

CAGAYAN STATE UNIVERSITY

Cagayan State University

ADMINISTRATIVE

Manual

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EDITION



OPTIMUM EDUCATION
MCMLXXVIII



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
Andrews Campus
BOARD OF REGENTS

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EXCERPTS FROM THE MINUTES OF THE 2ND QUARTER (66TH) REGULAR MEETING OF THE BOARD OF REGENTS OF THE CAGAYAN STATE UNIVERSITY HELD ON JUNE 22, 2017 AT THE CONFERENCE ROOM, OFFICE OF THE CHED CHAIRPERSON PATRICIA B. LICUANAN, HEDC BUILDING, C.P. GARCIA AVENUE, UP DILIMAN, QUEZON CITY.

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Hence, on duty seconded motion of Regent Umengan, the Board passed and adopted-

Resolution No. 70
Series of 2017

RESOLVED, AS IT IS HEREBY RESOLVED, that the Board hereby approves the 2017 Revised University Administrative Manual subject to amendment of the provision on the duties of the University Director of the Innovation Center which will also include his provision of other operational innovation centers in the University.

Approved

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I HEREBY CERTIFY that the foregoing excerpt resolution from the minutes is true and correct.



JOEY L. CAUILAN
Board Secretary

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CHAPTER I

ADMINISTRATIVE RELATIONS IN THE UNIVERSITY

Section 1: The Board of Regents

The Board of Regents is the governing board of the university and it directs the University President to implement policy. The University President is accountable to the Board. The Board, however, exercises no direct authority in the matter of administration and operation. Officials and employees of the university may appear before the Board of Regents only with the permission of the University President or when invited by the Board.

Section 2: Offices

A line office directly implements programs adopted pursuant to the directions of the head of the office, Central Administration, and the University President

A staff office primarily performs policy program development and advisory functions.

Section 3: Administrative Relations

1. Supervision and control: Supervision and control shall include the authority to act directly whenever a specific function is entrusted by law, or regulation or university practice to a subordinate; direct the performance of duty, restrain the commission of acts; review, approve, reverse or modify acts and decisions of subordinate officials or units, determine priorities in the execution of plans and programs and prescribe standards, guidelines, plans, and programs.
2. Administrative Supervision: Administrative supervision is the authority to oversee the operations of subordinate or attached offices and to ensure that they are managed effectively, efficiently, and economically but without interference with day-to-day activities, or require the submission of reports and cause the conduct of management audit performance evaluation and inspection to determine compliance with policies, standards, and guidelines; to take such action as may be necessary for the proper performance of official functions, including rectification of violations, abuses and other forms of maladministration; and to review and pass upon the budget proposals of such offices but may not increase or add to them.
3. Coordination: Coordination shall consist in the consultation cooperation, joint planning, study, and review of two offices for the united and harmonized implementation of plans, projects, policies, and programs. Where this Manual and other manuals of the university require coordination and none takes place, the acts following from such absence of coordination shall be void and without effect.

Section 4: The Administrative and Operational Organization of the University.

1. Departments of the University: These shall refer to the segments of university operations entrusted to the supervision, oversight, and direction of the Vice-Presidents, namely: Academic Affairs, Administrative and Financial Affairs, Research-Development-Extension, and Linkages-Partnership-Resource Mobilization.
2. Divisions of the University: These shall refer to the line offices under each Vice-President. Divisions are headed by directors.
3. Colleges: These refer to the academic divisions of the university and are headed by University Deans. The fact that a college operates in different campuses does not multiply the college. Each college is headed by a University Dean who shall hold the rank below a director but above a section chief as shall hereunder defined. In the campuses the college is supervised by a College Dean who is, however, an implementer of the University Dean's policies and rules.
4. Sections of the University: These shall refer to specific functions in each division, and each section shall have a head.
5. Chairperson: Chairpersons are found only in Colleges and are the section heads of particular major fields under one program.

CHAPTER II THE OFFICE OF THE PRESIDENT

Section 1: The President

The President is the chief executive officer responsible for the efficient and effective administration of the university towards the realization of its vision and mission, and the attainment of its outcomes.

The powers of the university president are those set forth in Republic Act No. 8292. All powers of the Board of Regents that it does not expressly reserve to itself are deemed delegated to the University President, subject to review and ratification by the Board of Regents.

Furthermore, the President shall enjoy such powers as law and custom have attached to the office of a chief executive officer, consistent with Section 36 of the Corporation Code of the Philippines.

The President exercises supervision and control over all offices of the Cagayan State University.

Section 2: The Executive Assistant to the President

1. The Executive Assistant to the President relieves the President of operational and administrative details relative to the operations of the Office of the President.
2. She communicates to the relevant offices of the university the orders, directives, and requests of the University President, reporting to the President on compliance or fulfillment.
3. The Executive Assistant to the President exercises initiative and independent judgment in managing the President's schedule and the office's daily activities.
4. The Executive Assistant to the President uses discretion in the dissemination of information to faculty, students, staff, and the various publics served by the University and coordinates activities with several major subordinate administrative units of the University.

Section 3: The Planning Office

The planning office is a staff office under the Office of the President. Its director shall:

1. Formulate, develop, design the form and content of plans, programs and standards for all types of plans of the University consistent with the agenda of the National Government as prescribed by DBM, CHED, NEDA and other relevant stakeholders;
2. Design and prepare the Medium Term Development Plan (MTDP), Annual Report and Operational Plan of the University;
3. Collate data from the campuses, colleges, divisions, departments, units of the university and prepares related reports required by other government agencies and institutions with which CSU has partnerships or linkages, or organizes data from reports as basis for decision of top management;
4. Prepare guidelines for the conduct of Performance Review, Monitoring, Evaluation and Reporting of programs and projects related to the four (4) mandated functions of the University, i.e., Instruction, Research, Extension and Production in collaboration with the Vice Presidents, Campus Executive Officers, Program Directors, Deans and Chiefs of Divisions for quality, consistency and conformity with existing policies and procedures;
5. Perform other duties and responsibilities from time to time as may be directed by the University President.

Section 4: The Quality Assurance Office

The quality assurance office is a staff office under the Office of the President. Its director shall:

1. Act as the immediate Point Person of the University President on matters related to quality assurance and accreditation;
2. Plan and design a comprehensive program of accreditation for the entire university system;
3. Coordinate with the relevant accrediting agencies for the schedule of accreditation visits and other university accreditation-related concerns;
4. Monitor compliance of academic programs to accreditation requirements;

5. Lead the Quality Assurance Team in the conduct of systematic evaluation of academic programs of the university using accreditation instruments to ensure that acceptable standards of instruction, faculty development, scholarship, student services, research and extension activities, library, infrastructure, physical facilities, and administrative services are being maintained;
6. Direct the Quality Assurance Team in the conduct of Institutional Accreditation Visits to CSU campuses prior to scheduled visits of accrediting teams and accreditors;
7. Provide feedback to the University President relative to the actual needs and status of campuses in relation to the accreditation of the different academic programs;
8. Motivate deans and members of the faculty to make quality assurance an integral component of the academic endeavours of the university;
9. Perform other related tasks as may be assigned by the University President.

Section 5: The Management Information Systems Office

The Management Information Systems Office is a staff office under the Office of the President.

Its Director shall:

1. Coordinate the planning, design, development, implementation, coordination, documentation, maintenance, evaluation security and modification of computer-based information system of the University;
2. Maintain, support and improve University-wide area network operations and peripheral information systems equipment, programs, including both internal and external customer's access and plans regular preventive maintenance for all these resources;
3. Design and conduct training programs on computer-based operations for end-users;
4. Maintain and update an inventory of all computer resources of the University in close coordination with the campus computer laboratory technician or In-charge;
5. Ensure that proper staff resources are identified, recruited and trained to maintain the highest level of service;

6. Provide periodic reports on information systems and services activity, status, cost with emphasis on areas requiring attention,
7. Maintain a regular review of computer generated reports to ensure that the right Information is delivered to the right person at the right time.

Section 6: The University Information Office

The University Information Officer shall

1. Document the academics, research, extension, production, and administrative and managerial activities of the Office of the University President;
2. Prepare the audio-visual reports on the activities of the Office of the President;
3. Prepare articles for press releases on the significant accomplishment of the University;
4. Maintain the President's page in the website of the University; and
5. Perform other functions as deemed necessary.

Section 7: The Power of Re-Organization

The University President shall enjoy the authority to re-organize the Office of the President, redefine the functions of offices, create and abolish offices in the exigency of the service. It shall not be necessary for the President to obtain authority from nor seek ratification of the Board of Regents.

Consequently, the President, with the ratification of the Board of Regents, may create new departments. She may, without need of Board approval, create new divisions and sections in the university.

Section 8: The Orders of the President

1. University Administrative Order: Acts of the President providing for a rule of general or permanent character in implementation of law or administrative regulation. They shall be taken to have status of legislative rules.
2. Memorandum Orders: Acts of the President on matters of administrative detail or of subordinate or temporary interest which only concern a particular department, college, or section of the university.
3. Special Orders: Acts of the President directed at a particular university official or employee directing the performance of a task or the fulfilment of a function.
4. Memorandum Circulars: Acts of the President relating to internal administration, which the President desires to bring to the attention of the Vice-Presidents, Campus Executive Officers or Deans for information and compliance.

CHAPTER III

THE VICE-PRESIDENTS AND THE DEPARTMENTS OF THE UNIVERSITY

Section 1: Line Offices of the Vice-Presidents

The Vice-Presidents, as implementers of the President's orders and directives, occupy line offices in relation to the University President. However, collectively, as members of the Executive Council, they also perform staff functions of advice and counsel to the University President.

The President exercises supervision and control over the Vice-Presidents.

Section 2: Authority over Directors

The directors of offices are line offices in that they receive orders and submit feedback and reports to the Vice-Presidents, and exercise line authority as well offer sections over which they exercise supervision and control.

The Vice-Presidents enjoy supervision and control over directors.

Section 3: Director's Authority over Heads of Offices

The directors exercise line authority over the heads of the offices under their divisions. Heads of offices have staff functions in relation to the Director who shall exercise supervision and control over them.

Section 4: The Vice-Presidents and the Campus Executive Officers

In their relations with the Campus Executive Officers, the Vice-Presidents act as administrative agents of the University President who exercises line authority over the Campus Executive Officers. Insofar as the Vice-Presidents exercise the duties of their offices as laid down in the law, this manual, other relevant manuals and the orders of the University President, they are deemed to act in behalf of and by the power of the University President in relation to the Campus Executive Officers.

CHAPTER IV THE ACADEMIC AFFAIRS DEPARTMENT

Section 1: The Vice-President for Academic Affairs heads the Academic Affairs Department of the university and exercises line authority over the divisions in this department.

The department consists of the following Divisions:

1. The University Director of Instruction
2. The University Registrar
3. The University Director for Culture and the Arts
4. The University Director of Guidance and Counseling Services
5. The University Director of Student Development and Welfare
6. The University Director of Sports
7. The University Librarian
8. The University Dean

Section 2: The functions and powers of the Vice-President for Academic Affairs are to:

1. Develop academic policies, plans, programs, and procedures in pursuit of the University's mission and goals;
2. Direct, supervise, and monitor the implementation of academic policies, plans and programs;
3. Develop a scheme for selection, recruitment, and promotion of faculty and academic staff in consonance with Civil Service Laws and Rules and University Merit System;
4. Undertake periodic curriculum review, development, improvement, and enrichment to constantly keep in touch with the needs and demands of the community;

5. Supervise and monitor the administration of instruction, research, extension, and student services and other related academic activities;
6. As Head of the faculty, he shall be the ex-officio Chair of the Academic Council and Curriculum Committee;
7. Provide advice to the President on policies and procedures relative to academic matters;
8. Perform other duties and responsibilities that may be delegated from time to time by the President.

Section 3: The University Director of Instruction

3.1. Structure of the Office of the Director of Instruction:

The Director of Instruction shall exercise supervision and control over:

- a. The Faculty Teaching and Performance Evaluation Officer
- b. The Faculty Development and Training Officer
- c. The Curriculum Development Officer
- d. The Faculty Loading Officer

3.2. The Director of Instruction shall:

1. Assist the Vice-President for Academic Affairs in:
 - a. Evaluating and Monitoring the implementation of academic programs in the University.
 - b. Formulating policies, systems, and procedures for the effective and efficient implementation of all academic programs and activities.
 - c. Monitoring compliance with the policies and guidelines for faculty loading; and
 - d. Evaluating documents of applicants for teaching positions.
2. Supervise, coordinate, and evaluate implementation of academic programs and activities of the different colleges and campuses in the university.
3. Initiate curriculum and syllabus review, enrichment, and development.

4. Initiate the development and production of instructional materials.
5. Harmonize faculty assignments.
6. Review the performance of members of the faculty as basis for awards, promotions, and development programs.
7. Plan, organize, coordinate in-house seminars, trainings, workshops in coordination with the University Training Specialist and College Deans for continuing professional competency development programs.
8. Maintain updated records and inventory of the faculty profile in the university, in coordination with the Management Information System of the university.
9. Prepare and submit needed reports on academic matters as may be requested by the Commission on Higher Education and other agencies.
10. Monitor and evaluate the accreditation of colleges and campuses.

Section 4: The University Registrar

1. The University Registrar shall be responsible for the school records of students and shall perform the functions and responsibilities that the university may expressly and legitimately require.
2. The University Registrar shall liaise with the Commission on Higher Education unless otherwise ordered by the University President.
3. The Registrar shall maintain the requisite records, electronic and otherwise, of all students enrolled in all campuses and shall certify the correctness of grades and entries in such records.
4. The Registrar shall evaluate the completed academic units of the student and certify eligibility for graduation.

Section 5: University Director for Culture and the Arts

The University Director for Culture and Arts shall:

1. Develop and recommend strategies, long-range plans, and objectives for cultural arts programs and services throughout the university.
2. Devise programs for the cultivation of culture and of the arts, including both in-house and external training programs.
3. Develop and administer division budgets and contracts; monitor program expenditures; and evaluate and recommend staffing needs, equipment, materials and supplies required by a robust culture and arts program in the university.
4. Take charge of all cultural presentations of the university, in all its campuses and see to the quality of such performances in keeping not only with regional but with national standards of excellence.
5. Safeguard the Philippine cultural heritage through the promotion of native music, dance and other art forms in the Cagayan State University.
6. Respond to requests from outside agencies, organizations, or bodies for cultural performances by students of the Cagayan State University.

Section 6: University Director of Guidance and Counselling

The Director of Guidance and Counselling shall:

1. Assume leadership in the supervision of the development and implementation of the Guidance and Counselling program of the university.
2. Assign definite guidance services to the guidance staff members, i.e., testing, career guidance, information services as well as college area of responsibility.

3. Supervise the conduct and dissemination of psychological tests, results, and surveys.
4. Acquaint the Administration, Faculty, and Staff with the Guidance Program, its rationale, objectives, services, and programs and the role of each in the implementation and attainment of these.
5. Coordinate and consult with the Deans, Office of the Student Development and Welfare and other University Officials as deemed necessary regarding involvement and participation of students in guidance-related activities.
6. Conduct quarterly university guidance staff meetings.
7. Recommend the attendance of counselors to conventions, seminar workshops, and trainings.

Section 7: University Director of Student Development and Welfare

The Director of Student Development and Welfare shall:

1. Promote student success by offering a wide range of opportunities for students to develop socially, personally, and professionally as a complement to the formal academic experience.
2. Offer experiences that should, in conjunction with the academic experience, shape the distinctive graduate: one who exemplifies the Expected Graduate Attributes or Institutional Outcomes of the University.
3. Manage scholarship and other financial assistance funds for students, subject to proper accounting rules and procedures.
4. Accredite student organizations and prevent the recruitment and conscription of students into illegal and clandestine organizations that may be prejudicial to the students' wholesome development and formation.
5. Advise the student government on adherence to university policies and rules.

Section 8: University Director of Sports

1. Plan and initiate the conduct of Training Programs for athletes of the university for university, provincial, regional, national, and international sports competitions;
2. Design the annual program of activities to enhance the skills of students in sports;
3. Oversee the selection and deployment of university athletes in all sports competitions inside and outside the university and see to the well-being of students engaged in sports competitions on all levels;
4. Submit recommendations to the President in regard to the budget and logistical requirements of sports activities involving the participation of CSU;
5. Evaluate the performance of CSU athletes in competitions as input for the enhancement of the Sports Development Program of the University;
6. Safeguard the athletic equipment of the facilities of the university.

Section 9: University Librarian

The University Librarian shall:

1. Initiate the formulation and implementation of library policies and procedures for utilization by all campuses of the university;
2. Instigate the development and maintenance of collection management plans and policies;
3. Evaluate and implements technological innovations such as library automation, online databases and other related emerging technologies in disseminating research and information needs of the university;
4. Acquire, implement, and manage convenient information sources and services consisting of both print and non-print materials;
5. Take charge of the planning of administrative budgetary functions of library and information services to maximize the available funds and assets of each campus;

6. Prepare and submit pertinent documents and reports needed by the different colleges for review and compliance with the regulations of the accrediting agencies;
7. Join and become an active member of library and librarians' professional associations;
8. Actively participate in local, national, and international library activities such as seminar-workshops, dialogues, meetings, and forums; and
9. Perform other tasks as may be assigned by the Vice President for Academic Affairs and/or other higher authorities.

Section 10: University Dean

The University Dean shall:

1. Supervise instruction in the college, no matter in which campus the college may be found; in campuses where the University Dean does not hold office, the University Dean shall be represented by the College Dean;
2. Actively recruit members of the Faculty of the College and periodically assess their performance;
3. Devise instructional strategies and pay heed to the use of instructional media; review instructional materials and books for use by the college;
4. Propose to the Vice-President for Academic Affairs through the Director of Instruction the revision of curricula or the enrichment of programs;
5. Manage the college and assume accountability for university property and assets assigned to the college.

CHAPTER V

THE ADMINISTRATIVE AND FINANCIAL AFFAIRS DEPARTMENT

Section 1: The Vice-President for Administrative and Financial Affairs heads the administrative and financial affairs department of the university and exercises line authority over the divisions within this department.

The Department shall consist of the following divisions:

1. Administrative Services
2. Financial Management Services
3. Auxiliary Services
4. Bids and Awards Committee
5. Infrastructure
6. Legal Counsel and Ombudsman
7. Internal Audit Service

The Vice-President for Administration and Finance shall:

1. Lead the administrative portfolio and serve as operations manager of the university that includes the function areas of human resources, finance, technology and information management, facilities, and risk.
2. See to the fiscal and financial stability of the university and guarantee that the academic programs, research and extension, as well as linkages and resource mobilization endeavors have the necessary financial and logistical support.
3. Rationalize the infrastructure projects of the university and relate them to planning as well as to the demands of quality assurance.
4. Serve the university as the principal grievance office and, on orders of the University President, resolve disputes and decide administrative cases, recommending to the President courses of action and the disposition of cases.

5. Ensure that students are provided with the necessary medical, dental, food and accommodation services, the maintenance of sanitation, health and environmental standards.
6. By receiving reports from the Internal Audit Service, effect changes and correct errors in procedure and process, and see to the compliance by all university offices with the requirements of law and the relevant administrative rules and regulations, particularly in relation to procurement and the avoidance of graft and corruption.
7. Keep the university informed of relevant laws, rules and regulations and devise strategies for their observance.
8. Conduct regular review, rationalization, and updating of employment policies, personnel development, workload, discipline and ethics for regular and non-regular administrative personnel of the university.
9. Program the continuous professionalization and the cultivation of expertise of all employees of the university and the honing of their skills and competencies.
10. Attend to the manpower needs of the university.

Section 2: Chief of Administrative Services

The Chief of Administrative Services shall:

1. Exercise supervision and control over the following:
 - a. Human Resource
 - b. Training Office
 - c. Supply Office
 - d. Records Office
 - e. Building and Grounds Maintenance
2. Assist the different administrative services to ensure that development plans and activities are implemented to sustain quality standards and requirements and the desired service outcomes are accomplished.

3. Provide advice to the Vice-President for Administration and Finance when requested, and to submit comments on administrative processes and procedure with the end in view of correcting shortcomings and improving procedures;
4. Answer queries and clarify issues pertaining to administrative issuances, laws, rules, and policies of regulatory bodies, internal policies and procedures, and/or provide available historical data and information needed by the sectors;
5. Prepare division performance targets, evaluate performance of division personnel, and submit recommendations for personnel actions, HRD interventions, incentives, and awards; obtain customer satisfaction feedback;

Section 3: Financial Management Service

The Chief of the Financial Management Service shall:

1. Assist the Vice-President for Administration and Finance in the financial management of the university, in the proposal of fiscal policy, and in the preparation of the budget.
2. Provide guidance to the Budget Officer and reviews the budget draft for the coming fiscal year.
3. Assist the University President and the Vice-Presidents during budget hearings and other administrative proceedings involving planning, budgeting, and financial management.
4. Exercise supervision over the financial officers of all campuses.
5. Review the financial position of the university in all of its campuses, submit regular reports to the President, through the Vice-President for Administration and Finance, and recommend necessary action.

Section 4: Director of Auxiliary Services

1. Supervise the medical, dental, wellness, food and dormitory services throughout the university, seeing to it that these are helpful to the students and employees of the university, compliant with laws and regulations, and regularly maintained and upgraded;
2. Enter into contracts for and in behalf of the University President in respect to the rental of food stalls in all campuses, and conduct periodic assessment, evaluation and inspection of these facilities seeing to their compliance with health, sanitation, and safety standards;
3. Formulate plans for the upgrading of accommodation and dormitory facilities in all campuses of the university, in dialogue and in consultation with the Campus Executive Officers;
4. Maintain an up-to-date and accurate inventory of medical, dental, wellness services, as well as dormitory and food facilities available in the different campuses, as well as to issue directives and orders to the persons directly in charge of these facilities.
5. Attest to the need of purchases made by medical, dental, wellness, dormitory, and food service managers;
6. Coordinate the accommodation of university officials on the occasion of extramural trips, conferences, conventions and seminars;
7. Develop plans for the financial feasibility and maintenance of medical, dental, wellness, food, and dormitory facilities throughout the university; and
8. Submit a regular report to the University President through the Vice-President for Administration and Finance.

Section 5: Director of Infrastructure

The Director of Infrastructure shall:

1. Supervise all infrastructure work throughout the university, whether the work be contracted out or accomplished by administration;

2. See to compliance with specifications of the Department of Public Works and Highways, government regulatory agencies and technical specifications for safety, comfort and usability of all buildings and structures of the university;
3. Direct and supervise the preparation of plans, technical specifications and other required documents in relation to budget proposals for capital outlay and related budgetary items;
4. Formulate campus and university site development plans;
5. Prepare the necessary documents, plans, papers in connection with the preparation of the university budget to see to it that projects proposed are implementation-ready.

Section 6: Internal Audit Service

The National Guidelines on Internal Control Systems and the Philippine Government Internal Audit Manual shall govern the Internal Audit Service of the university. The IAS is attached to the office of the Vice-President for Administration and Finance since it is the latter who acts on the findings, reports, and recommendations of IAS directly and immediately.

The Internal Audit Service shall:

1. Advise the administration on all matters relating to management control and operations audits;
2. Conduct management and operations audits of the university functions, its programs, projects, activities with outputs, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures, processes, and contractual obligations;
3. Review and appraise systems and procedures, organizational structures, asset management practices, financial and management records, reports and performance standards of the department proper, bureaus and regional offices;
4. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action;
5. Perform such other related duties and responsibilities as may be assigned or delegated by the University President or the Vice-President for Administration and Finance.

Section 7: The University Bids and Awards Committee

The Bids and Awards Committee shall be governed by the provisions of Republic Act No. 9184 and subsequent repealing or amending legislation, as well as by Implementing Rules and Regulations pursuant to the same legislation.

The University Bids and Awards Committee shall take cognizance over all transactions throughout the university involving the amount of over ten million pesos (PHP 10,000,000.00), unless otherwise directed by the University President.

Under Section 12 of Republic Act No. 9184, the University BAC shall:

“Advertise and/or post the invitation to bid, conduct pre-procurement and pre-bid conference, determine the eligibility of prospective bidders, receive bids, conduct the evaluation of bids, undertake post-qualification proceedings, recommend award of contracts to the Head of the Procuring Entity of his duly authorized representative: Provided, That in the event the Head of the Procuring shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable and justifiable grounds to be expressed in writing, copy furnished the BAC; recommend the imposition of sanctions in accordance with Article XXIII, and perform such other related functions as may necessary, including the creation of a Technical Working Group from a pool of technical, financial and/or legal experts to assist in the procurement process.

In proper cases, the BAC shall also recommend to the University President through the Vice-President for Administration and Finance the use of Alternative Methods of Procurement as provided for in Article XVI hereof.

The BAC shall be responsible for ensuring that the university abides by the standards set forth by this Act and the IRR, and it shall prepare a procurement monitoring report that shall be approved and submitted by the Head of the Procuring Entity to the GPPB on a semestral basis. The contents and coverage of this report shall be provided in the IRR.”

Section 8: University Legal Counsel and Resident Ombudsman

The University Legal Counsel and Resident Ombudsman shall:

1. Provide the university offices and officials with answers to questions of law that may be propounded to the Office of the Legal Counsel;
2. Draw up contracts, agreements, instruments and deeds and review the same for and in behalf of the university, for the signature of the appropriate university officials;
3. With the consent of the Office of the Solicitor General, represent the university in litigation in which the university may be involved;
4. Receive complaints from students, members of the faculty, employees, officials on allegations of impropriety, malfeasance, misfeasance, irregularity, and criminal conduct and to recommend to the Vice-President for Administration and Finance appropriate action.

CHAPTER VI THE RESEARCH AND DEVELOPMENT EXTENSION DEPARTMENT

Section 1: The Vice-President for Research, Development and Extension heads this department of the university. Constituting this department are the Research Office, the Development and Extension Office, the Intellectual Property Office, the Knowledge and Technology Management Office and the Innovation Center.

The Vice-President for Research, Development and Extension shall:

1. Provide leadership in the development of a well-organized University-wide RDET agenda and programs;
2. Introduce innovative approaches to improve governance thereby increasing overall efficiency of the University RDET system;
3. Ensure dissemination and utility of research findings;
4. Oversee the establishment of long-term mutually enriching research and development linkages/relationships between the University and other academic/research institutions, departments, schools;
5. Source out funds for manpower development and acquisition of scientific and information technologies facilities;
6. Introduce innovative approaches to facilitate access among stakeholders, planners, and other clientele to RDET information and knowledge outputs;
7. Coordinate with other University departments and/or partner agencies for inter program/ agency complementation for efficient mediation of resources; and
8. Perform other related tasks as directed by the University President.

Section 2: University Director for Research

The University Director for Research shall:

1. Assist the Vice-President for RDE in setting the research thrusts, priorities, and agenda of the University;

2. Develop research plans, programs, and projects for implementation
3. Provide support in the preparation and implementation of research programs and projects of the different campuses and colleges;
4. Define the mechanics for the evaluation and approval for funding of individual, college and campus research proposals;
5. Supervise and monitor the implementation of research undertakings in the University;
6. Establish and maintain linkages with research and educational institutions, consortia and other agencies, local and international, to promote the research thrusts and programs of the University;
7. Lead in the screening, review and evaluation of scientific papers for presentation and publication within and outside the University;
8. Direct the publication and commercialization of research outputs and technologies of the different colleges and campuses of the University;
9. Perform other duties and functions which may be delegated by the Vice President for Research and Extension and higher authorities in the University from time to time.

Section 3: University Director of Extension

The University Director of Extension shall:

1. Assist the VP for RDE in the preparation of extension policies, standards and guidelines in accordance with the University policy directions;
2. Provide support in the preparation and implementation of development and extension programs, projects and activities (PPAs) of the different campuses and colleges;
3. Define the mechanics for the evaluation and approval for funding of individual, college and campus development and extension proposals;
4. Supervise and monitor the implementation of development and extension undertakings in the University;

5. Coordinate with the other RDE offices/ sections and undertake assessment, packaging and commercialization of viable technologies for various techno-transfer activities;
6. Establish and maintain linkages with educational institutions and other partners including local government units to promote the development and extension thrusts and programs of the University;
7. Conduct needs assessment through dialogues with farmers, fisher-folk, cooperatives and stakeholders, private sector to identify problems and opportunities that can be addressed by CSU through RDE.
8. Lead in the screening, review and evaluation of extension projects, practices and technology for presentation and dissemination within and outside the University;
9. Direct the publication and commercialization of development and extension outputs and technologies of the different colleges and campuses of the University;
10. Regularly supervise and monitor technology demonstration farms, field days, preparation, piloting and production of materials and dialogues with farmers and farmer organizations for extension programs, projects and activities (PPAs);
11. Perform other duties and functions which may be delegated by the Vice President for Research and Extension and higher authorities in the University from time to time.

Section 4: University Director of Knowledge and Technology Management

The Director of Knowledge and Technology Management shall:

1. Provide technical and discipline-based support services to help the VP for RDE in linking the RDE Department with the research and development, extension and training departments of partner institutions or other agencies;
2. Facilitate the packaging of RDE program/project proposals for submission to prospective local and foreign funding agencies;
3. Provide support in the preparation and implementation of programs and projects of the different Research and Innovation centers in the University;

4. Supervise and monitor the implementation of undertakings of the different Research and Innovation centers in the University;
5. Create more innovative, effective and efficient operational processes in integrating the RDE activities of various Research and Innovation Centers of the University; and
6. Perform other duties and functions which may be delegated by the Vice President for Research and Extension and higher authorities in the University from time to time.

Section 5: The University Director of the Innovation Center

The University Director of the Innovation Center shall:

1. Assist the Office of the Campus Executive Officer in property supervising, managing, and coordinating, the operations of the food Innovation Center of the Department of Science and Technology (DOST), Ensuring compliance of the operation of the same with applicable State rules and regulation, and laws;
2. Assist the CEO in project definition and project feasibility in relation to the CSU-DOST food Innovation Center, collaboratively working with project teams that may be formed and organized by the office of the university President, Office of the Regional Director- DOST, and the CEO, with potential adoptors, non-government units, local government units and government agencies;
3. Plan, pursue, and implement CSU-DOST Food Innovation Center initiatives. and conduct post-project implementation reviews, with the end view of improving strategies and development activities, and to ensure successful project continuity;
4. Provide up-to-date information on CSU-DOST Food Innovation Center project planning and implementation efforts to community groups, academic schools and department, visitors, alumni and others;
5. Coordinate plans with the Campus Planning Officer to ensure integration of activities with overall Campus Plan.

Section 6: The University Director for Intellectual Property

The University Director for Intellectual Property shall:

1. Ensure that university research output complies with the requirements of the Intellectual Property Code and all relevant laws;
2. Assist instructors and professors as well as researchers in applying for the registration of copyright and in the application for patents, utility models and industrial designs.
3. Draft the provisions for agreements involving technology transfer;
4. Safeguard the trade-secrets of the Cagayan State University and recommends legal and administrative action for the protection of such trade-secrets and confidential information.

CHAPTER VII THE PARTNERSHIP, LINKAGES, AND RESOURCE MOBILIZATION DEPARTMENT

Section 1: The Vice-President shall exercise supervision and control over the University Director for Domestic and International Partnerships, the University Director for Business and Resource Mobilization and the University Director for Alumni and Placement.

The Vice-President for Partnership, Linkages and Resource Mobilization shall:

1. Do an annual review of instruction, research and extension to identify achievements and opportunities, strategies and mature technologies that can be used to address identified needs;
2. Dialogue with line agencies of government (NEDA, DBM, CHED, DA, BFAR, DENR, DAR, DOLE, TESDA, DTI, BAR, DOST, PCAARD, PCA, CICP, Climate Change Commission, Government Financing Institutions (GFI)), etc. to identify technologies, strategies and resource-funding that can be shared;
3. Dialogue with international development agencies such as the FAO, UNDP, Asian Development Bank World Bank, EU, UNDP, JICA to identify their priority development projects and how CSU can be included as a partner related to their programs in the Philippines;
4. Dialogue with Chiefs of Mission of Embassies of countries which are interested to help the Philippines such as Japan (JICA projects), Australia (ACIAR, AusAID), South Korea (KOICA), Netherlands (nutrition), Israel (technology transfer and training), New Zealand (dairy), USA (USAID); and Taiwan-Taipei (MECO-TECO);
5. Meet and communicate with international research organizations like the Asian Vegetable Research and Development Center of Taiwan (AVRDC) and the Consultative Group on International Agricultural Research such as IRRI (rice), CIMMYT (corn), CIP (root and tuber crops), AVRDC (vegetable), ICRISAT (Crops for Semi- arid tropics like some parts of Cagayan) CIFOR (forestry) and ICRAF (agroforestry);
6. Meet with farmers, fisher-folk, the private sector and LGUs to identify, prioritize and formulate specific proposals for submission to partners and donors;

7. Meet with the university's Campus Executive Officers and senior staff to identify projects for income generation (i.e. technology business incubators and SMEs, using the campus property ad surrounding service farm areas in collaboration with respective LGUs).
8. Meet with the Regional Development Council and LGUs (Provincial and Municipal Governments to discuss how the above-mentioned CSU programs and outputs can be used to prime the development of the province and the Region 2.
9. Meet with the Public-Private Partnership Agency of Government to identify possible financing for income generation projects involving the private sector;
10. Train on the campus level faculty researchers on projects proposal development and resource mobilization
11. Formulate proposals for submission on specific projects to specific donors and development partners; and
12. Monitor fund generation, and project implementation and evaluation to ensure project success and sustainability;
13. Link with other universities for opportunities on exchange programs, research and extension partnerships;
14. Monitor the acceptance of Foreign Students in the University;
15. Monitor the activities which aim to strengthen the alumni relations and placement services of the university.

Section 2: The University Director for Domestic and International Partnership

The University Director for Domestic and International Partnership shall:

1. Facilitate the recruitment and acceptance of foreign students into the University by:
 - a. Receiving all credentials and documents from prospective foreign students or their authorized agent and forward the same to the appropriate college dean for evaluation;
 - b. Monitoring the result of the evaluation of credentials by the college deans and relay the feedback to the student or agent;
 - c. Coordinating with the Office of the President for the issuance of the Provisional Notice of Acceptance/Notice of Acceptance;
 - d. Facilitating the release of CSU documents needed by foreign students in order to secure the documents required by other agencies and bureaus authorizing them to study in the Philippines;
 - e. Providing pick-up assistance for foreign students arriving in CSU for the first time from the nearest airport or bus station;
 - f. Assisting foreign student in looking for safe lodging conducive to study.
2. Represent the university at the behest of the President in matters concerning foreign students with Philippine bureaus or agencies as the need arises;
3. Provide assistance to foreign student seeking medical treatment or in need of hospitalization and notify the student's parents or guardian to inform them of the student's condition;
4. Assist foreign students accused of violating local laws and regulations to ensure that they are given fair treatment and given assistance from the personnel of their respective embassies or consulates;
5. Facilitate the acculturation and adjustment of foreign students to the Filipino way of life by facilitating orientation programs and other activities;
6. Facilitate the replacement of lost passports and assist in the paperwork needed for deportation or repatriation of remains;

7. Maintain a separate file of foreign students' documents aside from those kept by the Registrar's Office to facilitate monitoring of foreign students whereabouts and academic status;
8. Vouch that all documents/records required by the university are complied with by foreign students before their clearance is signed by the President;
9. Submit a semestral report to the President two (2) weeks after the end of the semester indicating the academic status of each foreign student;

Section 3: The University Director for Alumni and Placement

The University Director for Alumni and Placement shall:

1. Develop programs which will attract alumni involvement to the activities of the University in the form of scholarship grants, financial and material donations, endowments, job placements for new graduates, and technical, professional and academic assistance for faculty members and students of the University;
2. Establish a comprehensive and updated alumni database in consultation with related offices of the University;
3. Establish a pool of alumni as mentors, lecturers, resource persons and speakers in alumni, students and faculty development/training programs;
4. Institutionalize a mechanism for alumni recognition and expansion of alumni benefits in cooperation with the Alumni Association and other related university constituents;
5. Serve as liaison between the alumni association and the academic and administrative leadership for the support of on-going alumni endeavors and other similar efforts;
6. Consult with the Academic Affairs Office and other offices with related functions through College Deans the process which placement services can be coordinated and facilitated;
7. Connect students with employers for potential job lead opportunities through campus interviews, job listings, job fairs, referrals, direct application, networking, job search events, career task, mock recruitment for stakeholders, publications and information technology;
8. Liaise with alumni, employers, professional bodies, and providers of placement databases related to the quality of placement provisions for students and alumni;

9. Create and maintain a directory of companies/organizations as reference for future partnerships;
10. Facilitate the establishment of strong alliance and understanding with external bodies through memorandum of agreement forged by the Office of the President;
11. Perform other related duties assigned by the Office of the President.

Section 4: The University Director for Business and Resource Mobilization

The University Director for Business and Resource Mobilization shall:

1. Develop a university plan for the mobilization of the resources of all campuses of the university with the end in view of augmenting the income of the university;
2. Supervise and oversee the conduct of income generating activities in all campuses of the university;
3. Propose plans for the enhancement of business opportunities of the different campuses of the university;
4. Formulate programs for the maximal use of all of the resources of all campuses of the university, their maintenance and sustainability and maximizing the productive capacity of such resources;
5. Plan, craft and draft agreements for the benefit of faculty members, employees and administrators with business outlets to make food and non-food items available to members of the university community at lower prices, with greater ease and on more benevolent terms.

CHAPTER VIII

THE ORGANIZATION OF THE CAMPUSES AND THEIR RELATIONS TO THE CENTRAL ADMINISTRATION

Section 1: The Campuses are to be organized in such a manner as to enhance operations, management, optimization, and rationalization of the use of resources and supervision. The Campus Executive Officers are to propose the organization of their campuses, after consulting with the instructional corps and the non-teaching staff of the campus. The organization of each campus is approved by the University President and ratified by the Board of Regents.

Section 2: The University President alone can assign Equivalent Teaching Load (ETL) to every designated position that shall be the basis for the computation of salary. In no case, however, may the equivalent teaching load of campus officials exceed that of the corresponding officials in the Central Administration.

Section 3: The campus officials, whether appointed or designated, to fulfill functions that lie within the scope of duties of any official of central administration shall be subject to the supervision of such official of central administration, provided that: the Vice-President of such official of central administration shall communicate instructions and directives to the Campus Executive Officer, provided further that: In no case may the instructions of Central Administration be set aside by the Campus Executive Officer.

Section 4: There shall be, in each campus, a Bids and Awards Committee duly constituted in accordance with Republic Act No. 9184 and all subsequent amending or substitute legislation. This shall be known as the Campus BAC. The Campus BAC shall deal with transactions covered by Republic Act No. 9184 provided that the amount involved does not exceed ten million pesos (PHP 10,000,000.00). Beyond such amount, the University Bids and Awards Committee shall transact. Prior to the approval by the Campus Executive Officer of the Abstract of Bids, all papers relevant to the transaction shall be presented to the Vice-President for Administration and Finance who shall certify to the President, if such a certification is so warranted, that the papers before him are regular and in order.

The University President, however, may, at any time, direct the University BAC to take cognizance of any transaction in the campuses.

Chapter IX PERSONNEL MATTERS

Section 1: The Recruitment and Appointment Process

1. The Campus through its local Recruitment and Promotions Board conducts initial deliberations;
2. Forward the result of the Campus screening and deliberation including all documents to the Central Administration through the University Personnel Selection Board without necessarily indicating the ranking;
3. The University Personnel Selection and Promotions Board shall deliberate and forward their recommendation to the Office of the President;
4. The President takes final action on the recommendations made; and
5. The University President may direct the filling of vacant non-teaching positions without need of scrutiny and prior recommendation by the University Personnel Selection Board in the exigency of the service.

Section 2: The Status of Appointments

1. **Permanent.** A permanent appointment shall be issued to a person who meets all the requirements for the position to which he is being appointed/promoted, including the appropriate eligibility prescribed in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.
2. **Temporary.** Temporary in the absence of an applicant with the appropriate eligibility as certified by the Civil Service Commission, a temporary appointment shall be issued at the exigency of the service, to a person who meets all the requirements for the position to which he is being appointed except the appropriate civil service eligibility. Provided, that such temporary appointment shall not exceed one year(l), and the appointee may be replaced sooner if a qualified civil service eligible becomes available however renewal of temporary appointment for another term maybe recommended subject to submission of waiver from the appointee.

Appointment of temporary status automatically terminates after a year, unless renewed. Appointment of temporary status may be renewed every year, whenever the services of the staff are still needed.

Section 3: Contracts of Service

When the university is in need of services that regular employees are not able to provide, it may engage the services of qualified and skilled persons through contracts of service. It shall be for the University President to determine the terms and conditions of the contract of service upon advice of the Vice-President for Administration and Finance who shall, in turn, seek the advice of the Chief of the Administrative Services.

Persons rendering service under contracts of service are paid according to the terms of their contracts. No contract of service shall exceed one (1) year, subject to renewal. The period of the contract may, however, be shorter.

When vacancies in permanent positions occur, persons who have rendered service under contracts of service shall be considered first for such positions, provided that they meet the necessary qualifications.

The Contract of Service may provide for liquidated damages in case of breach by the contracted party. In all cases, the University President has the authority to novate the contract in such wise as to excuse from the liquidated damages.

Section 4: Office Hours and Attendance

It shall be the duty of the head of the agency to require all officials and employees under him to strictly observe the prescribed office hours which is 8:00 AM -12:00 NN and 1:00 P.M. .5:00 PM.

Each head of department or agency shall require a daily record of attendance of all the officers and employees under him including those services in the field or on the water to be kept on the proper form and, whenever possible, registered on the bandy clock or biometric system.

Falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant.

In the case of members of the instructional corps, their physical presence in the university premises shall be in accordance with their teaching schedule and the periods for mentoring and advising. The rest of the service-hours may be rendered outside the university such as preparation of class materials, checking of papers, research and extension work, provided that: the dean shall devise a system of monitoring the number of hours of service rendered.

Section 5: Power of the President to Grant Flexi-time and Hours of Service Adjustments

The University President, considering the peculiarities of certain work situations such as, but not limited to, animal tenders, farm workers, may allow university non-teaching employees to render service according to a schedule best suited for the jobs and functions they are tasked to perform, provided that: there shall be kept a record of the number of hours rendered in service by such persons.

Section 6: Faculty Development Program Policies and Guidelines

6.1 Rationale

The present thrust of government efforts is the rapid socio-economic recovery of the country. With the economic crises, however, a developing country as ours should multiply efforts to achieve progress. The key word is productivity and moral rejuvenation, the guiding principle is unity and social responsibility.

Providing quality education is one among the many strategies adopted by the government to achieve these goals. The basic assumption is that the effectiveness of a Filipino in a developing country lies in his demonstrable skills, attitudes, and qualities of a confident and self-reliant individual capable of solving his own problems creatively. The focus is directly on the improvement of productive skills, and the aim is to help students develop the several aspects of their citizenship roles.

Based on the above premises, faculty and staff development is an indispensable program in any institution of higher learning like the CSU. Improvement in the quality of instruction, research, extension and production depends significantly on the capability and qualifications of the faculty and staff. As one of its major objectives, the CSU pursues an accelerated faculty and staff development program. This is being carried out through scholarship programs, seminars, and trainings sponsored by various agencies and by the CSU itself.

The scholarship program is intended to support highly qualified and deserving faculty and personnel to pursue masteral and doctoral degrees in addition to training in various areas of specialization. The goal is the effective and efficient implementation of programs in instruction, research, extension and production through upgraded and improved manpower capabilities and facilities.

Objectives of the Program

1. To upgrade the qualifications and capabilities of the faculty in instruction, research, extension, production, and administrative services.
2. To develop a pool of high level manpower who could be assigned to more challenging jobs in the university.
3. To plan for the continuous upgrading and improvement of the manpower resources of the university through degree and non- degree oriented programs.

6.2 Priority Areas of Study

Classified under two types of Categories:

Degree Programs

- Medicine;
- Engineering;
- Arts and Sciences;
- Teacher Education;
- Agriculture;
- Fisheries;
- Industrial Technology; and
- Other degrees as may be deemed a priority area by the Scholarship Committee*.

Non-Degree Program along**

- Instruction;
- Research;
- Extension; and
- Production.

* - the Scholarship Committee shall deliberate basing on the DEARTH programs and other needs of the University to include or exclude priority areas. The exclusion of a priority area enumerated in the Manual must be approved by the University President. For programs to be included in the priority area, such must be justified by the Scholarship Committee and approved by the University President. Inclusions must also bear the term of the length of time or period upon which they shall take effect. Inclusions without a period or term shall be treated as “applicable only on the scholarship or program where it was approved”.

** - As may be deemed a priority by the Scholarship Committee.

6.3 Sources of Scholarships

- Internal Scholarship Source (CSU Faculty Development Program); and
- External Scholarship Source, such as:
 - Department of Science and Technology (DOST);
 - Philippine Association of State Universities and Colleges (PASUC);
 - Commission on Higher Education (CHED);
 - Civil Service Commission (CSC);
 - Association of the Schools of Public Administration of the Philippines (ASPAP);
 - Department of Agriculture (DA);
 - Philippine Council for Agriculture, Forestry and Natural Resources Research and Development (PCARRD);
 - Commission on Population (POPCOM);
 - De La Salle University (DLSU);
 - Bilateral Agreements with Foreign Countries;
 - United States of America;
 - Belgium;
 - England;
 - Australia;
 - New Zealand;
 - Southeast Asian Ministers of Educational Organization – Regional Center for Graduate Study and Research in Agriculture (SEAMEO SEARCA);
 - Japan International Cooperation Agency (JICA);
 - Israel;
 - Malaysia;
 - Indonesia;
 - Singapore;
 - Korea; and
- other external agencies which the Scholarship Committee shall identify or accredit as a possible source of scholarship.

6.4 Classification of Scholars

FOR DEGREE-ORIENTED PROGRAMS (Master/Doctorate Programs) :

1. Full-Time Scholars

- a. Externally-Based Full-Time Scholars – refer to those who pursue their graduate studies outside the University on a full-time basis and who are entitled to study leave.
- b. University-Based Full-Time Scholars – refer to those who pursue their graduate studies in the University on a full-time basis and who are entitled to study leave.

2. Part-Time Scholars

- a. University-Based Part-Time Scholars – refer to those who pursue their graduate studies in the University while rendering actual service.
- b. Externally-Based Part-Time Scholars – refer to those who pursue their graduate studies in near-by Universities while rendering actual service in CSU.

3. Thesis/Dissertation-Only Grantees – refer to those who are not recipients of a scholarship (full-time or part-time) grant but are recommended to receive financial assistance to complete their thesis/dissertation.

FOR NON-DEGREE-ORIENTED PROGRAMS

Non-Degree-oriented program recipients – refer to faculty members who participate in study tours, short term enhancement programs such as trainings, seminars, and conferences are entitled to the monetary incentives indicated in the approved program.

Selection of Scholars

Screening of Scholars – A two-stage procedure is observed in selecting scholars under the CSU Faculty and Staff Development Program

1st Stage

Pre-qualifying screening by the various colleges of the university shall be based on the criteria based on their assessment or application of faculty. The Deans/Campus Heads/ODI shall recommend a mechanism of selection in their respective colleges/campuses, but must be in accordance with the guidelines of the university (deleted) to the University Scholarship Committee prospective scholars based on the following criteria :

- The area of specialization applied for is in line with the priority program areas of study.

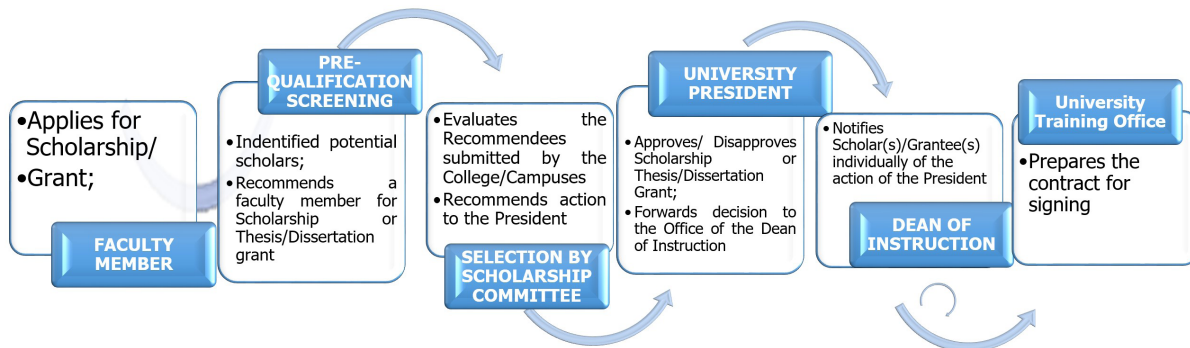
- The applicant possesses the qualification requirements needed by the donors/ schools granting the scholarship.
- The applicant is able to do course work.
- The applicant pledges to complete the scholarship

2nd Stage

Selection by a scholarship committee before final approval by the President.
The Scholarship Committee is composed of:

- Vice-President for Academic Affairs – Chairman
- Director of Instruction – Vice-Chairman
- Training Specialist – Member
- University Finance Officer – Member
- President, University Faculty Association
- Concerned CEO – Member

Based on the deliberation conducted in their respective College/Campus, applicants for scholarship shall be recommended by the Dean/Campus Executive Officer to the Scholarship Committee which in turn recommends a corresponding action to the President. As soon as the recommendations for scholarship for a given period has been approved by the President, the Director of Instruction will individually notify the selected scholars. A Special Order is issued for this purpose. The scholar shall then submit the accomplished contract of scholarship.



FLOWCHART FOR SELECTION OF SCHOLARS AND GRANT OF THESIS/DISSERTATION GRANT

Chart 5.0

6.5 DEGREE-ORIENTED SCHOLARSHIP

1. Aspiring Faculty Member should not be undergoing any scholarship or grant to enjoy CSU scholarships/grants;
2. Course that the faculty member is enrolled in or shall enroll must be needs-based as determined by the college concerned;
3. Admission approved by the University or Agency where scholar intends to enroll in;
4. The applicant must have a regular plantilla position;
5. Awardee must sign scholarship contract with the University before scholarship is awarded;
6. If enrolled in other Universities/Colleges, the school enrolled in or choice of enrollment of the faculty members should be an institution of prestige, the scholar must be enrolled in accredited institutions;
7. Transfer of field of specialization or school
 - a. Scholars shall not transfer to other fields of specialization without the prior approval of the University
 - b. Scholars shall not transfer to other schools or training agencies without the prior approval of the University
 - c. Unapproved transfer shall be sanctioned by withdrawal of privileges
8. Failure to finish studies or trainings – a scholar who fails to complete studies, trainings, or thesis/dissertation within the prescribed period for unjustified reasons shall be required to return the full amount actually received by the him/her to the University.

6.6 NON-DEGREE-ORIENTED ASSISTANCE

1. Aspiring Faculty Member should not be undergoing any scholarship or grant under Chapter V of this Manual to enjoy scholarships/grants;
2. Topic/Subject of the Seminar, Workshop, or other forms of training to be attended by the Faculty member should be related to the Priority areas in the manual;
3. Cost to be shouldered by the University shall be deliberated by the Scholarship Committee;
4. A recipient who fails to complete trainings or seminars attended for unjustified reasons shall be required to return the full amount actually received by the him/her to the University;
5. Allowable duration for Non-degree-oriented programs shall be determined by the Scholarship committee;
6. Faculty Members who are under scholarships are not allowed to attend non-degree-oriented assistance or courses

6.7 Application Requirements to be submitted to the Colleges

A. DEGREE-ORIENTED PROGRAMS

1. Letter of intent to apply for scholarship addressed to the Dean;
2. Flyers or other sources of information on the school where faculty member is enrolled in or wishes to enroll in;
3. Clearance; and
4. Official Transcript of Records.

B. NON-DEGREE-ORIENTED PROGRAMS

1. Letter of intent to attend seminar, workshop, or other forms of training addressed to the Dean/Campus Executive Officer;
2. Flyers or other sources of information on the organization/group who organized the seminar, workshop, or other forms of training;
3. Clearance; and
4. Literature on the seminar, workshop, or other trainings to be attended to.

6.8 Responsibilities of the Scholar

A. DEGREE-ORIENTED PROGRAMS

1. Maintain a general average of 1.75 or better throughout the scholarship and must not have any failures or dropped subjects due to delinquency;
2. For Full-time scholars:
 - a. Carry the following academic load:
 - i. That which is prescribed by the institution where the scholar is enrolled;
 - ii. But must not go below 12 units during regular semester; and
 - iii. Not below 6 units during summer.
 - b. Devote full time to their studies;
3. For Part-time scholars:
 - a. Carry the following academic load:
 - i. Not lower than 9 units during regular semester; and
 - ii. Not lower than 6 units during summer.
4. Comply with all regulations set by their school or trainings agency and under the provisions of their scholarship.
5. Submit copy of registration card within one week after enrollment
6. Submit to the ODI periodic progress reports required such as:
 - Copy of grades before stipend can be released for the succeeding term (for Full-time and Part-time Scholars)
 - Result of qualifying/comprehensive examination upon release
 - Copy of the approved research proposal for the initial release of the thesis/dissertation allowance
 - Final report including transcript of records, and two bound copies of thesis/dissertation after completion
7. Complete the program within the period stipulated.

B. NON-DEGREE PROGRAM

1. Be present in all sessions for the duration of the seminar, works, or other form of trainings attended;
2. Request copies of presentation of speakers/lecturers; and
3. Immediate submission of completion report on study tours, seminars, workshops, conferences, and trainings attended with handouts as attachments to the Dean of Instruction.

6.9 Assistance to be given to Scholars/Grantees

The assistance give, either in Degree-Oriented or Non-Degree-Oriented Programs shall be subject to auditing procedures as far as they are applicable.

A. DEGREE-ORIENTED PROGRAMS

1. Full-time Scholars:

- Tuition and other school with a maximum amount of ₱30,000/semester);
- Book allowance of ₱2,000.00/semester;
- Round trip transportation expense from the start of the grant to the last semester covered by the period (FOR EXTERNALLY-BASED FULL TIME SCHOLARS ONLY) (not to exceed amount as indicated in the contract between the University and the Scholar. If no amount is indicated, then an amount of ₱10,000.00 for the duration of the scholarship is presumed to have been agreed upon);
- Monthly stipend of ₱5,000.00;
- Thesis assistance (to cover actual costs of supplies, materials, travel expenses in data gathering, and services such as encoding, printing, and binding of manuscript):
 - Masters - not more than ₱25,000;
 - Doctorate – not more than ₱40,000;
 - For experimental researches along applied and natural science, additional thesis/dissertation assistance of ₱10,000
- Payment of honoraria for members of thesis/dissertation panel (not to exceed a total amount of ₱5,000.00)
- Payment of graduation expenses charged by the school (not to exceed a total amount of ₱10,000.00)

2. Part-time Scholars:

- Part-time scholars are entitled to the same benefits granted to full-time scholars except for the provisions indicated hereafter;
- Tuition and other school fees shall be based on actual cost (not to exceed amount as indicated in the contract between the University and the Scholar. If no amount is indicated, then an amount of ₱30,000/semester is presumed to be the maximum per semester);

- Externally-based Part-Time scholars studying outside the province are entitled to transportation allowance of actual expenses (added); and
 - Part-time scholars shall not be entitled to transportation expenses and monthly stipends.
3. Thesis/Dissertation-only grantees:
- Thesis assistance (to cover actual costs of supplies, materials, travel expenses in data gathering, and services such as encoding, printing, and binding of manuscript):
 - a. Masters - not more than ₱25,000;
 - b. Doctorate – not more than ₱40,000;
 - c. For experimental researches along applied and natural science, additional thesis/dissertation assistance of ₱10,000
 - Payment of honoraria for members of thesis/dissertation panel (not to exceed a total amount of ₱5,000.00)

B. NON-DEGREE-ORIENTED PROGRAMS

1. Cost indicated in the letter request subject to return of excess amounts as against actual cost;
2. Allowed expenses include:
 - a. Travel expenses;
 - b. Meals, if no per diem is released and/or if not included in the registration fee;
 - c. Accommodation, if no per diem is released and/or if not included in the registration fee; and
 - d. Registration fee.

6.10 Return Service

A. DEGREE-ORIENTED PROGRAMS

1. Full-Time and Part-Time Scholars

- Must render a return service of 2 years for every 1 year of scholarship (scholarship durations which are not whole numbers shall be computed in proportion to the actual duration of scholarship).
- FOR EXTERNALLY-BASED FULL-TIME SCHOLARS studying abroad, a return service of 5 years for every 1 year of scholarship shall be followed (scholarship durations which are not whole numbers shall be computed in proportion to the actual duration of scholarship).

2. Thesis/Dissertation-only Grantees

- Must render a return service of 1 year, regardless of amount granted.

B. NON-DEGREE-ORIENTED PROGRAMS

- For International Non-Degree-Oriented Programs attended:
 - Recipients must echo what they have learned to their respective college/campus
 - Render return service of 2 years is required
- All other Non-Degree-Oriented Programs attended shall have their return of service indicated in their respective contracts. Such shall be determined by the Scholarship Committee.

Section 7: Leaves

1. **Vacation – Sick Leave (VSL):** Teaching Personnel Designated to Perform Administrative Position refers to faculty rank holders who are designated to perform non-teaching functions and are entitled to “Vacation and Sick Leave” (VSL) status. Designated officials enjoying VSL status are entitled to fifteen (15) days of sick leave and fifteen (15) days of vacation leave.
2. **Teachers Leave:** Regular members of the faculty shall be entitled to “Teachers Leave”, but shall not be entitled to the usual Vacation Leave and Sick Leave credits but to Proportional Vacation Pay (PVP) of 70 days of Summer Vacation plus 14 days of Christmas Vacation.
3. **Vacation Service Credits for Teachers** refers to the leave credits earned for services rendered during activities on summer or Christmas vacation, as authorized by proper authority. These credits are used to offset absences of faculty due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.
4. **Sabbatical Leave** refers to leave that provide a benefit through scholarly research or creative activity, instructional improvement or faculty retraining. Such activities provide a crucial benefit to the instructional needs by improving the competency and enthusiasm of the faculty by keeping the faculty up-to-date in their fields of specialization, and by bringing new ideas and concepts to the University that will be shared with students and other faculty in and out of the classroom.

For non-teaching personnel, a leave may likewise be availed of, after ten (10) years of service, for purposes of (a) engagement in research, (b) exposure to related job experience, OR (c) any activity beneficial to the university. The output of the leave should be submitted to the Chief of the Administrative Offices division of the university.

4.1 Eligibility

- A. Full-time faculty unit employee shall be eligible for sabbatical leave if:
- The individual has served full-time for six (6) years in the preceding seven (7) year period prior to the leave; and
 - The individual has served full-time at least six (6) years after any previous sabbatical leave or difference in pay leave.
- B. Credit granted towards completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for sabbatical.
- C. A leave of absence without pay or service on an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.
- D. For tenure track faculty, final approval of a sabbatical leave is contingent upon having earned tenure.

4.2 Salary

- The salary of a faculty employee on a sabbatical leave shall be in accordance with the following:
 1. One (1) semester at full salary; or
 2. Two (2) semesters at one-half (1/2) the full salary.

4.3 Conditions For The Grant:

Within 90 days after returning to work, each Sabbatical Leave recipient shall forward electronically to the Department Head, the Dean, the Office of the Dean of Instruction a report on his/her sabbatical leave, including a description of activities and achievements, any variation from the original plan and recommendations to the Committee. If such a report is not submitted by the deadline, the faculty member shall be made to make a written explanation and will not be considered for future Sabbatical Leaves.

4.4 The period of absence on a Sabbatical shall not be regarded as a break in service in terms of continuous service.

4.5 The employee will be entitled to return to work to the same or similar role and responsibilities as held prior to taking their sabbatical. However, if it is not practicable to offer the old job back because the position has become redundant, the employee will be offered alternative employment, if such suitable alternative employment exists, under comparable terms and conditions. 'Suitable' in this context means suitable to the employee and appropriate in the circumstances, although the employee's decision must still be reasonable if that alternative employment is refused. If there is no suitable vacancy the employee is entitled to a redundancy payment, if eligible.

4.6 Employees who do not wish to return to work must give the required contractual notice in writing. The employee will only be paid for their notice period if they return to work

If the employee does not return to work following the end of the Sabbatical leave and has given no notification to the University, the University reserves the right to terminate employment without notice.

5. Sick Leave refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

5.1 Conditions for the Grant:

Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his immediate family

All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. Application for a sick leave beyond five (5) successive days shall be accompanied by a proper medical certificate.

5.2 Approval of Sick leave, whether with pay or without pay, is ministerial provided proof of sickness or disability is attached to the application in accordance with the requirements prescribed under the preceding section. Unreasonable delay in the approval thereof or non-approval without justifiable reason shall be ground for appropriate sanction against the official or faculty concerned.

6. **Vacation Leave** refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

6.1 Conditions for The Grant:

All application for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency five (5) days in advance, whenever possible, of the effective date of such leave.

6.2 Leave of absence for any reason other than the illness of an official or employee or of any member of his immediate family must be contingent upon the needs of the service. Hence, the grant of vacation leave shall be at the discretion of the head of department or agency.

7. Legally granted leaves: The University shall honor and abide by all legally granted leaves under different laws.

Section 8: Grounds for Disciplinary Action against Members of the Instructional Corps and Non-Teaching Personnel

A. Specific to Teaching Personnel

1. Grave misconduct, such as, but not limited to, giving of grades to a student in a subject not based solely on scholastic performance; failure to maintain confidentiality of school records; contracting loans from students or parents; use of cruel punishment, insubordination;
2. Gross inefficiency and incompetence in the performance of duties such as, but not limited to failure to cope with the reasonable standard of efficiency and competence of the institution; habitual absences and tardiness from classes, and willful neglect of employment assignment;
3. Tampering or falsification of, or negligence in keeping school or student records including unreasonable delay in the submission of student grades;

4. Conviction of a crime, or an attempt on, or a criminal act against the life of any school official, personnel, or student, or upon the property or interest of the institution;
5. Being notoriously undesirable; disgraceful or immoral act inside or outside the school campus, or in the case of institutions established by a religious order or foreign mission board, conduct contrary to the teaching of that religious sector operating the institution;
7. The sale of tickets or the collection of any contributions in any form or for any purpose or project whatsoever, whether voluntary or otherwise, from students and school personnel;
8. Voluntary or request for de-loading of teaching units to less than the required minimum teaching assignment for full-time academic personnel as fixed by the school;
9. Other cases deemed administrative and disciplinary offenses under civil service rules and regulations.

B. General

Grave Offenses:

The following are grave offenses with their corresponding penalties:

1. Dishonesty (1st offense, dismissal).
2. Gross neglect of duty (1st offense, dismissal).
3. Gross misconduct (1st offense, dismissal).
4. Being notoriously undesirable (1st offense, dismissal).
5. Conviction of a crime involving oral turpitude (1st offense, dismissal).
6. Falsification of official document (1st offense, dismissal).
7. Physical or mental incapacity or disability due to vicious habits (1st offense, dismissal).
8. Engaging directly or indirectly in partisan political activities by one holding non-political office (1st offense, dismissal).

9. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift or other valuable thing is given by any person in the hope of expectation of receiving a favor or better treatment than that accorded to other persons or committing acts punishable under the anti-graft laws (1st offense, dismissal).
10. Contracting loans of money or other property from persons with whom the office of the employee has business relations (1st offense, dismissal).
11. Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of his official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of his office. The propriety or impropriety of the foregoing shall be determined by its value, kinship, or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature (1st offense, dismissal).
12. Disloyalty to the Republic of the Philippines and to the Filipino people (1st offense, dismissal).
13. Nepotism (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
14. Oppression (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
15. Disgraceful and immoral conduct (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
16. Inefficiency and incompetence in the performance of official duties (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
17. Frequent unauthorized absence or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
18. Refusal to perform official duty (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
19. Gross insubordination (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).

20. Conduct grossly prejudicial to the best interest of the service (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
21. Directly or indirectly having financial and material interest in any transaction requiring the approval of his office. Financial and material interest is defined as pecuniary or propriety interest by which a person will gain or lose something (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
22. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by his office, unless expressly allowed by law (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
23. Engaging in the private practice of his profession unless authorized by the Constitution, law or regulation, provided that such practice will not conflict with his official functions (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
24. Disclosing or misusing confidential or classified information officially known to him by reason of his office and not made available to the public, to further his private interests or give undue advantage to anyone or to prejudice the public interest (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).
25. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public (1st offense, suspension for six [6] months and one [1] day to one [1] year; 2nd offense, dismissal).

Less Grave Offenses:

The following are less grave offenses with their corresponding penalties:

1. Simple neglect of duty (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).
2. Simple misconduct (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).
3. Gross discourtesy in the course of official duties (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).
4. Gross violation of existing civil service law and rules of serious nature (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).
5. Insubordination (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).
6. Habitual drunkenness (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).
7. Recommending any person to any position in a private enterprise which has a regular or pending official transaction with his office, unless such recommendation or referral is mandated by law, or international agreements, commitment and obligation, or as a part of the function of his office (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).
8. Unfair discrimination in rendering public service due to party affiliation or preference (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).
9. Failure to file sworn statement of assets, liabilities and net worth, and disclosure of business interest and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).
10. Failure to resign from his position in the private business within thirty (30) days from assumption of public office when conflict of interest arises and/or failure to divest himself of his shareholdings or interest in private business enterprise within sixty (60) days from assumption of public office when conflict of interest arises: *Provided, however,* That where a conflict of interest arises for those who are already in the service, the official or employee must either resign or divest himself of said interest within the periods hereinabove, reckoned from the date when the conflict of interest had arisen (1st offense, suspension for one [1] month and one [1] day to six [6] months; 2nd offense, dismissal).

Light Offenses:

The following are light offenses with their corresponding penalties:

1. Discourtesy in the course of official duties (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
2. Improper or unauthorized solicitation of contributions from subordinate employees and by teachers of school officials from school children (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
3. Violation of reasonable office rules and regulations (This includes violation of MC 14, s. 1991 (dress code)). (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
4. Gambling prohibited by law (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
5. Refusal to render overtime service (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
6. Borrowing money by superior officers from subordinates (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
7. Lending money at usurious rates of interest (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
8. Willful failure to pay just debts (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).

The term "just debts" shall apply only to claims adjudicated by a court of law, or claims the existence and justness of which are admitted by the debtor.
9. Willful failure to pay taxes due to the government (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
10. Pursuit of private business, vacation or profession without the permission required by civil service rules and regulations (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
11. Lobbying for personal interest or gain in the legislative halls and offices without authority (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).

12. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases if there is no prior authority (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
13. Failure to act promptly on letters and request within fifteen (15) days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees
14. Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).
15. Failure to attend to anyone who wants to avail himself of the services of the office, or act promptly and expeditiously on public transactions (1st offense, reprimand; 2nd offense, suspension for one [1] day to thirty [30] days; 3rd offense, dismissal).

Chapter X

Authority to Amend the Administrative Manual

The University President shall, in consultation with the Management Committee, exercise the power to amend provisions of the Administrative Manual or to add to them as may be necessary to cope with operational demands, provided that such amendments be endorsed by the Administrative Council to the Board of Regents for ratification.

Chapter XI Operational Chart

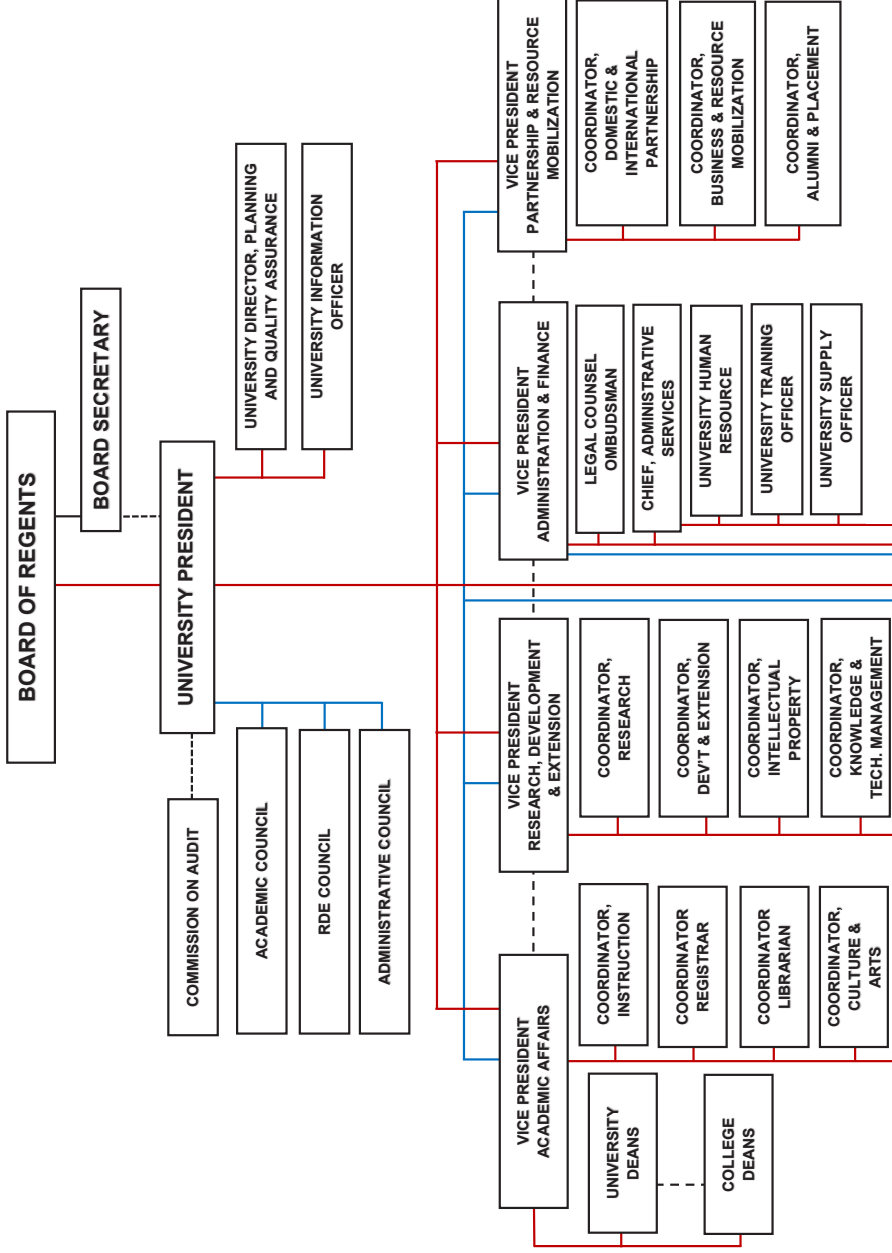
Without prejudice to the Organization Chart as promulgated by the Board of Regents, the Operational Chart shall direct communications as well as the operational supervision and control, supervision, or attachment as may be provided for.

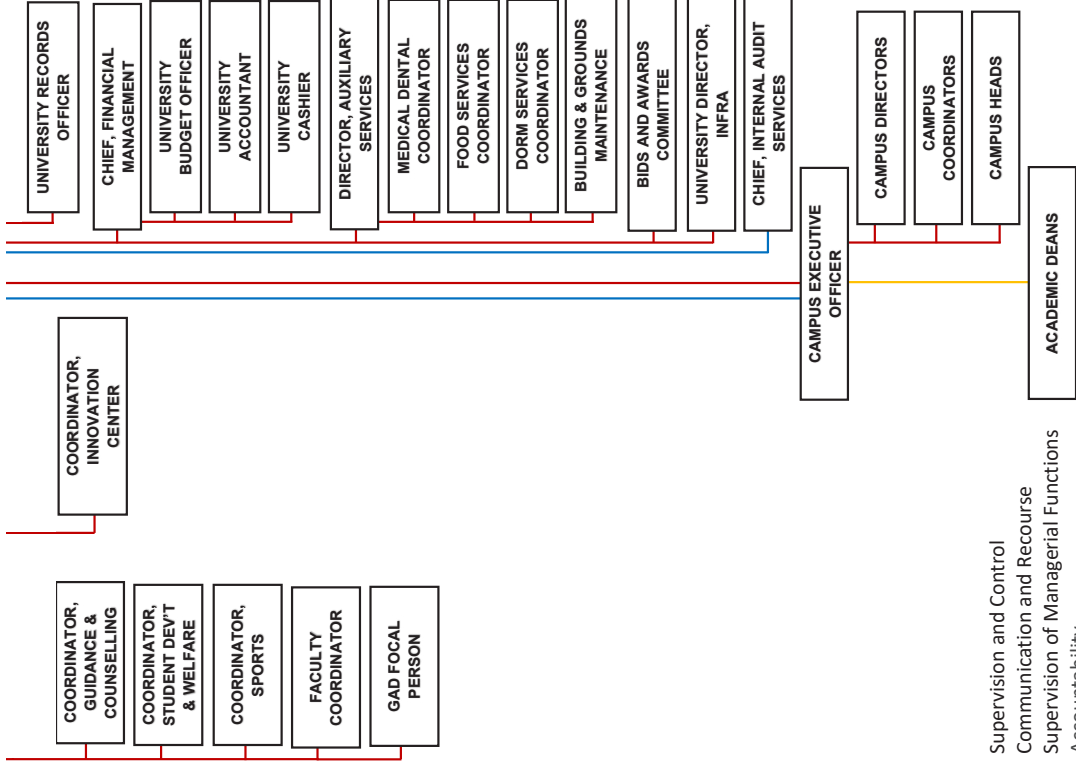


CAGAYAN STATE UNIVERSITY OPERATIONAL CHART



THE OPERATIONAL CHART OF THE CAGAYAN STATE UNIVERSITY UNDER THE ADMINISTRATIVE MANUAL OF 2017





LEGEND:

Red

Blue

Yellow

Dotted Lines

Supervision and Control

Communication and Recourse

Supervision of Managerial Functions

Accountability



CAGAYAN STATE UNIVERSITY

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