academic or college subject/s prior to their enrollment as beginning freshman, otherwise they shall be classified as transferees.

Section 6. Students enrolled in vocational courses or those not leading to a degree program are admitted as beginning freshmen.

Article 205. Transferees

Section 1. Applicants must meet all the prescribed admission requirements of the University and the concerned College.
   a. Must qualify in the CLSU-CAT if at least 36 credit units of college courses have not yet been completed;
   b. Must have complete and valid credentials:
      (1) Copy of birth certificate
      (2) Two, 2”x2” colored ID pictures
      (3) Certificate of good moral character
      (4) Certificate of honorable dismissal/transfer credential
(5) Copy of grades signed by the Registrar or official transcript of records;
   c. Must qualify in the physical and health examination conducted by the
      University physician;
   d. Must present a duly accomplished application form; and,
   e. Others, as prescribed by the concerned College.

Section 2. Applicants must not have more than 25% failure in all units taken during the last semester.

Section 3. Only students who have enrolled in any course leading to a degree program are admitted as transferees.

Section 4. Transferees from SUC institutions shall be admitted and treated as regular students in accordance with the existing policies of the University/College.

Section 5. Official Transcript of Records (OTR) shall be submitted prior to admission for the following semester: otherwise, enrollment will not be permitted.

Section 6. Transferees must pledge to abide by and comply with all the rules and regulations of the University/College.

Section 7. Admission of transferee is subject to availability of slot

Section 8. Admission of transferee is recommended by the concerned Department/College.

Section 9. Transferees must comply with the provisions on accreditation/validation of courses.

Article 206. Foreign Students

Section 1. Applicants must meet all the prescribed admission requirements of the University/College and the course applied for:
   a. Must qualify in the University/College Admission Test;
   b. Must have complete and valid credentials:
      (1) Copy of birth certificate
      (2) Two 2”x2: colored ID pictures
      (3) Certificate of completion of a secondary curriculum
      (4) Original transcript of records
      (5) Personal history statement
      (6) Affidavit of support
      (7) Alien certificate of registration (ACR)
      (8) Student visa
      (9) Certificate of Proficiency in English issued by the CLSU Department of English and Humanities for a fee, for students who come from
countries where English is not the medium of instruction
(10) Security clearance from his/her embassy;
c. Must pay a non-refundable application fee;
d. Must qualify in the physical or health examination conducted by the University Physician;
e. Must present an approved application for admission; and,
f. Others, as prescribed by the concerned College.

Section 2. Applicants must meet all the prescribed requirements by the Department of Foreign Affairs (DFA), the Bureau of Immigration and Deportation (BID) and the Commission on Higher Education (CHED).

Section 3. A foreign student may be admitted based on availability of slot in the course applied for.

Section 4. He/she must pledge to abide by and comply with all the rules and regulations of the University/College

**Article 207. Cross Enrollees**

Section 1. Student of other institution may wish to cross enroll in CLSU for subject(s) needed for his/her graduation.

Section 2. Cross-enrollee must present a cross registration permit from the Registrar of his/her mother institution specifying the total number of units and the subject(s) to be cross enrolled.

Section 3. He/She must qualify in the physical or health examination conducted by the University physician.

Section 4. He/She must present a certificate of good moral character.

Section 5. Admission is subject to the availability of slot for the subject(s) being cross-enrolled.

Section 6. He/She must pledge to abide by and comply with all the rules and regulations of the University/College.

Section 7. Student from other institution may be allowed to cross-enroll within the registration period only.

**Article 208. Audit Students**

Section 1. An audit student is one who is not earning credits for his/her work.
Section 2. Admission shall be approved by the Dean of the Office of Admission upon the recommendation of the Dean of the college concerned.

Section 3. He/She shall not be allowed to enroll for more than nine units per semester or to register for more than two years, except by special permission of the Dean of the concerned college.

Section 4. At the end of the semester, his/her work is reported as “Satisfactory” or “Unsatisfactory” since subjects taken are non-credited.

Section 5. He/She must sign an agreement waiving his/her right to receive and to demand credit for the work done.

Section 6. He/she must have complete and valid credentials:
   a. Duly accomplished application form;
   b. Official transcript of records;
   c. Two 2”x2” colored ID picture;
   d. Physical/Health examination certificate issued by the University physician and showing that the applicant is not suffering from a dangerous communicable disease or physically unfit; and
   e. Written permission from the Dean of the concerned college.

Section 7. He/She must pledge to abide by and comply with all the rules and regulations of the University/College.

**Article 209. Returning Students**

Section 1. A returning student is one who is not enrolled in the University in the preceding semester/s.

Section 2. Admission of a returning student is dependent on his/her previous scholastic standing.

Section 3. He/She must qualify in the physical/health examination administered by the University.

Section 4. He/She must pledge to abide by and comply with all the rules and regulations of the University/College.

**Article 210. Student Shifter**

Section 1. A student shifter is one who wishes to shift or transfer to another curriculum in the University.

Section 2. He/She must meet the admission requirements for that curriculum.
Section 3. The request to change curricular program should be made by using the prescribed form. This should be recommended for approval by the concerned College Registrars and Department Chairpersons, and presented for approval of the concerned Deans.

Section 4. He/She must pledge to abide by and comply with all the rules and regulations of the University/College.

**Article 211. Non-degree Students**

Section 1. A degree holder or undergraduate student who is not currently enrolled in any other institution of higher learning may be allowed to take credit courses, provided that, he/she satisfies the admission requirements of the concerned college.

a. He/She must have complete and valid credentials:
   (1) Official transcript of records
   (2) Two 2”x2” colored ID picture
   (3) Physical/ Health examination certificate issued by the University physician and showing that the applicant is not suffering from a dangerous communicable disease or physically unfit
   (4) Copy of birth certificate
   (5) Certificate of good moral character;

b. Must present a duly accomplished application form; and,

c. Others, as prescribed by the College.

Section 2. He/She shall not be allowed to enroll for more than nine units per semester, or to register for more than two years, except with permission from the Dean of the concerned college.

Section 3. A non-degree student is not a prospective candidate for graduation for any degree in the University since he/she does not have any organized program of study to follow.

Section 4. His/Her admission is approved by the Dean of the Office of Admission upon recommendation by the Dean of the concerned college.

Section 5. He/She must pledge to abide by and comply with all the rules and regulations of the University/College.

**Article 212. Students in Short- Term Course**

Section 1. For Special Course, applicant must present certificate of graduation from elementary school.
Section 2. For Agricultural Mechanics Course, applicant must present certificate of graduation from high school.

Section 3. He/she must have complete and valid credentials:
   a. Copy of birth certificate;
   b. Two 2”x2” colored ID pictures;
   c. Duly accomplished application form;
   d. Physical/Health examination certificate issued by the University physician and showing that the applicant is not suffering from a dangerous communicable disease or physically unfit; and
   e. Certificate of good moral character.

Section 4. He/She must pledge to abide by and comply with all the rules and regulations of the University/College.

Article 213. Admission Requirements by College/Curriculum

Section 1. Incoming second year students, except those enrolled in the BS Agriculture, BS Agribusiness, the BS Hotel and Restaurant Management, the BS Food Technology, the BS Business Administration, the BS Biology and the BS Chemistry courses, shall seek admission to the college/curriculum of their choice and must comply with the specified requirements.

Section 2. College of Agriculture

   a. Bachelor of Science in Agriculture
      (1) Duly accomplished application form
      (2) Must pass the CLSU College Admission Examination
      (3) Admission to Major Field of Specialization
         i. For Agri-Management, Crop Science, Crop Protection, and Soil Science majors; must pass an interview conducted by the department screening committee.
         ii. For Animal Science majors; qualifying examination administered by the department

   b. Bachelor of Science in Agribusiness
      (1) Duly accomplished application form
      (2) Must pass the College Admission Test (CLSU-CAT)
      (3) At least 80% grade in High School Mathematics and English
      (4) Transferees and shifters should have a grade point average (GPA) of 2.50 or better and grade of at least 2.25 in English 100 and Mathematics 100
Section 3. College of Arts and Sciences

a. Bachelor of Arts in Development Communication
   (1) Duly accomplished application form
   (2) GPA of 2.50 in all communication subjects (English and Filipino)
   (3) Must qualify in an interview and aptitude examination conducted by the Department

b. Bachelor of Arts in Psychology
   (1) A passing grade in Psychology 100
   (2) GPA of 2.25 or better
   (3) Must qualify in an interview conducted by the Department

c. Bachelor of Arts in Social Sciences
   (1) Duly accomplished application form
   (2) GPA of 2.50 in the first year curricular program, with no failing grade in any social science subjects
   (3) Must qualify in an interview conducted by the Department

d. Bachelor of Science in Biology
   (1) Must qualify in the CLSU College Admission Test (CLSU-CAT)
   (2) Must have a high school grade point average of 80% or better
   (3) Must qualify in an interview and entrance examination by the Department

 e. Bachelor of Science in Chemistry
   (1) Must qualify in the CLSU College Admission Test (CLSU-CAT)
   (2) Must have a high school grade point average of at least 80%
   (3) Must qualify in an interview and examination conducted by the Department
   (4) Transferees may be accepted provided they satisfy the following requirements:
      i. No failing grade
      ii. Must have a GPA of 2.50 or better with grades in CHEM 100, CHEM 200, MATH 100 and MATH 105 not lower than 2.50
      iii. Must pass the interview conducted by the Department Screening Committee

f. Bachelor of Science in Statistics
   (1) Duly accomplished application form
   (2) Must have satisfied the general education course requirements in science offered during the first year
   (3) GPA of 2.50 or better during the first year with grades in College Algebra, Plane Trigonometry, and General Chemistry not lower than 2.50
(4) Must qualify in an interview to be conducted by the Department Evaluation Committee

Section 4. College of Business Administration and Accountancy

a. Bachelor of Science in Business Administration
   (1) Must belong to the top 200 in the CLSU-CAT whose first priority course as indicated in the application for CAT is BS Business Administration or BS Accountancy
   (2) GPA of at least 80% in 4th year high school for applicants coming from schools with secondary science curriculum and 85% for all other high schools
   (3) Must qualify in the college interview

b. Bachelor of Science in Accounting Technology (BSAT)
   At most ninety (90) students among the applicants who have (1) passed the basic accounting qualifying examinations and (2) satisfied the grade point requirements will be ranked and admitted to the program.
   (1) The Basic Accounting Qualifying Examinations (50%)
      i. Must be an incoming CBAA sophomore student who have completed all the subjects in the first curricular year with a GPA of 2.50 or better, as certified by the college registrar;
      ii. Have passing grade in all subjects up at the time of application except for PE, ROTC and NSTP of which grade of 4.00 or INC is acceptable;
      iii. Have grade of at least 2.50 each in ACC 100 and ACC 105;
      iv. Examination covering Fundamentals of Accounting Part 1 and Fundamentals of Accounting Part 2 will be conducted immediately after the second semester of the first curricular year. All applicants must comply first the grade requirements as enumerated.
      v. Results of the examination shall have the following equivalent percentage:
         a) ACC 100 (Fund of Acctg 1)  25%
         b) ACC 105 (Fund of Acctg 2)  25%
         Total     50%
   (2) Grade Point Requirements
      i. Equivalent percentage will be assigned to each subject cluster taken up by the student as follows:
         a) ACC 100 and ACC 105  25%
         b) Business subjects  15%
         c) General education subjects  10%
         Total     50%
   (3) Manner of Ranking
      i. Based on Items (1) and (2), examinee shall be ranked from the highest to the lowest, and those belonging to the first ninety (90)
shall qualify for admission to the Accountancy Program.

ii. Summary of evaluation is as follows:
   a) Basic Qualifying Examinations  50%
   b) Grade Point Requirements  50%
   Total  100%

(4) In case of tie in 90th slot, selection will be based on the following:
   i. The applicant who has obtained the higher raw score in the qualifying examination among those contending for the slot will be selected; and
   ii. In case of further tie, the applicants concerned will undertake an oral examination conducted by a committee headed by the Chair of the Department of Accountancy with the Head of Accounting Section and a Senior CBAA Faculty as members. Applicant with the highest score in the oral examination will be selected.

c. Bachelor of Science in Accountancy
   All BS Accounting Technology (BSAT) graduates who have satisfied the grade point requirements will advance to the BSAc Program:
   (1) A grade point average of at least 2.75 upon graduation from the BSAT program.
   (2) No failing grade in the following subjects:
      i. Accounting and Finance
      ii. Business Law and Taxation
      iii. Mathematics and Statistics
      iv. Information Technology
      v. English
      vi. Economics, Management and Marketing

Section 5. College of Education

a. Bachelor of Science in Agricultural Extension Education – none

b. Bachelor of Elementary Education
   (1) Duly accomplished application form
   (2) High school general average of 80% or better
   (3) Must pass the personality and teaching aptitude test and an interview conducted by a committee appointed by the Dean

c. Bachelor of Secondary Education
   (1) Duly accomplished application form
   (2) High school general average of 80% or better
   (3) Must pass the personality and teaching aptitude test and an interview conducted by a committee appointed by the Dean
   (4) For Biology, Chemistry, Filipino and Mathematics majors: an average grade of 2.50 or better in all basic subjects related to the field
(5) For English majors, an average grade of 2.00 or better in English courses taken during first year; however, if the student fails to meet the average grade requirement of 2.00 but not lower than 2.25: he/she can be admitted as a probationary student for one (1) semester.

(6) A probationary student must obtain an average grade of 2.25 or better in the first two English major subjects he/she took at the College of Education.

(7) He/She may apply for a change of status from probationary to regular student as an English major student through the Department Chairperson if he/she meets the requirements. The Department Chair recommends the change of status to the College of Education Dean for approval.

Section 6. College of Engineering

a. Bachelor of Science in Agricultural Engineering
   (1) No failing grade in the first year
   (2) Grade of 2.50 or better in College Algebra, Plane Trigonometry
   (3) Must pass the qualifying interview in the Department

b. Bachelor of Science in Civil Engineering
   (1) No failing grade in the first year
   (2) Grade of 2.50 or better in College Algebra, Plane Trigonometry
   (3) Must pass the qualifying interview in the Department

d. Bachelor of Science in Information Technology
   (1) Must pass the interview conducted by the Department
   (2) GPA of 2.25 or better with grade not lower than 2.25 in computer course
   (3) Applicant who fails to satisfy the grade requirements but whose record, in the opinion of the screening committee shows some promise will be admitted as a probationary student for one (1) semester
      i. A probationary student must obtain no failing grades in all subjects he/she takes during the probationary period
      ii. He/She may apply for a change of status from probationary to regular student through the Department Chair if he/she meets the requirements. The Department Chair recommends the change of status to the College of Engineering Dean for approval.
   (4) Admission to the program will be limited to 2 sections per academic year

Section 7. College of Fisheries

a. Bachelor of Science in Fisheries
   (1) Must pass Botany 100 and Zoology 100
Section 8. College of Home Science and Industry

a. Bachelor of Science in Hotel and Restaurant Management
   (1) Must pass the CLSU College Admission Test
   (2) Fourth year high school general average of 80% or better
   (3) Duly accomplished application form
   (4) Must qualify in an interview by the College

b. Bachelor of Science in Textile and Garment Technology
   (1) Duly accomplished application form
   (2) Must qualify and an interview by the Department Chair or Registration Adviser
   (3) Must not be in the warning status

c. Bachelor of Science in Food Technology
   (1) Duly accomplished application form
   (2) Must pass the CLSU College Admission Test
   (3) Must pass an interview by the Department Chair or Registration Adviser
   (4) Must have passed CHEM 100, CHEM 200, MATH 100, MATH 105, BOT 100 and ZOO 100

Section 9. College of Veterinary Science and Medicine

a. Bachelor of Science in Animal Husbandry
   (1) GPA of 2.25 or better
   (2) Must qualify in the College Admission Test
   (3) Must qualify in an interview conducted by the college admission committee
   (4) Duly accomplished application form

b. Doctor of Veterinary Medicine
   (1) Must qualify in the National Veterinary Admission Test (NVAT)

Article 214. Admission Requirements in the Graduate Program

Section 1. Applicants must have a bachelor’s degree from a recognized institution for those who wish to pursue a master’s degree, and a master’s degree or its equivalent to pursue a doctoral degree.

Section 2. Admission Requirements in the Institute of Graduate Studies. An applicant must submit the following to the Dean of the Institute of Graduate Studies:
   a. Duly accomplished application forms for admission
   b. Applicants shall submit original or authenticated transcript of records. The
applicants’ undergraduate GPA must not be lower than 2.00 if they apply for a master’s degree and a GPA from their master’s degree of at least 1.75 if they apply for a doctoral degree.

c. Applicants whose GPA is lower than what is required may be admitted on probationary status through the recommendation of the Department Chair and approval of the Dean after a thorough review of the applicant’s other qualifications for graduate work.

d. Two letters of recommendation from former professors or supervisors.

e. A certificate of English Proficiency or TOEFL for a foreign-student applicant; Filipino applicants and those coming from countries where English is the medium of instruction are exempted from this requirement. Students coming from countries where English is not the medium of instruction must take an English proficiency examination to be administered by the Department of English and Humanities, Institute of Graduate Studies (IGS). If the students fail, they will be allowed to enroll only 6 units during the first semester plus an intensive English course. Unless certified, they are not allowed to enroll the 9 unit regular load in the subsequent semester.

f. Study permit issued by the Department of Foreign affairs in the case of foreign students.

g. Applications should be received by the office on or before the deadline set by the IGS.

Section 2. Admission Requirements in the Open University. An applicant must submit the following to the Open University through the OU Registrar:

a. Duly accomplished application forms for admission.

b. Original or authenticated transcript of records showing a grade point average (GPA) of at least 2.00 and 1.75, or their equivalents in bachelor’s degree/post-baccalaureate and masters courses, respectively. An applicant with GPA below the required minimum may be admitted on probationary status upon the recommendation of the Department Chairperson concerned and with the concurrence of the OU Dean after a thorough review of his/her ability to pursue graduate work.

c. Two letters of recommendation from his/her former professors and/or current supervisors.

d. Certificate of English Proficiency. A foreigner whose native language is not English should pass an English proficiency examination to be administered by the CLSU Language Center or show proof of satisfactory rating in a test of English as a foreign language.

e. Study permit issued by the Department of Foreign Affairs of the Philippines if the applicant is a foreign national.
Article 215. Admission Procedures in the Graduate Program

Section 1. Admission Procedures in the Institute of Graduate Studies.

a. Applicant writes a letter of application to the IGS Dean.
b. An applicant fills out CLSU-IGS forms 1 and 2 for Filipino, and CLSU-IGS forms 1, 2, and 3 for foreign students and to submit the same with all the requirements to the IGS Dean.
c. The dean forwards the applicant’s papers to the Department Chair concerned for evaluation and recommendation.
d. Applicants are notified of the status of their application. They shall be admitted only to the program in which they were evaluated. If they want to change their program, they are required to go through the entire process of application again.
e. Once admitted, an applicant may register.

Section 1. Admission Procedures in the Open University.

a. An applicant who is a Filipino shall accomplish and submit to the OU Registrar OU Forms 1 & 2 and for a foreign national, accomplish and submit OU Forms 1, 2, & 3 together with two copies of his/her most recent 2”x2” color pictures.
b. The Department Chairperson concerned evaluates the applicant’s records and recommends to the OU Dean the acceptance of the applicant to the program.
c. The applicant is notified by the OU Dean of the status of his/her application to the program he/she desires to pursue. In case of change of program to be pursued, the applicant is required to go through the entire application process.
d. An applicant who is recommended for admission by the Department Chairperson concerned and whose application is approved by the OU Dean qualifies for registration. A system of on-line registration will be developed and adopted.
Chapter 5
REGISTRATION

Article 216. General Policies

Section 1. Registration of all students, except those in Special Course shall be on the regular registration period indicated in the academic calendar.

Section 2. Admission slip is required as credential for enrolment.

Section 3. A student is considered officially enrolled when he/she has paid his/her tuition and other fees and submitted his/her registration form to the Registrar.

Section 4. A student must be officially registered in order to receive credit for course work.

Section 5. A student is not allowed to enroll simultaneously in more than one degree program during his/her stay in the University.

Section 6. Rules in sequencing of subjects (prerequisites) in the curriculum must be followed strictly during enrolment.

Section 7. Late registration is permitted within the late registration period set in the academic calendar.

Section 8. Late Registration. Late registrants will undergo the regular procedure of enrollment and will be charged a late registration fee, except if late registration is due to any of the following:

a. Interruption of regular transportation due to natural calamities like typhoon, flood and earthquake, or military operations.

b. Accidents while in transit that need immediate hospitalization. Medical certificate or an affidavit by the student stating the cause of late registration must be attached to the application for exemption.

c. Emergencies at home like death of immediate members of the family (father, mother, brother, sister). The corresponding death certificate issued by the Local Civil Registrar must be attached to the application for exemption.

Section 9. Procedure in filing of application for exemption from the payment of late registration fee:

a. Secure an application form from the Office of Admission.

b. Accomplish the application form and attach all needed supporting papers.

c. Present the application with all attachments to the Office of Admission for appropriate action.
Article 217. National Service Training Program (NSTP)

Section 1. NSTP refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) program components, specifically designed to enhance the youth’s active contribution to the general welfare.

Section 2. All students, male and female, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate course, are required to complete one (1) NSTP component of their choice.

Section 3. The NSTP shall have the following components which the students can choose from:
   a. Reserve Officers’ Training Corps (ROTC)
   b. Literacy Training Service (LTS)
   c. Civic Welfare Training Service (CWTS)

Section 4. Each of the NSTP components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for fifty four (54) to ninety (90) training hours per semester.

Section 5. No fee shall be collected for any of the NSTP component except basic tuition fees which should not be more than fifty percent (50%) of the charges of the University per academic unit.

Article 218. Academic Load in the Undergraduate Program

Section 1. One academic unit of credit is equivalent to one-hour class lecture, discussion, seminar, recitation, quiz or combination of these forms. Each two- and-a-half to three-hour period of laboratory or fieldwork is credited as one unit.

Section 2. The total number of units a student may register shall be in accordance with the curricular program the student is enrolled in.

Section 3. During Summer Term, a student may register for a maximum of nine (9) units, except for graduating students who shall be allowed a higher load not exceeding 12 units.

Section 4. A senior student who shall enroll in Practice Teaching/Field Practice/Apprenticeship/On-the-Job Training in the succeeding semester, or a graduating student may enroll two subjects concurrently, one of which is a prerequisite to the other, provided he/she does not exceed the maximum allowable load for the period prescribed in the course as certified by his/her Registration Adviser.
Section 5. Academic Overload  
   a. Any student may be allowed to carry an overload of not more than six units provided, however, that he/she has a grade point average (GPA) of not lower than 2.25 in all courses taken.  
   b. A senior student, regardless of his/her general weighted average in all subjects taken, may be allowed to carry extra load of not more than six (6) units of courses specified in the degree program.  
   c. University and college scholars may carry an extra load of not more than six (6) units.  
   d. A graduating student may be permitted to carry an extra load of not more than nine units.  

Section 6. Students who are scholastically delinquent are not allowed to have overload.  

Section 7. Request to carry academic overload should be made in writing and subject to approval by the Adviser and concerned Department Chair and Dean.  

Section 8. Copy of the approved request must be submitted to the Office of Admissions for filing and recording purposes.  

Section 9. Load of transfer students shall be limited only to those subjects without prerequisite until such time the prerequisite subject(s) had already been validated/accredited/repeated.  

Article 219. Course Work and Credit in the Graduate Program  

Section 1. For the Master of Science (MS) degree, the minimum course requirement is 36 units inclusive of 6 units thesis work with comprehensive examination.  

Section 2. For the Master of Professional Studies (MPS), a minimum of 46 academic units inclusive of apprenticeship and comprehensive examination shall be required.  

Section 3. For the Doctor of Philosophy (PhD) program, a minimum of 60 units of course work, a qualifying examination and a comprehensive examination shall be required. A dissertation of 12 units is inclusive of this minimum requirement.  

Section 4. The regular load is 12 units per semester and 6 units in summer.  
   a. Should part of the student’s load be made up of “non-credit” courses that (i.e., undergraduate courses that are not intended for graduate accreditation but which nonetheless are required of a student to cover for deficiencies in his academic preparation), the maximum load one could enroll is 15 units per semester and 9 units per summer.  
   b. Part-time student shall not carry more than 6 units per semester.  
   c. Research and teaching fellows of the University shall be governed by a separate policy.
Article 220. Cross Registration

Section 1. Cross-registration should be done within the period of registration.

Section 2. A CLSU graduating student or a student who is scheduled to enroll in practice teaching/field practice/apprenticeship in the succeeding semester may be allowed to cross register in other state-owned or government-recognized private educational institution for one subject, provided that the subject is:
   a. Needed for graduation
   b. Not offered during that semester/summer term or is offered but the student cannot enroll due to conflict in schedule which cannot be resolved
   c. Of the same course description and satisfies the required number of units

Section 3. Cross registration is recommended by the Registration Adviser and the Chair(s) of the Department(s) where the subject is taught.

Section 4. Cross registration must have the approval of the College Dean.

Section 5. A copy of the approved application for cross registration is submitted to the Office of Admission for the issuance of permit to cross register and for the subject to be given credit by the University.

Section 6. No student is allowed to cross register in two or more schools outside the University.

Section 7. A student of other institution may be allowed to cross-register within the registration period only and with a permit to cross-register from his/her Registrar and subject to availability of slot.

Article 221. Changing/Adding and Dropping of Subjects

Section 1. A student may be allowed to change/add/drop a subject by filling out a prescribed form.

Section 2. Changing/Adding/Dropping of subject shall be made only for valid reasons and stated in writing.

Section 3. Subject changed/added/dropped should be with the consent of his/her instructor, recommended for approval by the Registration Adviser, and approved by the Dean.

Section 4. Changing/Adding/Dropping of subject shall be subject to payment of corresponding fees.
Section 5. Changing/Adding of subjects may be allowed within two weeks from the first day of classes during the semester or within the first three days of classes during summer.

Section 6. Properly processed form for changing/adding/dropping of subjects must be submitted to the Office of Admission for filing and recording purposes.

Section 7. Dropping of subjects shall be allowed within two (2) weeks after the last day of the scheduled second term examination during the semester and within one week after the second term examination during the summer term. No dropping of any subject will be permitted after said period unless with valid reasons as determined by the Dean.

Section 8. Subjects changed/added unofficially or without prior approval by the Dean shall not be given credit.

Section 9. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his/her curriculum year during the term/semester.

Section 10. Unofficial dropping of subject shall be given a failing grade of 5.00.

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

**Article 222. Petitioning of Subjects**

Section 1. Petitioned subject may be offered if the following conditions are met:

a. At least twenty (20) students may petition for general or basic subjects and ten (10) for major subjects. For graduating students and those who shall undergo Field Practice, Practice Teaching or Apprenticeship the succeeding semester after completion of the petitioned subjects, at least ten (10) student shall sign for both basic and major courses being petitioned.

   (1) If less than ten graduating students are petitioning for a subject; they may be allowed to cross-enroll the subject in other government recognized schools if necessity warrants it.

b. The petitioning students should qualify as:

   (1) Graduating students whose only deficiency is the subject being petitioned;

   (2) Students who, after completion of the petitioned subject(s), shall be allowed to enroll in the Field Practice/Practice Teaching/Apprenticeship/On-the-Job Training the succeeding semester; or

   (3) Irregular students petitioning for their course deficiencies or for a subject that is prerequisite in the semester prescribed in their academic year level.
c. An instructor is available in the Department where the petitioned subject is being offered/handled.
d. The Department Chair approves the opening of petitioned subject after conditions defined in implementing rules and regulations have been satisfied.
e. The petitioned subject(s) will not result to overloading of the students beyond that prescribed for their academic year level, except for graduating and senior students who may be covered by appropriate policies governing overloading of units.

Section 2. The filing of petition should be done within the set dates for adding/changing of subjects as stated in the academic calendar.

Article 223. Withdrawal of Registration

Section 1. Request for withdrawal of registration shall be made in writing by the student duly noted by his/her parent/guardian, recommended by the concerned Dean, and approved by the Dean of the Office of Admission.

Section 2. A student who withdraws his/her registration shall be entitled to full refund of fees paid, except registration and entrance fees.

Section 3. A new student who withdraws his/her registration shall be entitled to withdraw his/her credentials submitted as requirement for enrolment.

Section 4. No withdrawal of registration shall be made after the first week of classes. The rules for dropping shall apply, including the schedule for refund of fees.

Article 224. Deferment of Enrollment

Section 1. Qualified freshman applicants who, for a valid reason cannot enroll during the semester originally applied for, may apply for deferment of enrollment to the succeeding school year by writing to the Dean of Admissions. Such applicants must not take any academic college subject prior to enrollment.

Section 2. These applicants shall be given priority among those wait-listed applicants for admission for the succeeding school year.
Chapter 6
VALIDATION/ACCREDITATION

Article 225. Transfer Credit in the Undergraduate Program

Section 1. All subjects and units taken from any SUC within the last five (5) years at the time of transfer may be credited provided that they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirements.

Section 2. All subjects and units taken from any private institutions within the last five (5) years at the time of transfer with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) may be accredited provided that they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirement.

Section 3. Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process.

Section 4. Transfer students with subjects taken from private institutions and with ratings lower than 2.00 shall be required to take the validation examination for said subjects.

Section 5. Transfer student must take the validation examination for every subject he/she would like to be validated for advanced credits. A validation fee for each subject has to be paid.

Section 6. Only subjects earned toward a degree program taken by transferees shall be validated and accredited.

Section 7. Validation/ accreditation should be done within the period of three (3) semesters from the date of admission to the University.

Section 8. Subjects to be accredited must not exceed 30% of the total number of units prescribed in the curriculum.

Section 9. Transfer student will not be allowed to enroll in a subject the prerequisite/s of which, taken elsewhere, have not been validated/accredited or repeated.

Section 10. If the number of units earned outside the University is less than the prescribed units for the course, the student should enroll the course as offered in the University.
Article 226. Transfer Credit in the Graduate Program

Section 1. No more than nine (9) units of graduate/undergraduate courses of training experience may be credited for a graduate degree.

Section 2. Undergraduate courses in the senior level may be credited for the MS program, provided:

a. The course has not been previously credited for any BS degree as certified by the Dean or Registrar of the College where a student graduated;
b. The grade in course obtained is 2.0 or better

Section 3. Graduate courses taken in other college and/or universities need to be validated if the grades are lower than 1.5 before they could be transferred and credited.

Section 4. Maximum of nine (9) units shall be credited for students whose program had lapsed.

Section 5. Attendance in advanced non-degree training within the 5-year period prior to graduation may be given a maximum of 3 credit units for seminar course. Evaluation of these courses and training experience for accreditation is made by the advisory committee of the student subject to the following:

a. One unit may be given for every 18 hours of lecture or 54 hours of laboratory work.
b. An authentic certification of the sponsoring training institution/agency as to the actual training course and satisfactory performance of the applicant shall be presented before credit could be given.

Section 6. Students who are transferring from Open University (OU) to the Institute of Graduate Studies (IGS) residential degree program should satisfy the residency requirement of four (4) semesters for PhD and two (2) semesters for MS degree.²

²BOR Resolution No. 34-09 during the 178th Regular Meeting of the CLSU Board of Regents on June 9, 2009
Article 227. Classification

Section 1. For undergraduate students:
   a. A regular student is one who carries the full load in any given semester as specified in the curriculum.
   b. An irregular student is one who carries less than the full load specified in the curriculum.

Section 2. For graduate students:
   a. Regular Graduate Student. An applicant who has complied with the following requirements is a regular student:
      (1) Sufficient academic background for the chosen field of study;
      (2) Grade point average of 2.00 or better in the highest degree obtained;
      (3) Submission of all pertinent papers/requirements at the time of registration.

   b. Probationary Graduate Student. An applicant is a probationary student if his/her GPA is 2.00 for MS student and 1.75 for PhD student or better, but he/she does not possess sufficient academic background.
      (1) A probationary student must obtain a GPA of 2.00 or better for MS and 1.81 or better for PhD in the first 9 units he/she took at the IGS/OU and should have completed the requirements
      (2) A probationary status should be changed into regular status within two semesters
      (3) A student on probationary status may be allowed to enroll 15 units of undergraduate courses.

Article 228. Curricular Level Placement of Undergraduate Students

Section 1. Freshman – has not finished the prescribed subjects of first year or has not completed 25% of total number of units required in his/her course.

Section 2. Sophomore – completed his/her first year course work or has finished 25% but not more than 50% of the total number of units required in his/her course.

Section 3. Junior – completed the first 2 years of his/her course, or has finished 50% but not more than 75% of the total number of units required in his/her course.

Section 4. Senior – completed at least 75% of the total number of units required in
University Code 2010

his/her course, or has completed all the prescribed units less the equivalent number of units prescribed during the last year.

Section 5. Graduating – Enrolled in the final semester/term of his/her course work.

Article 229. Class Attendance

Section 1. Students are required to attend classes punctually and regularly

Section 2. Time lost by late enrollment shall be considered as time lost by absence.

Section 3. A student may be marked absent if he/she leaves the class earlier than the prescribed time.

Section 4. If the instructor/professor is late for class, students should not leave the classroom until the first quarter fraction of the scheduled class time has passed.

Section 5. The instructor/professor is expected to dismiss his/her class 10 minutes before the prescribed time.

Section 6. Any student with three consecutive absences from his/her class must obtain a class readmission slip from his/her Dean (or representative) to be presented to the instructor(s) before he/she can be admitted to class.

Section 7. When the student’s absences in a subject in one semester have reached 20 percent of the required number of hours of recitation, lecture, laboratory or any other scheduled work, and the absences are unexcused, the student shall be unofficially dropped from the class and given a grade of 5.0.

Section 8. Absences due to the following reasons are considered excused:
   a. Students sent on official business by the University to attend athletic meets, literary-musical competitions, conferences and other similar cases, or who joined approved class field trips. Approved itinerary of travel/certification concerning field trip should be attached to the application form for excused absences.
   b. Students who had gone out of the campus and could not return due to unavoidable circumstances.
   c. Students who have been ill or/and confined for hospitalization provided a certificate to this effect is issued by the University Hospital or a certificate of illness issued by other licensed physician as attested to by the University physician.
   d. Others, as determined by the Dean concerned.

Section 9. Excuses are only for time missed. All work covered by the class during absence
shall be made up to satisfy the requirements missed within the semester/summer before any final grade is given.

Section 10. For excused absence, the student is required to get an excuse slip from the Office of the Dean.

Section 11. Accomplished excuse slip should be presented to the instructors/professors by the student upon his/her return.

**Article 230. Resident Credits**

Section 1. Resident credits refer to all academic subjects and units earned in the University including those earned in other institutions that are required for a particular degree and had already been validated/accredited in the University.

Section 2. Only resident credits are considered in evaluating subjects and units for a particular curriculum.

**Article 231. Residence Requirement**

Section 1. Residence refers to the number of years or terms required of a student to finish a course.

Section 2. Residence Requirement for Undergraduate Students:

   a. An undergraduate student must finish the requirements of a course within a maximum period of actual residence, otherwise he/she shall not be allowed to re-enroll further in that course.
   b. The maximum actual residence period prescribed for a course is as follows: 6 years for a 4-year course; 8 years for a 5-year course; and 10 years for a 6-year course.
   c. No student shall graduate from the University unless he/she has completed at least two years or 50% of residence work. The two years or 50% residence work referred to above must be done immediately prior to graduation.

Section 3. Residence Requirement for Graduate Students

   a. The minimum residence is two semesters for MS/MPS and four semesters for PhD at the University devoted wholly or partly to graduate work. A satisfactory completion of at least 21 units for MS/MPS and 33 units for PhD is required, respectively.
   b. The master's degree must be completed within five calendar years and seven years for the PhD degree (excluding leaves) from the start of matriculation.
c. Any student who fails to finish the degree within the specified period should get 9 units of refresher courses to be completed within a year together with the thesis/dissertation. This is allowed only to students who have taken and passed the comprehensive examination.

**Article 232. Prerequisite/s of Subjects**

Section 1. The rules on sequence of subjects in the curriculum of the course being taken must be followed.

Section 2. Enrolling in and attendance in a subject without passing its prerequisite/s shall not be given academic credit.

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

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

**Article 233. Enforcing a New Curriculum**

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

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

**Article 234. Substitution of Subjects**

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

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

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

Section 4. Petition for substitution must be recommended by the Chair of the Department and approved by the Dean and the VP for Academic Affairs.

Section 5. Copy of the approved petition must be submitted to the Office of Admission for recording and filing purposes.

**Article 235. Examination**

Section 1. Three scheduled examinations shall be given per semester as follows:
   a. Two Term Examinations
   b. Final Examination

Section 2. An examination permit is required of each student before he/she is allowed to take final examination.

Section 3. Special Examination
   a. A special examination is given to a student who incurred an excused absence during a scheduled final/term examination.
   b. Special term examination shall be given within the period preceding the next term examination; special final examination shall be given not beyond the immediately following academic year.
   c. A student shall take a special examination upon payment of a special examination fee to be paid to the department where the subject is offered.

**Article 236. Grading System**

Section 1. For the Undergraduate Program:
   a. The work of students will be graded as:
      
      | Grade    | Points |
      |----------|--------|
      | Excellent| 1.00   |
      |          | 1.25   |
      |          | 1.50   |
      | Very Good| 1.75   |
      |          | 2.00   |
      | Good     | 2.25   |
      |          | 2.50   |
      | Fair     | 2.75   |
      | Passing  | 3.00   |
      | Incomplete| INC   |
      | Dropped  | D      |
b. A grade of 4.00 means conditional.
c. The grade of INC is given if the student, whose class standing throughout the semester is passing, fails to complete other requirements for the course, due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of 5.00 is given.
d. The grade in undergraduate thesis shall be expressed numerically following the grading system, if the work is completed; otherwise a grade of IP is given if work is still in progress.

Section 2. For the Graduate Program:

a. The academic performance of the graduate student shall be evaluated in accordance with the following grading system:

- Excellent - 1.00
- - 1.25
- Very Good - 1.50
- - 1.75
- Good - 2.00
- - 2.25
- Fair - 2.50
- - 2.75
- Passing - 3.00
- Conditional - 4.00
- Incomplete - INC
- Dropped - D
- In Progress - IP
- Failure - 5.00
- Audit - Au
- No Credit - 0

b. Any grade below 2.50 will carry no credit to the degree program. To continue in the program, the student should have a weighted average of 2.00 or better for MS/MPS and 1.81 or better of PhD. The weighted average shall be based on all the courses taken by the student in his/her approved program of study.

Article 237. Removal of Grades of 4.00 and INC

Section 1. Removal of grade of 4.00 and Incomplete (Inc.) must be done within one (1) academic year from the date the grade has been incurred, otherwise the grade becomes 5.00. The prescribed period of one (1) academic year does not include the period during which the student is on leave of absence.
Section 2. Students may remove a grade of 4.00 by taking the removal examination for the concerned subject.

Section 3. Students who pass the removal examination are given a grade of 3.00; if they fail, a grade of 5.00. Only one removal examination is allowed.

Section 4. No special examination fee shall be charged a student if he/she takes the removal examination during:
   a. regular final examination period, if the subject is included in the schedule
   b. scheduled period for removal examination, i.e. one week before the registration period in each semester

Section 5. Removal examination may be taken at other times, on approval of the Dean and upon payment of the required special examination fee for each subject.

Section 6. Students who are not in residence shall be required to pay the registration fee, besides the special examination fee for them to be allowed to take the removal examination to remove a grade of 4.00 or to satisfy the requirement(s) to remove a grade of INC.

Section 7. A grade of 4.00 received after removing the Inc grade must be removed within the remaining portion of the prescribed period for removing the original grade of Inc.

Section 8. The INC grade must be completed within the prescribed time by taking final examination or satisfying the requirements of the course, after which the student shall be given a final grade based on his/her overall performance.

Section 9. Grade after completion/ re-examination must be submitted by the faculty to the Office of Admission within two weeks from the date of completion/re-examination; otherwise the faculty shall be sanctioned by the Dean before the grade is submitted to the Office of Admission.

Section 10. Incomplete grades in subjects that are prerequisites to other subject/s must be removed before enrollment of the latter subjects can be made.

Article 238. Submission of Grades

Section 1. Faculty members are required to submit their report of grades not later than ten (10) working days for graduating students or 12 working days for non-graduating students after the last day of the final examination period at the end of each semester/term.

Section 2. Faculty members who fail to meet the deadline for submission of grades should be reported by the Department Chairperson to their Dean.
Section 3. Faculty members who fail to submit their report of grades within the prescribed period are penalized by:
   a. Payment of fine of P100 for each day of delay for every subject, payable to the concerned College, and  
   b. Issuance of warning by the Dean to the concerned faculty for his/her grades not submitted 3 days after the deadline and a reprimand by the University President upon recommendation by the Dean and the Vice President for Academic Affairs should the warning be ignored by the faculty.

Section 4. Late submission of grades without penalty can be considered for valid reasons. This should be favorably endorsed by the Department Chair and the Dean, and approved by the Vice President for Academic Affairs.

Article 239. Change of Grade

Section 1. No faculty member shall change any grade after the report of grades has been filed with the Office of Admission, except when an error has been committed. The faculty member may request authority to make the necessary change in grade from the Vice President for Academic Affairs with favorable endorsement from the concerned Department Chair and Dean. If the request is granted, a copy of the approved request of the faculty authorizing the change in grade shall be forwarded to the Office of Admission for recording and filing purposes.

Article 240. Complaints on Grades

Section 1. Student complaints regarding grades shall be filed within the semester following the issuance of grades.

Section 2. Procedure for filing complaints/request regarding grades:
   a. Complaints should be filed to the Dean of the college offering the course using the official complaint form which could be obtained from the College Registrars.  
   b. All supporting documents/ evidences should be attached to the accomplished form.  
   c. A fact-finding/investigation committee consisting of the College Dean, Department Chair, a representative of the Vice President for Academic Affairs and a representative of the student complainant should look into the case within one week from the receipt of the complaint.  
   d. If the complaint can be resolved at the committee level, the decision of the committee shall be binding and the University President is informed of the decision.  
   e. If the committee cannot resolve the issue at their level of authority, the documents/proceedings /findings/ recommendations of the committee should be forwarded to the University President for appropriate action.
f. If the complaint is against the Dean or Department Chair, a representative for each from the college should be assigned to take his/her place in the committee.

**Article 241. Academic Scholarships**

Section 1. University scholarships consisting of full free tuition fees for one semester shall be enjoyed by undergraduate students who obtained a GPA of 1.50 or better during the preceding semester.

Section 2. College scholarships consisting of one-half free tuition fees for one semester shall be given to undergraduate students who obtained a GPA of 1.51 to 1.75 during the preceding semester.

Section 3. Students shall enjoy academic scholarship if the following requirements are complied with:
   a. Must have an academic load of at least 15 units or the normal load prescribed in his/her curricular program
   b. Must have no grades of Inc. or below 3.00 in any academic or non-academic subjects taken during the preceding semester upon enrollment

**Article 242. Retention Policies**

Section 1. Evaluation of undergraduate student records for purposes of retention is guided by the following standards:

<table>
<thead>
<tr>
<th>% Failure</th>
<th>No. of Units Enrolled</th>
<th>Status</th>
<th>Allowable Load for the Following Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 24%</td>
<td>Any</td>
<td>REGULAR</td>
<td>Normal load</td>
</tr>
<tr>
<td>25% - 49%</td>
<td>Any number of academic units</td>
<td>WARNING</td>
<td>Less 3 units from normal load</td>
</tr>
<tr>
<td>50% - 75%</td>
<td>6 Academic units or more</td>
<td>PROBATION</td>
<td>15 units only</td>
</tr>
<tr>
<td>76% - 100%</td>
<td>9 Academic units or more</td>
<td>PERMANENT DISQUALIFICATION from the University</td>
<td>Not allowed to enroll in the University</td>
</tr>
</tbody>
</table>

Section 2. Any student who has received two successive warnings shall be placed on probation.

Section 3. Probation status may be lifted upon passing all the subjects carried during the term he/she is on probation.

Section 4. Any student under probation status who again fails in 50% or more of the total
number of academic units enrolled will be dismissed from the University.

Section 5. Permanent disqualification does not apply to cases, where the grades of 5.00 were due to unauthorized/unofficial dropping of subjects caused by prolonged illness or medical treatment of the student and not to poor class standing. Reconsideration should be requested using the prescribed form. Such cases must be certified by the instructor and approved by the Dean. Students, however, shall only be granted a reconsideration twice. Approved request for reconsideration is forwarded to the Office of Admission for recording and filing.

Section 6. For purposes of evaluating the status of students, grades of unremoved Incomplete (Inc) and 4.00 shall be considered as failing grades.

Section 7. The rules for dismissal shall not apply to:
   a. Senior students or students in the last year of their curricular program
   b. Students enrolled in Agricultural Mechanics and Special Courses

Article 243. Leave of Absence

Section 1. A leave of absence is a non-enrollment of a student from the University for one semester subject to renewal for at most two (2) years. When the leave of absence is not taken in two consecutive years the total leave should not exceed two (2) years.

Section 2. A leave of absence should be requested using the prescribed form, stating the reason for the period of the leave.

Section 3. A student who has to go on leave of absence beyond two (2) years should be advised to apply for an honorable dismissal, without prejudice to re-admission.

Section 4. A copy of the approved leave of absence must be submitted to the Office of Admission for recording and filing.

Section 5. If a student withdraws after ¾ of the total number of hours prescribed for the course has already elapsed, his/her instructors/professors may submit a grade of 5.00 for the subject if his/her class standing is not passing at the time of his/her withdrawal.

Section 6. No leave of absence should be granted within two weeks before the last day of classes in the semester.

Section 7. Students who withdraw from the University without formal leave of absence shall be barred from enrollment in the University.
Article 244. Honorable Dismissal

Section 1. Honorable dismissal is voluntary withdrawal from the University approved by the Office of Admission at the recommendation of the Dean concerned.

Section 2. If a student is dropped from the rolls for whatever cause(s), a statement to that effect shall be indicated to his/her honorable dismissal.

Section 3. The student should present a clearance showing that he/she has settled all his/her obligations, financial or otherwise, to the University.
Chapter 8
GRADUATION

Article 245. Graduation Requirements

Section 1. Student who is enrolled in the final term/semester of his/her course work shall file his/her application for graduation to the Dean within three weeks from the opening of classes of the semester or summer they expect to graduate.

Section 2. A student applying for graduation must be enrolled at the time of application. If he/she has no more course work to enroll, he/she shall be asked to pay the registration fee only.

Section 3. After the last day of filing application for graduation, as specified in the academic calendar, the Dean or his/her duly authorized representative shall certify to the Office of Admission a list of the candidates for graduation for the next commencement. The Office of Admission, in consultation with the Dean, shall then check the academic records of each candidate to ascertain whether any candidate has any deficiency and whether he/she has fulfilled all other requirements which shall qualify him/her to be a candidate for graduation.

Section 4. All students, male and female, enrolled in any baccalaureate or in at least 2-year technical-vocational or associate courses, are required to complete one (1) National Service Training Program (NSTP) component as a graduation requirement.

Section 5. All candidates for graduation must have their deficiencies made up and their records and other requirements for graduation cleared not later than one week before the Academic Council meets to act on the applications for graduation. Those who fail to comply with requirements before the deadline shall not be included in the list of candidates to be recommended for graduation.

Section 6. A pre-academic council meeting shall be conducted to assess, evaluate and approve candidates for graduation in the College/Department/Institute prior to the University Academic Council meeting.

Section 7. No student shall graduate unless he/she pays the required graduation fee.

Section 8. The Office of Admission shall prepare the list of qualified candidates, indicating their major field and GPA, for graduation for the semester/summer for presentation to the Academic Council.

Section 9. A student shall graduate from the University if he/she has completed at least two years or 50% of residence work which must be done immediately prior to graduation.
Section 10. No student shall graduate from the University unless his/her name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Regents.

**Article 246. Graduation with Honors**

Section 1. A undergraduate student may graduate with academic honors based on the following grade point average (GPA) requirements:
   a. Summa cum laude - GPA of 1.20 to 1.00
   b. Magna cum laude - GPA of 1.45 to 1.21
   c. Cum laude - GPA of 1.46 to 1.75

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

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

Section 4. In the computation of the GPA, the following shall be observed:
   a. Only final grades shall be considered;
   b. Only resident credits shall be included; and,
   c. Rounding off of final grades (GPA) shall not be allowed

Section 5. A student shall graduate with honors if the following requirements are complied with:
   a. Has no grade lower than 3.0 and an unremoved Incomplete (Inc) in any academic or non-academic subject whether prescribed or not in his/her curriculum, taken in CLSU or any other educational institution.
   b. Must not have repeated a subject in CLSU or in another educational institution;
   c. Must have completed in CLSU at least 75% of the total number of academic units for graduation;
   d. Must have been in residence for at least two (2) years immediately prior to graduation;
   e. Must have taken, during each semester, not less than 15 units of credit or the normal/regular load prescribed in the curriculum; and
   f. Must have not been charged and found guilty of any violation of existing University rules and regulations which is punishable by at least one week suspension.
Article 247. Graduation Exercises

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

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

Section 3. Summer graduation and mid-year commencement exercises may be held to accommodate the growing number of graduates.

Section 4. Candidates for graduation with degrees or titles requiring at least four (4) years of college instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises.

Section 5. A recognition program shall be held to present and recognize candidates for graduation with academic honors, including those with Special Awards granted in accordance with the rules and regulations of the University.

Article 248. Transcript and Other School Credentials

Section 1. Student records are confidential and information is released only at the request of the student or of appropriate institutions.

Section 2. "Partial" transcripts are not issued.

Section 3. Official transcript of records from other institutions that have been submitted to the University for admission and/or transfer of credit becomes part of the permanent record of the student and are issued as true copies with the CLSU transcripts.

Section 4. The Registrar or Dean of the Office of Admission, the College Dean and the University President must be the signatories in the diploma.

Section 5. Application for transcript of records should be accompanied by a student clearance. The clearance should be applied for immediately after the last semester/summer of enrollment.
Chapter 9
POLICY ON THESIS/FIELD PRACTICE/ON-THE-JOB TRAINING

Article 249. Undergraduate Thesis/Field Practice/On-the-Job Training

Section 1. An undergraduate thesis/field practice/on-the-job training is a partial fulfillment of the requirements for graduation with a bachelor’s degree.

Section 2. Thesis/Field practice/on-the-job training may be enrolled in two or more semesters or terms/one semester or one summer term, as indicated in the curriculum being pursued by the student, provided that the total units does not exceed the required number of units.

Section 3. An approval deadline schedule sheet set by the Dean of the College concerned should be followed strictly by the students as well as the approving officials.

Section 4. When the manuscript fails to meet the deadline, the subject should be re-enrolled without unit during the next term. The student shall not be charged the tuition/laboratory fee but instead will pay flat rate which includes all other prescribed enrolment fees and the student should pay a flat rate. If the student wishes to carry other subjects in addition to thesis/field practice/on-the-job training, he/she should pay the corresponding tuition and laboratory fees.

Section 5. At the end of each semester that the student is working on his/her thesis, a grade of IP (in progress) should be assigned if the work is still unfinished.

Section 6. Thesis/Field Practice/On-the-job training shall be given credit if completed within the maximum residency requirements.

Section 7. The faculty adviser shall submit the grade for thesis/field practice following the grading system prescribed in Article 229.

Article 250. Conduct of Graduate Thesis/Dissertation

Section 1. Students are ready to conduct their thesis if the following requirements are met:

a. Finished all their subjects, including special problem and seminar;
b. Passed both qualifying examination and comprehensive examination; defended their thesis outline in a seminar, and submitted the same as corrected to the Department Chair and to the Dean.

Section 2. Students shall conduct their thesis personally.
Section 3. A thesis visitation/supervision/follow-up may be made by the adviser and/or the advisory committee not earlier than the pre-testing of the questionnaire or establishment of the experiment, and not later than the completion of data collection.

Section 4. A co-adviser from another agency/institution may be selected by a student with the approval of the Advisory Committee, Department Chair and the Dean. The co-adviser may be designated as a member of the defense panel and shall be acknowledged accordingly.

Section 5. Students shall be allowed to conduct their thesis/case study/dissertation researches outside the Philippines only if they satisfy the following conditions:

a. For students who are enjoying a scholarship grant and the sponsoring agency allows them to conduct research in their home country, the requirements are:
   (1) Shall submit an application to the Dean’s Office (with endorsement from sponsoring agency) with recommendation from the Chair of the Advisory committee and approval of the Dean.
   (2) Shall submit a program of activities covering the duration of the research (not less than three months) together with the financial requirement properly evaluated and approved by the Advisory Committee and noted by the concerned Department Chair. Assurance of funding support to cover actual conduct of the research and supervisory cost of the adviser or any member of the advisory committee who shall visit and evaluate the conduct of research of the student, the adviser shall submit.
   (3) A written report of visitation/evaluation certifying that the research was conducted in accordance with the approved outline of thesis/dissertation/case study.

b. For students who are not a recipient of scholarship, but using their personal resources, the requirements are:
   (1) Shall file an application to the Dean’s Office requesting that they be allowed to conduct thesis/case study/dissertation research in their home country.
   (2) In case the student is an employee of private/government agency he/she shall submit a certification indicating that the concerned agency is permitting him/her to use the experimental area and/or laboratory facilities in the conduct of research. Moreover, if the student is a fresh graduate and is not employed, the same requirement is also invoked. The student shall conduct the field experiment in an appropriate government area being maintained by an educational or research institution. The other requirements are the same as indicated in Article 227, Section 5.
c. For the student who shall conduct research in home country without the benefit of visitation/evaluation of adviser or any member of Advisory Committee, the requirements are
(1) Shall impose the designation of a co-adviser from the home country whose expertise and qualification are in consonance with student’s field of specialization and fluent in the English language or past professor of the student.
(2) The co-adviser shall submit a letter certification, indicating therein that the experiment was conducted in accordance with the approved outline of study, accompanied by evidences in the forms of photographs/video tapes/slide pictures/LCD (for power point presentation).
(3) During the final defense of the student, the co-adviser shall be invited to attend and participate and serve as a voting member of the final defense panel.

Article 251. Graduate Thesis/Dissertation Defense

Section 1. Thesis/Dissertation defense is an oral examination administered to a candidate for an MS or doctoral degree.

Section 2. Graduate students may defend their thesis if they have:

a. Completed all formal course work for the degree as certified by the IGS/OU Registrar
b. Passed the comprehensive examination
c. Had their thesis manuscript approved by their Advisory Committee, a copy of which has been filed with the IGS/OU beforehand
d. Submitted to the IGS/OU copy of their manuscript two weeks before the scheduled date of defense
e. Presented the approved thesis manuscript in a graduate seminar

Section 3. Procedure for thesis defense

a. Students shall submit the application duly signed by the adviser to the office of the Dean at least two weeks before the planned time of examination.
b. The application shall be filed with:
   (1) The approval sheet bearing the signature of the Advisory Committee
   (2) The information of the proposed tentative date for the defense
c. The student shall apply for final defense after incorporating all the suggestions made by the Advisory Committee.
d. All members of the Advisory Committee must be present during the final defense, which shall be a closed-door examination.

Section 4. A majority vote of the members of the Advisory Committee is needed to pass/fail
Section 5. Submission of thesis/dissertation

a. A circulating copy reflecting all corrections and signed by the members of the Advisory Committee and the English/Format Editor should be presented to the Dean before printing the final copy.

b. Once approved, the thesis/dissertation/case study shall be reproduced following the IGS/OU format. The report and the duly approved and submitted thesis manuscripts are the bases for a recommendation to be made by the Graduate Council to the University Academic Council for the conferment of the sought degree.

Section 6. The deadline of thesis defense shall be 30 calendar days before the IGS/OU Council Meeting.

Article 252. Apprenticeship in the MPS Program

Section 1. Students enrolled in the MPS programs shall undergo apprenticeship if they have finished all courses and have passed the comprehensive examination.

Section 2. The apprenticeship should be agency-based and management-focused.

Section 3. The apprenticeship period shall be at least one semester.

Section 4. A program of work shall be submitted by the student and duly recommended by the Advisory Committee for approval by the Department chairperson and Dean. The actual program of work at the agency shall be for a minimum of 240 hours.

Section 5. A letter of request, prepared by the student and endorsed by the adviser shall be submitted to the agency where the apprenticeship shall be undertaken.

Section 6. Follow-up and supervision of student apprenticeship shall be done by the Advisory committee, particularly the adviser.

Section 7. A report on the apprenticeship shall be orally presented by the student before his/her Advisory Committee. The report shall be submitted following the format prescribed by the department concerned.
Chapter 10
OTHER POLICIES GOVERNING THE GRADUATE PROGRAM

Article 253. Advisory Committee

Section 1. The Department Chairperson serves as the student’s temporary adviser during his first semester in the program.

Section 2. Students should have constituted their advisory committee for MS/MPS before the end of the first semester and during the second semester of their residency for PhD. The Advisory Committee shall be composed of three members for the MS/MPS degree, and five for PhD. A member of the advisory committee may be tapped from outside the University in special cases.

a. For the MS/MPS students, two members of the Advisory Committee must come from the department of the student’s major field, and one from the cognate field.

b. For PhD students, four of the committee members should come from their major department and one from their cognate field.

Section 3. Terms of Reference of Advisory Committee members

a. Major Adviser
   (1) Provides guidance to the advisee in the preparation of the student’s program of study and thesis/dissertation
   (2) Convenes the committee to discuss matters relating to the academic program of the student-advisee.
   (3) Monitors the progress of his/her advisee.

b. Members of the Advisory Committee
   (1) Assist and suggest courses to be included in the student’s program of study.
   (2) Attend and actively participate during meetings called by the major adviser.
   (3) Help in the preparation and completion of thesis/dissertation.

Article 254. Program of Study

Section 1. This is a listing of courses and other requirements to be taken or accomplished by the student to enable him to earn the degree being pursued.

Section 2. Before the end of first semester for MS/MPS and during the second semester of residency for PhD, students in consultation with their major advisers, prepares their programs of study which shall include the title of their proposed thesis/dissertations. No student shall be allowed to enroll in the succeeding semester without an approved program of study.
Section 3. The program of study, bearing the signature of the Advisory Committee members shall be distributed as follows: one copy each for the advisory committee members, chairperson of the department concerned, IGS/OU file, the student, and the University Registrar.

Section 4. No changes in the program of study shall be allowed without prior approval by the Advisory Committee.

   a. Change in the program of study refers to any amendment in the content of the duly approved program of study. Changes include the addition or deletion of courses.

   b. The change in the program of study can only be allowed three times. Application for such must be filed at the IGS/OU Registrar’s Office.

Article 255. Audit Courses

Section 1. Duly registered students may audit courses designated by their Advisory committees. Such courses shall be entered officially in the enrolment forms of the student subject to payment of existing fees.

Section 2. One who is not a student of the University may be admitted to audit a course after paying all the fees required.

Section 3. Audit courses are not given grades or credits.

Article 256. Non-Credit Courses

Section 1. A non-credit course is any course taken by a graduate student for which graduate credit toward a degree is not allowed, either because of the level of the course, or because it is a pre-requisite for admission to graduate work.

Section 2. Though not counted toward the degree, the non-graduate credit course is assessed on a full fee scheduled basis.

Article 257. Examinations

Section 1. Qualifying Examination

   a. The qualifying examination is oral and is administered by the Advisory Committee.

   b. A student applying for qualifying examination must have passed 9 units of any courses. The application must be recommended by the advisory committee and endorsed by the Dean.

   c. The student must take the qualifying examination during the second semester of residency. Students who have not taken the qualifying
examination should not be allowed to enroll in the succeeding semester.

d. The purpose of the qualifying examination is to assess the student’s preparedness to pursue the doctoral program. Although passing the 9 units of the course is required, questions may not be limited to them. The advisory committee informs the student he/she is qualified or not right after the examination. The study program of the student is finalized after the qualifying examination.

Section 2. Comprehensive Examination

a. Nature of the comprehensive examination. The comprehensive examination is written, but the re-examination could be written or oral at the option of the student.

b. A student applying for comprehensive examination must have finished all the academic courses and has no incomplete grade in any subject taken. Even if a student is in the process of completing, he/she is not allowed to take the comprehensive examination. All subjects for comprehensive examination are those listed in the approved study program except seminar, special problem and other subjects taken by the student that are not part of the approved study program. Additional required subjects taken by the student shall not be included in the comprehensive examination.

c. Filing of application for comprehensive examination. A student intending to take the comprehensive examination must file his/her application upon the recommendation of his/her advisory committee and endorsement of the Department Chair subject to the approval of the Dean.

d. Date and deadline for application. Deadline for filing of application for comprehensive examination shall be within two weeks after the first day of classes.

e. Date of comprehensive examination. The comprehensive examination period shall be in May and December.

f. Creation of Examining Committee. The Department Chair shall be the overall coordinator of the comprehensive examination.

g. The functions of the Department Chair are as follows:

1. Solicit questions from the professors of the student. In the absence of the faculty concerned (on sabbatical/study leave, retirement, death, and others) the Department Chair in consultation with the professor presently teaching the course shall prepare questions of the subject concerned.

2. Returns the answered/unanswered questions to the professors for checking after the comprehensive examination.

3. Collect the corrected comprehensive examination papers

4. Prepare the report of the results

h. Students who fail to take the comprehensive examination on the scheduled dates shall write a letter together with a certification to justify failure to take the examination addressed to the examining committee, requesting
for a re-scheduling of the comprehensive examination. The letter must clearly state the justification for the said request. Justifiable reasons include health reasons and death of immediate family member.

i. Passing percentage for comprehensive examination. The student should get a satisfactory performance to pass the comprehensive examination. A minimum rating of 75 percent is needed to pass in each subject. The final grade of the student in the comprehensive examination is either pass or fail.

j. Release of results. Results of the comprehensive examination are submitted to the office of the Dean not later than one month after the last day of examination. Re-examination should be taken within the semester, and shall not be later than two weeks before semester ends. Results are to be submitted one week after.

k. Re-examination for students who failed. If the student does not perform satisfactorily in a subject, he/she shall take either a written or an oral re-examination.

(1) The written re-examination shall be administered by the Department Chairperson; the professor(s) of the subject(s) in which the student failed shall provide the questions. The schedule of the re-examination shall be set by the IGS Office. For oral re-examination, the Department Chair and the professor concerned should be present during the oral examination.

(2) Failure in the aforesaid re-examination means that the student will take audit course, and then take another examination. The faculty who handled the audit course shall prepare the comprehensive examination questions. Failure in this examination will mean dismissal of the student from the University.

Article 258. Graduate Faculty/ Course Tutor

Section 1. Qualification criteria for permanent faculty:

a. Faculty members who are holders of doctoral degrees from institutions accredited/recognized by this University and whose expertise/field of specialization is deemed necessary by the Department

b. Faculty members whose academic rank is Associate Professor and are holders of a masteral degree, and whose expertise/field of specialization is deemed necessary by the Department

c. Faculty members with MS degree or its equivalent

(1) Has taught in the IGS for at least one year

(2) Minimum rank of Assistant Professor, and

(3) Expertise/Field of specialization is required/needed by the Institute

d. Those who qualify under Item a, b or c of this Section shall submit the following credentials

(1) Recommendation by the Graduate Department Chair
Section 2. Those who do not qualify but whose expertise/field of specialization is needed by IGS/OU may be allowed to teach on a temporary basis until such time that they qualify for a permanent designation under any of the above criteria, after which they shall be recommended for designation as permanent graduate faculty.

Section 3. Duties and responsibilities of the graduate faculty members cover such areas as teaching, student advisement, conduct of research, extension, curriculum innovations and program administration, attendance to graduate council meetings, and other activities of the IGS/OU.

Section 4. Tenure. Once appointed, a graduate faculty member shall remain in such position for three years to be renewed every three years. The appointment shall be issued by the VPAA upon the recommendation of the Department Chair and the IGS/OU Dean.

Section 5. Non-CLSU personnel may be designated/appointed as affiliate faculty provided that they are at least a master’s degree holder and their expertise/area or field of specialization are needed by the IGS/OU subject to the approval by the CLSU Board of Regents. The affiliate faculty shall be appointed for a term of one year subject to renewal as the need arises.

Section 6. Nomination/Selection of graduate faculty/course tutor:

a. The IGS/OU Department Chair identifies the nominees from among faculty members who are qualified to serve and whose services are necessary in the IGS/OU.

b. Nomination is then forwarded to the IGS/OU Office using Graduate Faculty Nomination Form in triplicate. This form must be endorsed by the Department Chair, and recommended by the Dean of the College where the faculty member belongs. Curriculum vitae and transcript of records must be submitted.

c. The Graduate council is then convened to act/decide on the nomination. If accepted, a recommendation is forwarded to the University President for final approval and issuance of appointment.

Article 259. Graduate Council

Section 1. The Graduate Council is the policy-making body of the IGS. It is composed of all graduate faculty with academic rank not lower than Assistant Professor, with the Dean as Chair.
University Code 2010

Section 2. Duties/Responsibilities of the Graduate Council:

a. Formulates and reviews policies governing graduate programs. All new policies/departmental requests for permission to offer advanced degrees are referred to the IGS council and the Board of Regents.

b. Screens/recommends to the University President appointment of new graduate faculty.

c. Conducts regular/special meetings on approval of candidates for graduation, curricular innovations, introduction of new policies, and the like:

(1) Create standing and ad hoc committees or work groups as the need arises.
Chapter 11
POLICIES GOVERNING ETEEAP

Article 260. Accredited Courses

Section 1. CLSU shall offer CHED-accredited courses under the ETEEAP.

Article 261. Admission to the Program

Section 1. Qualifications of an Applicant. An ETEEAP applicant must meet the following qualifications:
   a. A Filipino citizen
   b. Must have at least graduated from high school or must have obtained Philippine Education Placement Test (PEPT) equivalent to first year college
   c. Must have at least five (5) years of work experience related to the course for which he/she is applying
   d. Must be at least 22 years old
   e. Must be able to show evidence of capability and thorough knowledge in the field applied for equivalency.

Section 2. Admission Requirements
   a. Original school credentials, whichever is applicable
      (1) High School Card
      (2) Form 137A
      (3) PEPT Certificate
      (4) Transcript of Records
   b. Certificate of employment with job descriptions from present and past employers
   c. NBI/Barangay clearance
   d. Recommendation letter from immediate superior
   e. Interview results
   f. Personality and work aptitude test results
   g. Certificate of evaluation results given by the Panel of Assessors
   h. Proficiency certificate from any of the following:
      (1) Government Regulatory Board
      (2) Licensed Practitioner in the field
   i. Business Registration
   j. ETEEAP application form duly accomplished

Section 3. Admission Procedures. The applicant:

   a. Secures ETEEAP application forms from the CLSU-ETEEAP Office;
   b. Submits accomplished ETEEAP application forms together with the required documents to the same office for preliminary evaluation by the ETEEAP
c. If qualified, he/she goes for interview and submits himself/herself to personality and work aptitude tests;
d. Attends the ETEEAP Orientation Seminar; and,
e. Submits all documents to the Panel of Assessors for further evaluation/assessments/ accreditation.

**Article 262. Assessment/Accreditation Criteria**

Section 1. For formal training: transferability of credits.

Section 2. For non-formal education (sponsored trainings, workshops, etc.) through case to case evaluation of training design and evaluation: credit recommendations will be awarded for each validated training program.

Section 3. For informal learning/knowledge obtained through self study: an assessment process which can include written and oral examinations, product presentation, skills demonstration or portfolio assessment.

Section 4. For portfolio assessment: the candidate will have to enroll in a portfolio development course in order to develop the portfolio.

Section 5. In case where the candidate needs further knowledge or skills, he/she shall be advised to participate in appropriate and convenient competency assessment service program in order to complete his/her learning then he/she goes back for assessment. In this manner, the candidate earns credits progressively until he/she satisfactorily earns the necessary credits based on competency standards to merit the degree or certificate.

**Article 263. Cost of the Assessment Program**

Section 1. Candidates shall be required to pay the full cost of the assessment program, regardless of the amount of credit that they earn.
Chapter 12
MISCELLANEOUS RULES/REGULATIONS

Article 264. Orientation

Section 1. The Office of the Vice President for Academic Affairs, through the Council of Deans and with the Office of Student Affairs as the lead unit, shall coordinate and conduct an Opening and Orientation Program for all new students within the first week of the first semester to facilitate adjustment to the University environment.

Section 2. A set of psychological tests for freshman students is provided for by the Office of Student Affairs for guidance purposes.

Article 265. Wearing of ID and Uniform

Section 1. As specified by their respective college/department where uniforms are required, students could be penalized by the concerned authority for non-wearing of uniform during prescribed periods/days.

Section 2. Wearing of the University ID shall be required of all students. Students shall be given a minimum of one week from the start of classes before such regulation shall be enforced. Students who fail to wear their IDs shall be subjected to appropriate University rules and regulations.

Article 266. Honor’s Day

Section 1. Honor’s Day is a special day set in the Academic Calendar, every first semester of the academic year, to give recognition to all students who qualified as academic scholars (as university/college scholars) based on their GPA during the preceding academic year.

Section 2. Academic scholars are presented with a Certificate of Merit signed by the Dean of the Office of Admission, the Vice President for Academic Affairs, and the University President.

Section 3. Students who qualified as University scholars for three consecutive semesters are given a Presidential Medal.

Section 4. The Office of the Vice President for Academic Affairs, through the Council of Deans and with the Office of Student Affairs and the Office of Admission as the lead units, shall coordinate and conduct the holding of Honor’s Day.
Article 267. Exemptions from Payment of the Non-citizenship Fee

Section 1. Children of visiting professors assigned in the University under foreign assisted programs/projects.

Section 2. Foreign students whose governments have reciprocal agreements with the Philippine government.

Section 3. Children of faculty members of institutions with which CLSU is in consortium.

Section 4. Any CLSU faculty and staff member who is permitted by the University to enroll either in the undergraduate or graduate program shall enjoy a 75 percent discount from total fees paid.

Section 5. Children of staff members enjoying free tuition privilege shall pay the amount of tuition corresponding to the subject(s) or course work failed.

Article 268. Refund of Fees

Section 1. Collegiate or special students who have paid their tuition and other fees and were granted honorable dismissal or leave of absence will be entitled to a refund of their fees, except entrance and registration fees, in accordance with the following schedule:

a. Before the start of the classes - 75%
b. Within one week from start of classes - 50%
c. From the second to the fourth week from the start of classes - 25%

Section 2. In case of death of a student during the semester or summer, full refund of the total fees paid, except entrance and registration fees, shall be made to his/her parents guardians or legal heirs.

Section 3. Refund in full of fees per dropped subject will be allowed:

a. If dropping of subject(s) is due to the cancellation of the offering of the subject(s) by the University
b. If dropping of subject is due to conflict of time with subjects scheduled by arrangement.

Section 4. All fees are charged by semester/term and must be paid on registration days. Fees can be changed upon recommendation of a properly constituted University authority and approved by the Board of Regents.
BOOK IV
STUDENT AFFAIRS

TITLE TEN
STUDENT PERSONNEL SERVICES AND WELFARE

The student personnel services offered in the University are primarily undertaken by the Office of Student Affairs (OSA) which administers and manages student activities through its various service units. Likewise, the OSA handles and administers welfare and contingency funds for students.

The OSA is composed of six (6) service units which are responsible for the planning/programming and implementation of student activities and welfare.

Chapter 1
GUIDANCE SERVICES UNIT

The Guidance Services Unit (GSU) provides programs and activities aimed at helping students adjust to college life by helping them understand themselves better, improve interpersonal relationship, make intelligent decisions and prepare for a lifelong career. It provides information to enable the students to explore occupational areas and to identify prospects for employment.

Article 269. Services/Programs

Section 1. Information and Inventory Service. The information and inventory service aims to equip students with vital information to help them adjust to their environment and make intelligent decisions. Information regarding University policies, programs, services and facilities are provided through the annual opening exercises, freshmen orientation program, dormitory visitations and college survival kit, student handbook and student planner is provided for students. Information regarding job opportunities is disseminated to graduates through the information bulletin and job opportunity letters.

All entering freshmen accomplish the Individual Record Form (Guidance Form I) as part of the inventory service. It provides the profile of all freshmen.

Section 2. Counseling Service. The heart of the guidance program, the Counseling Service aims to help each individual understand himself better in order to cope with the stresses of life, to make sound decisions and life goals, and achieve self-direction. Students are assisted through individual personal counseling, individual career counseling, and group counseling. Residence hall counseling is also provided where counselors visit dormitories at specified schedules. Counseling services is also provided for student offenders and other special
Section 3. Testing Service. The testing service aims to help the students discover their capabilities and limitations (e.g., aptitudes, interests, and personality) to enable them to know themselves better and make wise career decisions. Aside from psychological tests, students also accomplish Problem Checklists which serve as basis for individual counseling. Psychological tests are also used for purposes of career counseling and job placement. The testing service is extended to the University Science High School juniors and seniors for career counseling purposes.

Section 4. Group Guidance/Learning Assistance Program. This program aims to assist groups of students with common problems/needs in order to facilitate their adjustment to college life. The group guidance program implements Pep Talks and Small Group Fora on relevant topics such as “How to Study Effectively”, “Love, Courtship and Marriage” and the like.

Under the Learning Assistance Program, group tutorial sessions on subjects such as Math, Chemistry, etc. are conducted in coordination with student organizations. University-wide symposia and convocations on topics such as Drug Abuse Prevention and Control are also conducted.

Section 5. Human Resource Development Program. The objective of this program is to harness the potentials and sharpen the skills of students and staff through sensitivity and leadership trainings. Group process activities that focus on self-growth, social effectiveness, and leadership/management are undertaken for student assistants, peer facilitators, student leaders and requesting student organizations. Skills Enhancement Trainings are also conducted for College Guidance Coordinators, faculty advisers, dormitory personnel and OSA counselors in coordination with the other service units. Request for leadership training and other HRD activities from outside agencies are likewise considered by the GSU.

Section 6. Financial Assistance Program. To assist students in their financial needs is the concern of this program. This is carried out through the Student Emergency Loan Fund (SELF) and the Student Registration Loan Fund (SRLF). The SELF program loans out cash to students for their emergency needs at a very minimal interest rate. Under the SRLF, students can enroll without cash by loaning the assessed amount. Both loans are payable within the semester.

The GSU of OSA works closely with the designated College Guidance Coordinators (CGC) and the Peer Facilitators in the implementation of its programs. The office also processes and issues student clearance and certificate of good moral character.
Chapter 2
STUDENT HOUSING UNIT

The Student Housing Unit (SHU) provides and manages activities and services to inculcate habits, attitudes, values of healthful living, efficient home management, good social relationship, and responsiveness among students and trainees.

During semestral and summer breaks, the dormitories are likewise used to accommodate trainees and other guests of the University.

Article 270. Services/Programs

Section 1. Accommodation. The SHU responds to the housing needs of students and maintains the implementation of housing rules and regulations, procedures and guidelines for accommodation such as: lodging place assignment, control and requirements for accommodation, rules regarding transients and delinquent residents, and issuance of dormitory clearance.

Section 2. Dormitory Living. The SHU keeps individual records of students’ attitude/behavior in the dormitory in relation with co-residents, proper use and maintenance of dormitory facilities and performance on cleanliness and orderliness of individual assignment.

Section 3. Guidance Activities. For guidance and monitoring purposes, the SHU keeps record of students’ information data, such as: room assignment, class schedule, observations and interview notes. Dormitory personnel does referrals to OSA counselors regarding students with problems.

Section 4. Socio-cultural Activities. The SHU provides and conducts social and cultural activities for the residents, such as acquaintance/get-together party, open house, organization or cultural groups (music, theatre arts, drama, etc.) and dormitory program.

Section 5. Recreational Activities. The SHU provides for the recreational needs of the students through indoor or outdoor games, tournament and sports festival. In coordination with the RSCU, indoor game materials are provided for the students.

Section 6. Student Leadership. The SHU organizes a dormitory council to work out and plan the dormitory program activities every semester. The organized council also sets internal house rules and regulations which do not run counter to the general dormitory rules and regulations.
Chapter 3
STUDENT ORGANIZATIONS UNIT

The Student Organizations Unit (SOU) is directly involved in the operation, control, and supervision of all recognized Student Organizations (SO). It is concerned with the planning, programming, and identifying the existing resources that can be fully utilized by the different SO’s for the benefit of their members and the CLSU studentry.

Article 271. Services/Programs

Section 1. Supervision of Student Organizations. The SOU takes charge of all student organizations recognized in the university. Supervision starts from the planning to the approval, implementation and completion of the different activities of the student organizations and the corresponding reports. In effect, the strengths and weaknesses of the different programs are identified and the student organizations are geared toward the realization of their objectives.

Section 2. Monitoring of SO Activities. Monitoring includes coordination, attendance and participation in the different activities like meetings, initiations, fora and cultural/social/community service activities. Proper documentation of the activities is also required from the student organizations.

Section 3. SO Recognition. The status of every student organization is evaluated yearly. As a result, those who meet the criteria are given recognition and a permit to operate within the school year. Furthermore, worthwhile activities and the outstanding performances of SO advisers and student leaders are merited in the Annual SO Recognition and Awards Program. This is usually held during the first semester.

Section 4. Sending of Student Delegates to Trainings. Recognizing the potential of many students who would emerge as leaders, the Office of Student Affairs through the SOU sends student delegates to conferences, trainings and workshops. Interested students are selected through interviews and on the basis of their performance as student leaders.

Section 5. Skills Enhancement Training for SO Advisers and Leaders. The SOU, in cooperation with the Guidance Services Unit, Office of the Vice-President for Academic Affairs (OVPAA) and the University Supreme Student Council (USSC), sponsors leadership and skills enhancement trainings for faculty advisers and student leaders. This aims to train and further enhance the potentials and skills of advisers and leaders in campus advising, organizational management, planning and implementation of the different activities of student organizations toward the attainment of the University goals in particular and the community in general.
Chapter 4
RECREATION/SOCIAL/CULTURAL UNIT

The Recreation/ Social/ Cultural Unit (RSCU) provides activities designed for the wise use of leisure time; development of personality, self-confidence, sportsmanship, social and cultural growth of students.

Article 272. Services/Programs

Section 1. Recreational Activities and Facilities. Recreational facilities such as basketball, volleyball and indoor games such as chess, scrabbles and table tennis are provided to CLSU students subject to the availability of funds.

Recreational activities such as Basketball and Volleyball Night League and other Indoor Games Competition are conducted for sports enthusiasts under the sponsorship of the Recreation/Social/Cultural Unit. The expenses shall be charged against the RSCU fund collected from students every semester.

Section 2. Social Services. The different performing groups are available for social services upon approval of concerned authorities one (1) week before the date of the activity.

The OSA-Cultural and Multipurpose Halls serve as the training and rehearsal venue of the Student Cultural Society (SCS) and the Tanghalang Gagalaw sa CLSU (TAGA-CLSU).

Section 3. Cultural Services and Programs. RSCU provides cultural activities that will uplift the cultural awareness and appreciation of the CLSU students and the community. These include cultural shows, drama, theatrical and musical presentations.

The CLSU cultural/performing groups such as the CLSU Student Cultural Society (SCS), Tanghalang Gagalaw sa CLSU (TAGA-CLSU), CLSU Band and CLSU Koro accept members upon passing the audition held separately by each group.

Students with talents in the performing arts are encouraged to apply for membership in the different cultural groups. The University provides scholarship to the members of the performing groups. They shall be entitled to full or partial scholarship depending on the evaluation of their performance, attendance to trainings and work attitude during the previous semester. Likewise, they shall be entitled to free dormitory fee.

Workshops and rehearsals are done regularly for all performing artists/groups in preparation for cultural presentations within and outside the
University Code 2010

University. Facilities for cultural presentation or activities such as costumes and props are available upon request subject to the approval by concerned authorities and conformity to prescribed regulations by the requesting party. A minimum rental fee is charged for the maintenance of these materials.
Chapter 5
CAREER DEVELOPMENT AND EMPLOYMENT SERVICES UNIT

The Career Development and Employment Services Unit (CDESU) caters to the needs of CLSU students and graduates to make them more globally competitive and productive. It provides employment counseling, career guidance, values development activities and other related pre-employment activities. It also provides placement services to graduates through its linkages with private, government, local and foreign agencies.

Article 273. Services/Programs

Section 1. Career Development Training. This aims to provide career development training to students from first year to fourth year through coordination with the GSU (i.e. Career Orientation Program). This also provides enhancement/skills training for students and job seekers and to provide pre-employment skills training and activities to students in preparation for employment (i.e. Jobs Clinic, Pre-employment Seminar, Pre-employment Testing). Training services are extended to other schools (high schools).

Section 2. Employment Assistance/Placement Services. This involves exploration of employment options for students and graduates, whether part-time, internship, apprenticeship, permanent employment or self-employment. This also provides information about employment trends, establishes internal or external linkages with government agencies, private companies, and other offices and coordinate with embassies for foreign employment of graduates. The activities include Job Fair, Job Listing, Job Opportunities, advertisement, campus recruitment, internet links and MOA signing with government agencies such as Department of Labor and Employment (DOLE) and the like. CDESU also serves as the university’s base for the Philippine Employment Services Office (PESO).

Section 3. Career Counseling. Through the CDESU’s coordination with the Guidance Services Unit, the Career Counseling service is extended not only to the first year students via programs like Career Orientation but also to the CLSU graduates. They are given Career Testing and interpretation is done in group or individual basis. Career Days and Career Orientation for Freshmen are also undertaken to assist the students in making career decisions.

Section 4. Follow-up/Tracer Study of Graduates. This includes monitoring of employment status of CLSU graduates for employment assistance. This aims to keep an updated list of graduates and their employment and to inform graduates about job opportunities.
Chapter 6
INTERNATIONAL STUDENTS SERVICES UNIT

The International Students Services Unit (ISSU) extends assistance to foreign students in order to minimize potential problems that may arise especially during their adjustment period in the Philippines, in general, and in the CLSU campus, in particular. The ISSU, in coordination with the other OSA units, provides services such as orientation, housing, guidance and counseling, and socio-cultural enrichment. It also extends assistance in liaising between foreign students and the Commission on Higher Education (CHED) in securing visa, study permit and others.

Article 274. Services/Programs

Section 1. Liaising Service. The unit coordinates and maintains linkages with the Commission on Higher Education (CHED), Department of Foreign Affairs (DFA), Bureau of Immigration and Deportation (BID) and embassies of various nations with student enrollees in CLSU to facilitate approval of visa extension/renewal and study permit.

Section 2. Counseling Service. Basic guidance services specifically psychological testing and individual counseling are given to enable students to cope with the demands related to their academic, social and emotional life are provided by the unit.

Section 3. Information Service. This unit provides adequate information about the host country, its cultural heritage, and its people to enable foreigners to learn more about CLSU and the Philippines through cross-cultural orientation, video presentations and the circulation of a monthly bulletin.

Section 4. Recreation/Social/Cultural Service. The unit provides sufficient exposure to the socio-cultural activities of the host country and other foreign groups in CLSU. Foreign students can showcase the diversity of their culture to their fellow students through holding of international fair, cooking demonstration and other activities. Sports festivals and educational tours are likewise initiated.
Chapter 7
STUDENT WELFARE AND BENEFITS

Article 275. Group Insurance

Section 1. All students of CLSU are enrolled in a group accident insurance plan. Medical, burial and death benefits are given to students who meet accidents, whether inside or outside of the university premises within the period of coverage.

Section 2. Coverage. The insurance will cover all insured students against loss resulting from accidental bodily injuries or death. The coverage provides protection to the students 24-hours a day, for one whole year, anywhere in the world, whether they are in or out of the school premises, while attending classes during the hours and on the days when the school is in session, including lunch and recess periods; while traveling to and from the school premises, while traveling in public or private conveyance used for land and sea travel, while traveling as fare-paying passenger on any commercial scheduled flights.

Section 3. Benefits
a. Accidental Death Benefit P50,000.00
b. Cash Assistance for Natural Death 15,000.00
c. Accidental Medical Reimbursement 5,000.00
d. Hospital Confinement Benefits** 300.00/day
e. Unprovoked murder or Assault 50,000.00
f. Burial Benefit due to Accident 15,000.00

*Subject to change or upgrading (depending on the proposal of the insurance company upon renewal of policy contract)

**Both from injury and natural illness and maximum of 15 days

Article 276. Student Welfare Fund (SWF)

Section 1. The Student Welfare Fund (SWF) takes charge of the half of the accident insurance of all bona fide undergraduate and graduate students of CLSU. While they are enrolled in the group insurance plan, half of the premium the students pay is deposited in this fund which will be used to augment other expenses of the insured.

Section 2. Coverage. Financial assistance for the following illness and conditions requiring medical attention, hospitalization and expert/ professional help.

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1BOR Resolution No. 16-2004
2BOR Resolution No. 26-2008 during the 175th Regular Meeting of the CLSU Board of Regents on June 18, 2008
Coverage
a. Dengue fever
b. Typhoid fever
c. Acute Pneumonia
d. Acute viral infection
e. Amoebiasis
f. Hepatitis (advance stage)
g. Meningococcemia
h. Urinary tract infection (advance stage)
i. Conditions requiring surgery
j. Dog bite requiring Vaccination
k. Cancer requiring chemotherapy
l. Conditions requiring psychiatric, psychological and legal services
m. All kinds of accidents

Section 3. Benefits*
   a. Accidental Death Benefit P15,000.00
   b. Cash Assistance for Natural death 5,000.00
   c. Medical reimbursement for severe/chronic illness and those requiring surgery*** 3,000.00-5,000.00
   d. Accidental Medical Reimbursement 3,000.00
   e. Hospital Confinement Benefit** 300.00/day
   f. Unprovoked murder or assault 15,000.00
   g. Burial Benefits for Accidental Death 3,000.00
   h. Cash assistance for special cases and for conditions requiring psychiatric/ psychological and legal services*** 3,000.00-5,000.00

   * Subject to change or upgrading (depending on the proposal of the insurance company upon renewal of policy contract)
   ** from injury and natural illness and maximum of 10 days
   *** Subject to the evaluation of OSA Dean and USSC Chair

Article 277. Student Charity Trust Fund (SCTF)³

Section 1. The Student Charity Trust Fund (SCTF) must be used solely for students’ need specifically, financial assistance for illness due to natural causes, and in case of death, aid for the immediate family of the deceased student. Students can avail of financial assistance for the following illnesses or conditions requiring medical attention and hospitalization.

   a. Dengue fever
   b. Typhoid fever

³BOR Resolution No. 26-2008 during the 175th Regular Meeting of the CLSU Board of Regents on June 18, 2008
c. Amoebiasis

d. Hepatitis (advanced stage)

e. Urinary tract infection (advanced stage)

f. Conditions requiring surgery

Section 2. Students with illnesses/condition cited above will be entitled to financial assistance depending on the number of days of hospitalization but not to exceed P2,000.00. Those with illness/conditions cited above but were not hospitalized but suffered are entitled to 10% of the total medical expenses incurred but not to exceed P2,000.00. Supporting documents and official receipts must be presented.

Section 3. In the event of death for whatever cause, the immediate family of the deceased will be entitled to P 5,000.00 as aid. Injuries or conditions resulting from accidents are not included since CLSU students are already covered by a group accident insurance policy renewable annually.

Article 278. Student Development Fund (SDF)4

Section 1. The Student Development Fund (SDF) is the amount given to students or group of students to promote their welfare and development both in curricular and extra-curricular activities. It is generated from two sources namely: a) University Income (as per Board Resolution No.59-2001), a maximum amount of P300,000.00 per year but not lower than P200,000.00 will be given to students; and b) 30% of the Development Fund paid by the students every semester, to wit; P500.00.

Section 2. The SDF Committee is the governing body of the 30% of the Student Development Fund. It is composed of the USSC Chair, SOU Head, Dean of Students and the Vice President for Academic Affairs.

Section 3. The SDF is open to the following category:

a. Bona fide undergraduate and graduate CLSU Students who are going to attend seminars/trainings/workshops, conventions and the like is referred herein as Student Delegate/s. (Note: Availment is limited to once every semester unless representing the University in competitions.)

b. Group of Students who are going to conduct seminars/trainings/workshops, conventions and the like to clients other than their own members.

c. Other units directly servicing students for leadership development which have no funds (such as SOU).

4Resolution No. 25-2008 during the 175th Regular Meeting of the CLSU Board of Regents on June 18, 2008
Section 4. Student Delegate/s. Attendance to seminars/ trainings/ workshops/ conventions or related activities such as contests, quiz bee, debates, etc.

a. International/National-regardless of number of participants, a maximum of P12,000.00 maybe provided for each seminar/training to be attended, depending on the expenses to be incurred such as registration, transportation and food.
b. Regional-regardless of number of participants, a maximum of P8,000.00 maybe provided for each seminar/training to be attended, depending on the expenses to be incurred such as registration, transportation and food.
c. Provincial-regardless of number of participants, a maximum of P4,000.00 maybe provided for each seminar/training to be attended, depending on the expenses to be incurred such as registration, transportation and food.

Section 5. Group of Students. The group of students may conduct a university wide, regional or national seminar/ training/ convention and get subsidy from SDF.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number of Participants</th>
<th>Amount to be received</th>
<th>Minimum length of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-200</td>
<td>P2,500.00</td>
<td>Half day</td>
</tr>
<tr>
<td>B</td>
<td>201-350</td>
<td>P5,000.00</td>
<td>Half day</td>
</tr>
<tr>
<td>C</td>
<td>351-550</td>
<td>P7,500.00</td>
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<tr>
<td>D</td>
<td>551-above</td>
<td>P10,000.00</td>
<td>Whole day</td>
</tr>
</tbody>
</table>

Article 279. Guidelines for the Award of Cash Incentives to Topnotchers of Licensure Examinations

Section 1. The University shall award cash incentives to topnotchers of licensure examinations to recognize the graduate’s outstanding achievement. The cash incentive shall be:

a. First Place – PhP 50,000.00
b. Second Place – PhP 30,000.00
c. Third Place – PhP 15,000.00
d. Fourth to Tenth Place – PhP 10,000.00

BOR Resolution No. 08-2006 during the 166th Regular Meeting of the CLSU Board of Regents on March 11, 2006
TITLE ELEVEN
STUDENT GOVERNMENT AND PUBLICATION

Chapter 1
THE COLLEGE STUDENT BODY ORGANIZATION

Article 280. The Congress for Campus Leaders (CCL)

Section 1. The Congress for Campus Leaders (CCL) is the highest policy-making body of the CLSU Collegiate Student Body Organization (CSBO). It is composed of all elected Class Presidents (all CFY and other year level sections), College Council Presidents, and all OSA recognized Students Organizations. The CCL convenes regularly at least twice a year. It elects a speaker, by a majority vote of all its members in attendance, who shall preside all proceedings and shall cease to the same following the end of that particular session of the congress.

Section 2. The CCL determines its rule of proceedings, punish its members for disorderly behavior and with the concurrence of all its members in attendance, suspend, or expel a member.

Section 3. The Congress, being the highest policy making body of the CSBO shall among others:

a. Approve or amend the General Program of Action of the newly elected USSC officers including rules, regulations, budgetary appropriations, and guidelines formulated by the CSBO;

b. Serve as the avenue for the exercise of the rights and privileges as well as duties and responsibilities of the CSBO members as embodied in its constitution; and

c. As a body, propose and approve actions on any relevant matters that affect the rights and welfare of the CSBO members.

Article 281. The University Supreme Student Council (USSC)

Section 1. The government of the CLSU-CSBO is vested to the University Supreme Student Council (USSC). It is composed of the Chairperson, Vice Chairperson, Secretary, Treasurer, Auditor, and Councilors (one from each college). The USSC is the highest executive body of the CLSU-CSBO. It conducts business during the regular or special session attended by a majority of the members. The main functions of the USSC are to:

a. Formulate rules and regulations, guidelines concerning the provisions in the conduct of affairs of the USSC consistent with the CCL constitution and by-laws, university rules and regulations, including the University Code of Conduct and discipline, DepEd Orders, CHED rulings, Letters of
University Code 2010

Instructions, Presidential Decrees, Laws and legal orders and decisions of the CCL;
b. Make decisions, plans, programs and projects including budgetary appropriation of the CSBO;
c. Appoint any replacements to vacant position(s) in the USSC;
d. Decide disciplinary measures against any erring officers of the USSC;
e. Act on any relevant matter brought to its attention including resolutions from whatever source, office or institutions and recommendations from CCL; and
f. Have transitory policy-making power in between sessions of the CCL.

Section 2. Duties of the USSC Officers:

a. The Chairperson is the chief executive of the USSC and shall among others:
   (1) Convene and preside over all meetings of the USSC;
   (2) Convene the Congress of Campus Leaders (CCL);
   (3) Sign all resolutions, communications and papers of the USSC and CCL, veto any decree, proposal, resolution, etc. by the CCL when necessary;
   (4) Represent the CLSU-CSBO on all occasions where the CSBO needs representation in general, the university, academic and administrative council and in the Board of Regents;
   (5) Present a report of the status of the USSC to the CCL when necessary;
   (6) Sign all requisitions and disbursement of the CSBO fund;
   (7) Create and/or dissolve committees whenever necessary except the constitutional committees in consultation with the members of the council;
   (8) Certify the correctness of the minutes of the meetings and other records in his/her custody;
   (9) Do and perform any lawful act to promote/uphold the best interest of the CSBO; and,
   (10) Appoint a property custodian among elected officers.

b. The Vice Chairperson shall assume powers and functions of the President in the absence or incapacity of the latter and shall among others:
   (1) Supervise and monitor directly the activities of the constitutional committees;
   (2) Present the performance report of the USSC officers upon request; and
   (3) Perform other duties/functions as Chairperson may assign.

c. The Secretary shall keep all records of the USSC. He/She shall:
   (1) Keep all the minutes of meetings and proceedings of the USSC;
(2) Receive and file all papers/correspondence of the USSC;
(3) Prepare and furnish the USSC officers with the agenda of the meetings at least one day prior to the scheduled meetings;
(4) Make the performance report of the USSC officers; and
(5) Perform other duties/functions as maybe assigned by the President.

d. The Treasurer is the chief finance and budget officer of the USSC. He/She shall:
(1) Collect and disburse the funds of the USSC in accordance with the duly approved procedures;
(2) Keep all the financial records of the USSC;
(3) Prepare and present to the CCL the Budgetary Plan of the USSC thirty (30) days after its assumption to the office and its financial status 30 days before the final term exam on the second semester; and
(4) Issue receipts for the collections and sign all vouchers/checks for the disbursement of USSC funds.

e. The Auditor shall:
(1) Check and certify the correctness of all financial statements and assess the progress of the financial activities of the College Council and USSC;
(2) Certify the availability of funds; and,
(3) Recommend to the USSC the necessary measures that will ensure the sufficient allocation, procurement and utilization of funds/resources including those for the prevention of irregular, unnecessary, excessive or extravagant uses of the CSBO funds and properties.

f. The Councilors shall:
(1) Assist in formulation and implementation of program, plans and activities of the USSC;
(2) Compose the constitutional ad hoc committees; and
(3) Perform other functions and duties that may be assigned by the Chairperson.

Section 3. Qualifications of the Elective Officers

a. A bona fide college student of CLSU
b. Not in the warning list, and does not have a grade of 5.0 or more than incomplete grade during the immediately preceding semester as certified by the University Registrar. Summer classes will be considered as the immediately preceding semester if the candidate was enrolled during the immediately preceding summer

c. Not enrolled and shall not enroll in practice teaching or apprenticeship during the school year

d. Not holding any major position in the USSC, any organization (including
University Code 2010

college councils) or any editorial staff position in the CLSU Collegian; and
e. Should present a certificate of good moral character signed by the Dean of
Students, head of the Security Force, and respective College Dean.
The CLSU Collegian is the Official Publication of the college students of Central Luzon State University. Its office is located at the Student Union Building within CLSU premises. The CLSU Collegian has gone a long way after the Central Luzon Agricultural College, CLSU’s forerunner, was transformed to a state University in 1965. It was then called the Plowman and had consequently evolved into the CLSU Collegian.

The CLSU Collegian is the voice of truth and reason of the CLSU studentry, always keeping a balance in things that are happening in the University. It also acts as a vehicle for empowerment for the students as their comments, suggestions and contributions are always accepted.

The main goal of the CLSU Collegian is to keep CLSU constituents, particularly the students, well-informed and aware of the real things happening in the University without losing sight of responsible journalism.

Article 282. General Rules and Principles

Section 1. The CLSU Collegian shall be the official student newspaper of the Central Luzon State University.

Section 2. The CLSU Collegian shall serve primarily as a newspaper of the student, informing the community about events and University developments of interest to the studentry, and as a medium for independent student opinion on community and national issues. It shall not be subject to prior censorship. In turn, the Editor and staff shall see to it that the CLSU Collegian exercises freedom of expression and assumes the corresponding obligations guaranteed and provided for in the constitution and the laws of the Republic. More specifically, they shall respect the rights of other parties that are equally protected by the constitution and the laws, affording them the rights and opportunity to refute or reply to adverse criticism or comment not later than the subsequent issue to the publication of said criticism or comment.

Section 3. The CLSU Collegian shall be published at least twice a semester, and may have additional issues, subject to availability of funds.

Article 283. The Selection Board

Section 1. The Editor-in-Chief of the CLSU Collegian shall be chosen by a Selection Board which shall be composed of a Chair and four members. The Chair of the Board shall be the Dean of Students or any qualified member of the faculty, preferably of the College of Arts and Sciences. There shall be two (2) student members who shall be chosen in accordance with the Section below, and two faculty
members from among those nominated by the Deans of various colleges. The Chair and members shall be appointed by the University President.

The Selection Board shall have the following functions:

a. To choose the Editor-in-Chief of the CLSU Collegian in the manner prescribed in these rules;
b. To decide all protests relating to the selection of the Editor-in-Chief of the CLSU Collegian subject to the powers of the University President as specified in pertinent provisions of the Code of the University;
c. To recommend to the University President the appointment of an Interim Editor-in-Chief as defined in these rules, should the need arise;
d. To conduct preliminary and formal investigation of cases involving the editor or any member as respondent arising from acts or omission as Editor-in-Chief or staff member of the CLSU Collegian, and to recommend appropriate disciplinary action to the University President; provided, however, that the penalty to be imposed by the University President shall be subject to the rules on student conduct and discipline as promulgated by the Board of Regents;
e. To formulate such guidelines and additional rules as are necessary to implement these rules, subject to the approval by the University President. All such implementing guidelines and rules so promulgated by the University President shall form part of these rules.

Section 2. The student members of the Board shall be chosen by the University President from nominees submitted by the Dean of Students.

The Dean of Students shall submit not more than five (5) nominees to the University President. The five nominees shall be selected from a list submitted by the University Supreme Student Council, provided that the Student Council shall not nominate any of its members or officers. The Dean of Students nominees shall each have had at least one year’s residence in the University, be a regular student carrying the regular load in a degree program, and shall not have been found guilty in any student disciplinary action for which the penalty is one-month suspension or graver.

A student member of the Board while serving in that capacity shall maintain the qualifications required for appointment in order to continue serving in office.

Section 3. The Selection Board shall serve for a term of one year beginning January 1 of each year.

Section 4. Each member of the Board of Judges shall be paid honorarium for every meeting at rates fixed by the University President, subject to the ceilings for
honoraria or allowances set by the Board of Regents, the office of the President of the Republic of the Philippines, and other competent authority insofar only as the faculty members are concerned.

Article 284. Selection of the Editor-in-Chief

Section 1. To be able to participate in the competitive examination, the applicant:

a. Must be a regular student of the University with at least one (1) year residence therein;

b. Must be enrolled in an undergraduate degree course carrying not less than the normal load prescribed for a regular student;

c. Must not on academic grounds have been disqualified, put on probation, or given a grade of “5.00” in the last semester or term in which the applicant enrolled before the examination. Any grade of “4.00” or “Inc” obtained during the same semester or term must have been removed prior to the deadline for submission of applications for the editorial examinations;

d. Must not have been adjudged guilty of an offense for which the penalty imposed is one month suspension or graver in any college or university disciplinary proceeding, or convicted of a crime involving moral turpitude.

Each application must be accompanied by a statement that the applicant satisfies the foregoing qualifications. The statement shall be certified by the Secretary of the applicant’s college. The primary responsibility for the veracity of the statement belongs to the applicant, and any material misstatement of facts is an additional ground for disqualification.

Questions against the eligibility of an applicant shall be filed with the Selection Board, which shall resolve the same within the week before the date of the examinations. The decision of the Board pursuant to these rules shall be final.

Section 2. The competitive examination shall be given in the following fields:

a. Editorial writing, which shall have a weight of 70%,

b. News writing, which shall have a weight of 20%, and

c. Layout and headline writing, which shall have a weight of 10%.

Section 3. The examination shall be held before the final examinations in the second semester of each year. Applications to participate in the examinations shall be filed with the Selection Board not later than three weeks before the scheduled date of examination. The list of qualified applicants shall be released to all colleges and institutes which shall post them in conspicuous places, and shall likewise be publicized as the Board shall deem appropriate. The examination questions shall be formulated by the Selection Board immediately before the
examination itself, and which shall be administered on the same day.

Section 4. Immediately after the examination, the Selection Board shall hold a closed door session to evaluate the examination papers, and then proceed to compute the individual examinee’s aggregate scores, pursuant to Section 9 of these Rules. The examinee with the highest aggregate score shall be nominated by the Board for appointment as editor.

In case of tie for the first place, the academic standing and journalistic experience of the examinees shall be considered to break the tie. In case of a further tie at this point, the Selection Board shall hold a secret balloting to decide who among the examinees with identical scores shall be nominated as Editor-in-Chief, with the Chair casting a vote only to break a tie vote. The examinee in whose favor the tie is resolved shall forthwith be nominated for appointment as Editor-in-Chief.

Section 5. The University President shall appoint the nominee of the Selection Board chosen in accordance with these Rules as CLSU Collegian Editor.

In the event that the duly appointed Editor-in-Chief shall fail of be unable to assume office, or in case of inability or any disqualification of the duly appointed Editor-in-Chief to continue in office, the Selection Board shall nominate, and the University President shall appoint, the student with the next highest aggregate score in the selection process to serve as Editor-in-Chief for the unexpired portion of the term.

Article 285. The CLSU Collegian Editorial Board

Section 1. The CLSU Collegian Editorial Board is the steering committee of the paper. It is composed of the Editor-in-Chief, Associate Editor/s, Managing Editor/s and Section Heads.

Section 2. Functions.

a. The Editor-in-Chief (EIC) serves as the head of the CLSU Collegian. He/she presides over the meetings.

b. The Associate Editor/s acts as the Officer-in-Charge of the CLSU Collegian when so designated by the EIC. He/She shall assume the powers and functions of the EIC in the absence or incapacity of the latter. He/She may perform other duties and functions assigned by the EIC.

c. The Managing Editor/s is/are the financial head/s and property custodian/s of the CLSU Collegian. He/she handles the allocation of honoraria of the Editorial Board as well as the necessities of the office, acquires materials for press works, transacts with the printing press, conducts auditing of finances and prepares the financial statement of the Collegian.
The Sections of the CLSU Collegian are News, Opinion, Feature, Literary and Sports and shall be headed by a Section Head. The Section Heads are the editors of articles before it is checked by the EIC for publication.

Section 3. The term of office of the CLSU Collegian Editorial Board shall coincide with the academic year of the University, including the summer term.

The members of the CLSU Collegian staff, not exceeding 30, shall be selected and appointed by the Editor-in-Chief in accordance with such rules, procedures and forms as may be prescribed by the University President to insure, among others, proper exercise of the authority to appoint delegated herein and conformity to University standards and regulations pertaining to personnel records and related matters. Qualifications and disqualifications governing the staff members shall be the same as those prescribed for the Editor, except that they need not to meet the one-year residence requirement.

The Editor-in-Chief of the CLSU Collegian while serving in the capacity, must continue to satisfy the same qualifications and be free of the disqualifications governing eligibility to participate in the competitive examinations, as prescribed in these rules.

Section 4. Notwithstanding the foregoing rules on qualifications for the Editor-in-Chief or staff, the former need not to be enrolled for the summer term, not less than five (5) of the staff members shall be enrolled in summer courses, provided, however, that all the other qualifications shall be complied with.

Section 5. The CLSU Collegian Editorial Board shall be paid honoraria at the rates determined by the University President.

Section 6. The members of the CLSU Collegian staff shall be subject to the disciplinary authority of the Editor-in-Chief regarding their conduct and performance on matters affecting or involving them as members of the Collegian staff as defined in or governed by these rules. The Editor-in-Chief is hereby authorized to mete out such penalties as reprimand, withholding of honoraria, suspension from office or termination of appointment only, depending on the gravity of the offense committed; provided, that the decision of the Editor-in-Chief may be appealable to the Selection Board who shall decide the case within fifteen (15) days. The Board’s decision shall be final. The Editor-in-Chief shall submit immediately to the University President a report of each disciplinary action taken in case a penalty is imposed, and at the same time furnish a copy thereof of each of the following:

a. The Selection Board;
b. The Business Manager of the CLSU Collegian;
c. The Accounting Office, only in cases where the penalty imposed is
withholding of honoraria, suspension, or termination of appointment; and
d. The Cashier’s Office only in cases similar to those specified in c above.

Section 7. Any misconduct or violation of rules committed by any of the member of
the Editorial Board shall be the sole and shall not cause the curtailment or
interruption of the publication of the CLSU Collegian. The University President
in consultation with the Selection Board shall take the appropriate measures to
avoid disruption of publication in case of inability or disqualification, whether
temporary or permanent, of the Editor or the staff to perform effectively their
functions.

Article 286. Business Management

Section 1. As a student publication, the CLSU Collegian shall be financially supported by
the students, who shall pay a publication fee for this purpose in an amount to
be fixed by the Board of Regents.

Amounts received from subscriptions, donations, advertisements and
other sources shall form part of the CLSU Collegian funds.

The financial and business management of the CLSU Collegian shall be
vested in a business manager who shall be nominated by the Editor and
appointed by the University President among members of the faculty preferably
from the College of Business Administration and Accountancy. The business
manager shall appoint solicitors and assistants.

Section 2. The Business Manager and the business management staff shall be paid
honoraria at rates fixed by the University President.

Section 3. To insure proper expenditure of CLSU Collegian funds, the following regulations
and procedures shall be observed:

a. There shall be an annual budget to cover the operations of the CLSU
   Collegian. The budget for the first month of the academic year shall be the
   same as that for the corresponding period of the previous year.

b. After the official report of collection of the Collegian fee shall have been
   ready, the Editor and Business Manager shall prepare a budget for the year.
   This budget shall state the funds available; the purposes of expenditures;
   and the items of expenditures. It shall be supported by a plantilla of
   personnel for both the editorial staff and the business management staff,
   as well as a work plan for the year. The budget and supporting documents
   shall be sent by the Editor through the Collegian Business Manager to the
   FMS Director and be subject to the approval of the University President.

c. There shall be no deficit spending in the financial management of the
d. All appointments, disbursements and operating activities of the CLSU Collegian shall be in accordance with the budget, plantilla and work plan in b, except such as are allowable under a above.

e. Changes in the budget, plantilla and work plan shall be proposed jointly by the Editor and Collegian Business Manager, and be subject to the review of the FMS Director and approval of the University President.

f. Each member of the editorial staff, except the Editor, shall certify to the services actually rendered by filling out Civil Service Form No. 48 for each day service is rendered and not at the end of the month, which shall be verified and attested to by the Editor in the space provided therein. Each member of the staff of the Business Manager shall similarly certify to services actually rendered in the aforementioned Civil Service Form, subject to verification and attestation by the Collegian Business Manager.

g. The Editor shall prepare and approve the payroll for and all vouchers and other fiscal documents covering other expenditures and needs of the editorial staff, subject to confirmation by the Collegian Business Manager shall be responsible insofar as the payroll and vouchers of the business management staff are concerned, subject to confirmation by the Editor.

However, the vouchers and other fiscal documents covering the honoraria and miscellaneous expenditures shall be prepared and approved by the Chair thereof.

h. The budget for the Editorial term shall be published by the Editor including all specifications and changes therein.

Article 287. General Provisions

Section 1. These rules shall supersede all existing Rules and Regulations governing the CLSU Collegian, and shall be effective upon approval by the Board of Regents.

Section 2. The rules herein and other amendments should be congruent with RA 7079, the Campus Journalism Act of 1991.
Article 288. Rights of Students

Section 1. The right to receive relevant and quality education, primarily through competent instruction, in line with national goals and conducive to their full development as persons with human dignity.

Section 2. The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.

Section 3. The right to school guidance and counseling services for making decisions and selecting alternatives in fields of work suited to his potentialities.

Section 4. The right to access to his/her own school records, the confidentiality of which the school shall maintain and preserve.

Section 5. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty (30) days from request.

Section 6. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.

Section 7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school or institution.

Section 8. The right to conform, 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.

Section 9. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

Article 289. Duties and Responsibilities of Students

Section 1. Exert his utmost to develop his potentialities for service, particularly by
undergoing an education suited to his abilities, in order that he may become an asset to his family and to society.

Section 2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.

Section 3. Promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.

Section 4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of this community and in the attainment of a just, compassionate and orderly society.

Section 5. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.
Chapter 2

CLSU STUDENT CODE OF CONDUCT AND DISCIPLINE

Article 290. Preliminary Title

Section 1. This code shall be known as the “CLSU Student Code of Conduct and Discipline”.

Article 291. Policy Statement

Section 2. The maintenance of peace and order, the protection of life, liberty and property, and the promotion of the general welfare are essential for enjoyment by all people of the blessings of democracy.

Article 292. Effect and Application of this Code

Section 1. This Code shall take effect during the current school year upon the approval of the Board of Regents.

Section 2. The provision of this CLSU Student Code of Conduct and Discipline shall apply to all students of the CLSU.

Section 3. For graduating students, diploma, clearances, certificate of honorable dismissal and certificate of good moral character shall be withheld.

Section 4. The implementing body of this CLSU Student Code of Conduct and Discipline shall be composed of the University President, Vice Presidents, Dean of Students, College Deans, Directors, High School Principals, Department Chairs, Section Heads, Dormitory Managers/ Houseparents, University Security Force, other University Officials, Faculty, Staff and the USSC Officers who shall enforce and supervise overall compliance to this code in their respective areas of responsibilities.

Section 5. The investigating committee pursuant to violation of this code shall be composed of a Committee headed by the University Legal Counsel, with OSA representative to be designated by the Dean of Students, a faculty member from the college where the respondent belongs and USSC Chair as members. In cases of violation of any provisions of RA 9003 (An Act Providing for Ecological Waste Management Program), the Center Director of RM-CARES or her designee shall also be a member thereof. Proper recommendation shall be made by the said committee for the approval of the University President.

6BOR Resolution No. 07-2006 during the 166th Regular Meeting of the CLSU Board of Regents on March 11, 2006

7Article II, Section 5 of the 1987 Constitution of the Republic of the Philippines
Article 293. Scope and Limitations

Section 1. The following definition of terms shall have the meaning set forth before for purposes of this code

a. Students are those enrolled at the Central Luzon State University.

b. University Jurisdiction includes all the places over which the authority of the University President/Administration is exercised, and in other areas of the country where special projects and offices of the CLSU are located and wherever field trips of students are conducted, or outside the University jurisdiction whenever the interest of the University as state educational institution so require.


d. Complaint or Report includes any verbal and/or written allegation against any student of CLSU duly submitted to the Office of the Chief of University Security Force (USF) or to the USSC or to any other University Authority.

e. Preliminary Investigation is an initial inquiry conducted for the purpose of ascertaining or establishing the existence of a violation as gleaned from the presented evidence.

f. Summary Investigation is an inquiry conducted without the benefit of formal investigation.

g. All terms used in this CLSU Student Code of Conduct and Discipline which are not specifically defined shall have the meaning as defined in the Revised Penal Code and Education Act of 1982 or as defined in other pertinent laws.

h. Aside from the penalties imposed herein, student offenders shall be subjected to counseling and/or psychotherapy by the Guidance Counselors/Psychologists of the OSA who shall be duly designated therefore.

i. Parents of student respondents and complainants shall be notified accordingly.

j. Summary Penalties. The penalties for the offenses covered by Section 3c; Section 4c, 4d, 4e; Section 5d, 5e; and Section 7, Article 295 of this CLSU Student Code of Conduct and Discipline when caught/discovered in flagrante delito shall be imposed summarily by the University Authority concerned without any need of formal investigation.

Article 294. Norms of Conduct

A student of the Central Luzon State University must be imbued with

Section 1. Moral Character. He is imbued with moral character if among other qualities:

a. He acts as a person whose values, attitude and convictions is in accord with the Universal Ethical Norms of Right, Reasons and the accepted
values and approved levels of conduct in the society where he lives.

b. He is honest to himself, accepting his shortcomings and striving to improve and change.

c. He is fair and just in his dealings with his fellowmen.

d. He respects the rights of others as he would want his own rights to be respected.

e. He lives by the precepts of love, justice, compassion and concern for others

Section 2 Personal Discipline. He is imbued with personal discipline, if among other qualities

a. He devotes himself to the fulfillment of obligations and considers rights as means to this end.

b. He resolves his problems and conflicts without prejudice to others.

c. He foregoes the enjoyment of certain rights and privileges that other more needy be benefited and that the greater good of society maybe served.

d. He is tolerant to others and humble to accept what is better than this.

e. He develops temperance and propriety in words and in action especially against vices.

Section 3. Civic Conscience and Patriotism. He is imbued with civic conscience and patriotism, if among other qualities

a. He participates actively in civic affairs and in the promotion of the general welfare, particularly in social, economic and cultural development, of his community and in the attainment of a just, compassionate and orderly society. 8

b. He puts the welfare of the entire country above his personal, family and regionalistic interest.

c. He obeys duly constituted authorities, laws, rules and regulations.

d. He settles disputes, problems and conflicts through the channels provided by law and society.

e. He strives to bring about necessary changes through peaceful means. He contributes to the attainment of social justice.

Article 295. Discipline

Section 1. At all times, every student must promote and maintain the peace and tranquility of the school by observing the rules on discipline and by exerting efforts to attain harmonious relationship with fellow students, the teaching and academic staff and other school personnel.
The investigation, disposition and corresponding sanctions of students’ cases shall follow the proceedings set in this CLSU Student Code of Conduct and Discipline.

The maintenance of student conduct and discipline is anchored on the willful acceptance of the student of all policies, rules and regulations prescribed by the University as signified by their enrolment and the guidance provided by the school authority who are implementing this CLSU Student Code of Conduct and Discipline and exercising substitute parental authority.

Section 2. Offenses Involving Persons

a. Sexual Offenses. Display of immoral/sexual desire, including acts of lasciviousness, petting and similar acts within the University jurisdiction.

(1) Indecent Acts (necking, petting, exposure of private parts of the body and other indecent acts) committed within the University jurisdiction.

- 1st offense: Warning/Reprimand
- 2nd offense: Suspension for 2 to 4 weeks
- 3rd offense: Suspension for 1 year

(2) Acts of Lasciviousness. Forcible physical imposition of sexual desire or lewd desires upon a woman/man against her/his will.

- 1st offense: Suspension for 1 semester to 1 year
- 2nd offense: Expulsion from the University

(3) Attempted/Frustrated rape committed within the University jurisdiction.

- 1st offense: Suspension for 1 year
- 2nd offense: Expulsion from the University

(4) Consummated rape committed within the University jurisdiction.

Penalty is expulsion from the University.

(5) Peeping and Exhibitionism.

- 1st offense: Suspension for 2 to 4 weeks
- 2nd offense: Suspension for 1 semester to 1 year
- 3rd offense: Expulsion from the University
b. Fighting or Violence Resulting in Physical Injuries

(1) Slight physical injuries and maltreatment (offended party incapacitated for labor, regular duties or to attend classes from one (1) to nine (9) days)

1st offense - Suspension until payment of hospitalization bill provided that the suspension shall not be less than 2 weeks and community service of 15 days after serving suspension
2nd offense - Suspension until payment of hospitalization bill provided that the suspension shall not be less than 1 semester and community service of 15 days after serving suspension
3rd offense - Expulsion from the University and payment of hospitalization bill

(2) Less serious physical injuries (offended parties incapacitated for labor, regular duties or to attend classes for 10 to 29 days)

1st offense - Suspension until payment of hospitalization bill provided that the suspension shall not be less than 2 weeks to 1 semester and 30 days of community service after serving suspension
2nd offense - Suspension until payment of hospitalization bill provided that the suspension shall not be less than 1 year and 30 days of community service after serving suspension
3rd offense - Expulsion from the University and payment of hospitalization bill

(3) Serious physical injuries (injured person shall become insane, imbecile, impotent, blind, shall have lost an eye, a hand, a foot, an arm, or leg or shall have lost the use of any such member or shall have become incapacitated for the work, regular duties or attend classes for 30 days or more in which he was therefore habitually engaged

Penalty is expulsion from the University and pay hospitalization bill.

(4) Physical injuries inflicted in a tumultuous affray. When several students quarrel and assault each other in a confused and tumultuous manner, and the persons responsible therefore cannot be identified, all those who appear to have used any violence upon the person of the offended party shall be punished.

Penalty depends upon the nature or physical injuries inflicted in b (1), b (2) and b (3) above.

(5) Hazing and initiation rites.
- Suspension for 1 school year of the student organization, through the Board of Management of Student Organizations (BMSO) after summary hearing; and
- Suspension for 1 semester to 1 year of the officers and members who are directly involved provided that, if someone dies, penalty is expulsion from the University

(6) Writing or uttering insulting, derogatory and malicious and libelous or flagrant indecency in language by any means including electronic communication.

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<td>4th offense</td>
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(7) Use of rude language, pseudonyms or speech that wounds a person’s feelings and/or arouse him to anger, belittling, disparaging, speaking slightly of, or offending another person, offending against recognized standards of propriety or good taste.

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(8) Posting through any form of media, internet or electronic means any derogatory, malicious and scandalous materials including photos and videos that inflicts injury or suffering, and taints the reputation of another person or group.

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(9) Intimidation, threat and harassment

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(10) Unlawful use of means of publication and unlawful utterances. Printing, publishing false news which may endanger the public order, or cause damage to the interest or credit of the university; any student whom by the same means, or by words, utterances or speeches, shall
encourage disobedience to any provision of this CLSU Student Code of Conduct and Discipline or to the constituted authorities; writing, printing, publishing and distributing or causing to be printed, published or distributed books, pamphlets, periodicals or leaflets which do not bear the real printers’ name or which are classified as anonymous.

1st offense - Suspension for 1 to 2 weeks of the members involved in the publication
2nd offense - Suspension for 1 semester to 1 year of the members involved in the publication
3rd offense - Expulsion from the University of the members involved in the publication

Section 3. Offenses Involving Property

a. Theft. Unlawful or felonious taking away of another’s property, whether personal or government property without consent and with the intention of depriving the person or institution of it.

(1) Hunting, fishing and destruction of animals and other valuables in restricted areas.

1st offense - Suspension for 1 to 2 weeks
2nd offense - Suspension for 1 semester to 1 year
3rd offense - Expulsion from the University

(2) Uprooting and unlawful cutting of trees

1st offense - Planting of 10 trees for every tree uprooted/cut down
2nd offense - Suspension for 1 to 2 weeks
3rd offense - Suspension for 1 semester to expulsion from the University

(3) Picking of fruits & experimental plants in restricted areas

1st offense - Warning/Reprimand and restitution or payment of damages
2nd offense - Suspension for 2 weeks to 1 semester and restitution or payment of damages
3rd offense - Expulsion from the University and restitution or payment of damages
(4) Stealing/shoplifting/pick pocketing and related offenses

1st offense - Suspension for 1 to 2 weeks until after restitution or payment of damages
2nd offense - Suspension for 1 semester to 1 year until after restitution or payment of damages
3rd offense - Expulsion from the University and restitution or payment of damages

b. Robbery. Implies the felonious taking of another’s property from a person or in his immediate presence by the use of violence or intimidation. It also includes robbery by the use of force upon things.

1st offense - Suspension until after restitution or payment of damages provided that the suspension shall not be less than 2 weeks to 1 month
2nd offense - Suspension and restitution or payment of damages provided that the suspension shall not be less than 1 semester
3rd offense - Expulsion from the University and restitution or payment of damages

c. Vandalism or destruction of government/ private property such as books, periodicals, chairs, vehicles, etc.

1st offense - Warning/Reprimand and restitution or payment of damages
2nd offense - Suspension for 2 weeks to 1 semester and until restitution or payment of damages
3rd offense - Expulsion from the University and restitution or payment of damages

Section 4. Offenses Involving the Community

a. Fraternity and other student organization rumbles

1st offense - Suspension for 1 week to 1 semester for those who are directly involved
2nd offense - Suspension for 1 semester to 1 year for those who are directly involved and student organization will be suspended through the BMSO after summary hearing
3rd offense - Expulsion from the University and suspension of student organization through BMSO after summary hearing
### b. Other disturbances of public order, disturbances in places or offices, interruption/ disturbance of public performance including herein are those rallies and picketing without permit or authority

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Suspension for 1 week to 1 semester for those who are directly involved</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Suspension for 1 semester to 1 year for those who are directly involved</td>
</tr>
<tr>
<td>3rd offense</td>
<td>Expulsion from the University</td>
</tr>
</tbody>
</table>

### c. Driving a vehicle that causes undue disturbance and violation of campus traffic rules

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Reprimand and educate the offender. If a minor, impound the vehicle and summon the offender’s parents</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Suspension for 1 to 2 weeks (including minor offender)</td>
</tr>
<tr>
<td>3rd offense</td>
<td>Suspension for 1 semester to expulsion (including minor offender)</td>
</tr>
</tbody>
</table>

### d. Violation/ removing and/or marring of legally posted instructions such as but not limited to “No Trespassing,” “Keep off the Grass,” “Off limits,” and other signs

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Community Service for 3 days in designated area/s</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Community Service for 1 week in designated area/s</td>
</tr>
<tr>
<td>3rd offense</td>
<td>Community Service for 1 month in designated area/s</td>
</tr>
<tr>
<td>4th offense</td>
<td>Suspension for 1 semester to expulsion from the University</td>
</tr>
</tbody>
</table>

### e. Violation of University curfew hours

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Warning/ Reprimand</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Suspension for 1 to 2 weeks</td>
</tr>
<tr>
<td>3rd offense</td>
<td>Suspension for 1 semester to 1 year and call the attention of the parents/ guardian</td>
</tr>
<tr>
<td>4th offense</td>
<td>Suspension for 1 year to expulsion from the University</td>
</tr>
</tbody>
</table>
f. **Littering within the University premises***

<table>
<thead>
<tr>
<th>Offense</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>- Community Service for 15 days in designated area/s</td>
</tr>
<tr>
<td>2nd offense</td>
<td>- Community Service for 10 days in designated area/s or a fine of PhP300.00</td>
</tr>
<tr>
<td>3rd offense</td>
<td>- Community Service for 15 days in designated area/s and a fine of PhP300.00</td>
</tr>
<tr>
<td>Subsequent offense</td>
<td>- Suspension for 1 month</td>
</tr>
</tbody>
</table>

g. **Indiscriminate Burning***

<table>
<thead>
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<th>Punishment</th>
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<td>3rd offense</td>
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</tr>
<tr>
<td>Subsequent offense</td>
<td>- Suspension for 1 month</td>
</tr>
</tbody>
</table>

h. **Improper sorting and disposal of waste in the dormitories and in the jurisdiction of the University.***

<table>
<thead>
<tr>
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<th>Punishment</th>
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</thead>
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<td>3rd offense</td>
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</tr>
<tr>
<td>Subsequent offense</td>
<td>- Suspension for 1 month</td>
</tr>
</tbody>
</table>

i. **Throwing/disposal of waste in unauthorized dumping site.***

<table>
<thead>
<tr>
<th>Offense</th>
<th>Punishment</th>
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</thead>
<tbody>
<tr>
<td>1st offense</td>
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<td>2nd offense</td>
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<tr>
<td>3rd offense</td>
<td>- Community Service for 15 days in designated area/s and a fine of PhP300.00</td>
</tr>
<tr>
<td>Subsequent offense</td>
<td>- Suspension for 1 month</td>
</tr>
</tbody>
</table>
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*The fine shall be deposited in the RM-CARES Trust Fund.

Section 5. Offenses Involving Academic and Official Business

a. Forging, falsifying public documents, impersonating or giving fictitious names, misrepresentation of facts. Erasing, substituting or altering by any means of the figures, letters, words or signatures, making untruthful statements in a narration of facts and/or alteration in a genuine documents which changes its meaning, using fictitious names and concealing other personal circumstances, offering/giving an evidence false witness or testimony.

   1st offense  - Suspension for 1 week to 1 semester
   2nd offense  - Expulsion from the University

b. Cheating in examination and quizzes. Faculty member concerned must report to the Department Chairman or in his absence, to the Dean of the College all incidents of cheating, together with evidences.

   1st offense  - Grade of 0 for the exam for those involved in cheating
   2nd offense  - Grade of 5.00 for the subject for those involved in cheating
   3rd offense  - Grade of 5.00 for the subject and suspension for 1 semester for those involved in cheating

c. Presenting copied requirements/ plagiarism

   (1) Thesis and/or manuscript

   1st offense  - Grade of 5.00 and suspension for 1 semester
   2nd offense  - Grade of 5.00 and expulsion from the University

   (2) Term paper and projects

   1st offense  - Grade of 0 for the term paper/ project submitted
   2nd offense  - Suspension for 2 weeks and highest possible grade of 3.00 in the subject
   3rd offense  - Grade of 5.00 for the subject
(3) Presenting copied exercises, experiments and other class requirements

1st offense - Grade of 0 for the exercise/ experiment
2nd offense - Grade of 5.00 for the subject and suspension for 1 semester
3rd offense - Grade of 5.00 for the subject and suspension for 1 year

(4) Submitting or publishing copied articles and other publication in any form including electronic materials

1st offense - Suspension for 2 weeks
2nd offense - Suspension for 1 semester
3rd offense - Suspension for 1 semester and offender to be banned from writing in any publication in the University

d. Non-wearing of ID from Monday to Sunday

1st offense - Warning/Reprimand
2nd offense - Suspension for 3 days
3rd offense - Suspension for 1 week

e. Wearing of someone else’s ID/lending one’s ID to another.

1st offense - Suspension for 1 week
2nd offense - Suspension for 1 month

Section 6. Serious Offenses not covered in the Foregoing

a. Commission or violation of any of the provisions under RA 9165 otherwise known as comprehensive as Comprehensive Dangerous Drugs Act of 2002.

Penalty is expulsion from the University.

b. Drunkenness/Possession and/or taking intoxicating drinks within the University jurisdiction

(1) Possession and/or taking intoxicating drinks within the University jurisdiction

1st offense - Suspension for 3 days to 1 week
2nd offense - Suspension for 1 to 2 weeks
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3rd offense - Suspension for 1 semester to expulsion from the University

(2) Drunkenness resulting in public scandal or alarm

1st offense - Suspension for 2 weeks to 1 semester
2nd offense - Suspension for 1 semester to 1 year
3rd offense - Expulsion from the University

c. Gambling and betting sports contest. Taking part in any card game or any other scheme wherein wagers consisting of money, articles of values or representative of value are made; betting money of any object or article of value or representative of value upon the result of any sports contest.

1st offense - Suspension for 1 to 2 weeks
2nd offense - Suspension for 1 semester to 1 year
3rd offense - Expulsion from the University

d. Illegal possession of firearms and other deadly weapons

(1) Possession of deadly weapons

1st offense - Suspension for 1 semester to 1 year
2nd offense - Expulsion from the University

(2) Possession of firearms

Penalty is expulsion from the University

e. Recruitment/accepting freshmen to any recognized or unrecognized Student Organization except cultural groups, college councils and college/school organ.

- Suspension of the recognized student organization for 1 year;
- Suspension for 1 semester of the officers and members of the organizations who were directly involved; and
- Freshman involved shall be suspended for 1 semester.

f. Conducting activities inside/ outside the University without approval from proper authorities

- The organization/ student body will be suspended for 1 semester. In case of non-recognized or outside groups, they will be banned from operating and conducting activities inside/ outside the University.
- Students directly responsible for conducting disallowed activities will
be suspended as follows:

1st offense  - Suspension for 2 weeks to 1 semester
2nd offense  - Suspension for 1 semester to 1 year
3rd offense  - Expulsion from the University

Section 7. Miscellaneous minor offenses

a. Any of the following offenses:
   (1) Connecting or disconnecting electrical wires and plumbing device without permission from authorities concerned
   (2) Sleeping, cooking and doing toilet necessities in unauthorized places
   (3) Undue noise or disturbance in the classrooms and libraries, buildings and offices
   (4) Climbing/ jumping over the boundary fence of the university

   1st offense  - Warning/ Reprimand
   2nd offense  - Suspension for 1 to 2 weeks
   3rd offense  - Suspension for 1 month to 1 semester
   4th offense  - Suspension for 1 semester to 1 year
   5th offense  - Expulsion from the University

Section 8. Any student who had been meted of punishment of at least one week suspension shall be ineligible to receive university honors, i.e., academic honors or other student awards.

Section 9. Nothing herein provided shall affect or prejudice the right of the offended party to institute action in the regular courts of law.

Article 296. Procedure of Reporting Violations, Investigation and Disposition

Section 1. There is hereby created the Investigating Committee composed of:
   a. The University Legal Counsel as the Chair;
   b. One (1) faculty member to be designated by the Dean from the college where the respondent/s belong;
   c. OSA representative to be designated by the Dean of Students;
   d. USSC representative to be designated by the USSC Chair;
   e. In cases where provision/s of R.A. 9003 are violated, the RM-CARES Director or his/her designee.

   The Investigating Committee thru its Chair shall inform the parent/s guardian/s of the student/s charged as it deems necessary.
Section 2. No individual shall be a member of the Investigating Committee in any particular case in which he is related to either party within sixth degree of consanguinity or affinity, to whom he has fraternity/sorority relation to either party or to whom he has been counsel.

Section 3. Any individual who has a cause of action against another individual involving any matter covered/embraced by this CLSU Student Code of Conduct and Discipline may complain orally or in writing to the Chief of the University Security Force, appropriate University Authority and/or the USSC. In case the complaint was made to the University Authority or USSC the latter shall immediately refer the case to the USF Chief who shall immediately take appropriate action by taking the written statements of the complainants and those of his/their witnesses and all other pieces of evidence upon receipt of said report/complaint. The USF shall forward to the Chairman the complete records of the complaint/report within five (5) days from the time the case was referred thereto, provided that if a settlement/agreement was reached at the instance of the USF Chief, appropriate legal authorities or USSC, the agreement shall be in writing and shall be forwarded immediately to the Chair for recording purposes.

Section 4. Upon receipt of the complaint, the Chair of the committee shall make an entry in an official log book kept for the purpose, specifying the person or persons charged the complaint(s), the witnesses, the date of filing and the substance of the charge.

Section 5. The Investigating Committee shall convene not later than six (6) working days after receipt of the respondent(s) answer or after the expiration of the period within which the respondent should answer on the day and hour set by the Chair of the Investigating Committee, to hear both parties and their witnesses. For this purpose, the committee may issue summons for the personal appearance of parties and witnesses.

Section 6. All parties concerned shall be notified of the date set for the hearing at least two (2) working days before such hearing. The respondent may defend himself personally or by counsel of his own choice from among the University faculty, staff and student.

Section 7. In the interest of speedy justice, the Investigating Committee shall hold hearings continuous or at least twice a week until the case has been resolved. The hearing shall be summary in nature and the Committee shall not be bound by the technical rules of law and may adopt any rules or procedures so long as its purpose is for the speedy disposition of the case. The committee shall arrive at a resolution of the dispute within fifteen (15) working days from the day it convenes on the first hearing, and at the discretion of the Chairman, be extended not to exceed five (5) working days except in clearly meritorious
cases. The complainant who has the burden of proof shall be heard first and the respondent may submit controverting evidences, if he/she so desires.

Section 8. Refusal or willful failure of any party or witnesses to appear in compliance with the summons without sufficient cause, the Investigating Committee shall note this fact and thereafter proceed to hear the case ex-parte without prejudice to his appearance in subsequent hearings.

Section 9. The Committee, on the application of either the complainant or the respondents, or on its own motion, may in its discretion and for cause, postpone the hearing for such period of time as the ends of justice and the right of the parties to a speedy hearing, may require.

All proceedings by the Investigating Committee shall be public and informal, provided the Chair, upon request of a party excludes the public from the proceedings in the interest of privacy, decency or public morals.

The Chair and Members of the Investigating Committee are hereby authorized to administer in connection with any matter relating to all proceedings provided for in this Student Code of Conduct and Discipline.

The Investigating Committee may recommend the meeting out of lighter or heavier penalties provided the merits of the evidence of the case warrant such recommendations.

Section 10. The records of the case with the report of findings thereon and the recommendation shall be signed by the majority of the members of the committee after the termination of the hearing. The report of the Committee shall state the findings of the case, the meted penalty and the specific regulations.

Section 11. In all cases, any petition for reinvestigation of the case may be ordered by the University President provided it is meritorious and submitted within one (1) week after receipt of notice of the decision.

Section 12. Any reported violation of this CLSU Student Code of Conduct and Discipline, parents/guardian shall be immediately notified upon the report of the violation.

Article 297. Power Reserved to the University President

Section 1. The University President or in his absence, the Vice-President for Administration (VPAD), is hereby endowed the authority to cause the investigation and the imposition of corresponding penalties for such other offenses not specified in this CLSU Student Code of Conduct and Discipline. The University President
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may modify the penalties herein provided to suit cases not covered and to serve the cause of justice.

Article 298. Repealing Clause

Section 1. All rules, regulations or penalties contrary or inconsistent with this CLSU Student Code of Conduct and Discipline are hereby repealed and/ or modified accordingly.
BOOK V
GENERAL AND FINAL PROVISIONS

TITLE THIRTEEN
FINAL PROVISIONS

Chapter 1
AMENDMENT, REPEALING AND EFFECTIVITY PROVISIONS

Article 299. Amendment Clause. Save as to matters specifically provided for by law, any provision of this University Code may be amended by the Board of Regents, and where the Charter so requires, upon the recommendation of the Administrative Council.

Article 300. Repealing Clause. All existing rules, regulations or penalties in contrary or inconsistent with this University Code are hereby repealed and/or modified accordingly.

Article 301. Effectivity. This University Code shall take effect upon the approval of the Board of Regents.

Article 302. Transitory Provision. Changes made and new provisions and rules laid down in this code which may prejudice or impair vested or acquired rights under previously existing rules shall have no retroactive effect.
TASK FORCE UNIVERSITY CODE

Chairman.................................................. Dr. Danilo G. Tan

Members:

Academic Affairs Program ............... Dr. Rolando D. Dollete

General Administration Program ....... Dr. Cheryl G. Ramos

Research, Extension
and Training Program ................. Dr. Teodora T. Battad

Business Affairs Program.............. Engr. Adorable P. Pineda

Secretariat................................................. Francis Albert C. Mendoza
Charito C. Cerin
Zoilo A. Cunanan

Editor ....................................................... Prof. Myla L. Santos

Consultant ................................................. Dr. Ruben C. Sevilleja
University President
EXCERPTS FROM THE MINUTES OF THE 179th REGULAR MEETING OF THE
CSU BOARD OF REGENTS HELD ON SEPTEMBER 8, 2009 AT THE BULACAN
AGRICULTURAL STATE COLLEGE, SAN ILDEFONSO, BULACAN

On motion duly seconded, the Board passed –

Resolution No. 50-09

Approving effective immediately the Proposed Code of the
Central Luzon State University.

APPROVED

I hereby certify to the correctness of the foregoing
resolution.

[Signature]
EDCARDO C. IBAÑEZ
University and Board Secretary