



Republic of the Philippines
NORTHWEST SAMAR STATE UNIVERSITY
Calbayog City, Samar, Philippines, 6710

Comment [C1]:

GENERAL MANDATE

The University shall primarily provide the advanced education, higher technological, professional instruction and training in trade, fishery, agriculture, science, education, commerce, engineering, forestry, nautical courses and other related fields. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

GENERAL PROVISIONS

DECLARATION OF POLICIES AND OBJECTIVES

Article 1. Name of Document. This document shall be known as the Northwest Samar State University (NwSSU) Code.

Article 2. Powers and Responsibilities. The powers and responsibilities of the Northwest Samar State University shall be those set forth in its Charter, and such other powers as may be further provided by law. The legal bases of the NwSSU, Batas Pambansa Blg. 68, Republic Act (R.A.) No. 9719, Republic Act (R.A.) 8292, and all other pertinent laws, rules and regulations.

Article 3. Official Colors. The official colors of the NwSSU are a combination of green, dark blue, rust and golden yellow. Dark blue inside the lines of the inner circle represents participative management.

Article 4. Official Seal. The seal of the NwSSU is a round figure with outer scallops representing quality education in Science, Engineering, Arts, Education, Computer Technology and Short-term Courses. The space between the outer and inner circles shall bear the inscriptions " Northwest Samar State University" and "2009" which is the year of conversion. Inside the two circles are laurel leaves which represent the achievement of the university. The rays of the sun represent the mission, vision and goals. The shield shape represents the strength of the four functions which is reflected in the respective quadrant: Instruction, Research, Extension and Production.

Article 5. Declaration of Policies

Section 1. The Northwest Samar State University is a chartered state institution of higher learning, principally supported by state funds. It operates by virtue of RA 9719, dated October 14, 2009.

Section 2. The University composed of the following sites:

2.1 *MAIN CAMPUS - Rueda Ext., Brgy. Balud, Calbayog City*

2.2 *SAN JORGE CAMPUS - Brgy. Erenas, San Jorge, Samar*

Article 6. Declaration of Objectives

Section 1. NwSSU shall primarily provide advanced education, higher technological professional instruction and training in trade, fishery, agriculture, science, education, commerce, engineering, forestry, nautical courses and other related fields. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

Section 2. The NwSSU is committed to:

2.1 provide effective instruction and training in trade, fishery, agriculture, science, education, commerce, engineering, forestry, nautical courses and other related fields.

2.2 offer quality, responsive, equitable tertiary trade, fishery, agriculture, science, education, commerce, engineering, forestry, nautical courses and other related programs that would contribute to the pool of professionals and research-based advanced studies in disciplines necessary to the attainment of national and global development thrusts.

2.3 conduct relevant researches for the advancement of trade, fishery, agriculture, education, commerce, engineering, forestry, arts, science, nautical courses and other related fields.

2.4 render community extension services, and undertake productivity and business technology.

2.5 articulate strong concerns for environmental thrusts.

Section 3. To contribute to the attainment of national development goals, NwSSU will ensure the attainment of empowered and globally competitive Filipinos through quality and excellence, relevance and responsiveness, access and equity, efficiency and effectiveness, and maximum optimization of resources.

3.1 **Quality and Excellence** can be attained through the provision of tertiary and advanced studies in agriculture, forestry, arts,

science and technology which meet international standards, that would:

- 3.1.1 establish and support centers of excellence or development in key or priority disciplines and/or areas;
- 3.1.2 strengthen the accreditation system as a mechanism for attaining excellence in education and training;
- 3.1.3 upgrade the quality of teachers through an intensive faculty and staff development program by increasing the number of recipients under the University Faculty and Staff Development Fund;
- 3.1.4 strengthen all disciplines to sustain current efforts in improving their quality;
- 3.1.5 strengthen functions in tertiary and advanced studies, projects, and research;
- 3.1.6 identify the context and improve the delivery system of extension services;
- 3.1.7 improve the selection, admission and retention policies;
- 3.1.8 increase graduates' percentage of passing in all licensure examinations; and
- 3.1.9 strengthen the graduates' capability for absorption into varied fields through viable and functional on-the-job training programs.

3.2 **Relevance and Responsiveness** can be attained through the generation and diffusion of knowledge in the broad range of disciplines relevant and responsive to the dynamically changing domestic and international environment, that would:

- 3.2.1 encourage to improve or enrich higher tertiary and advanced studies curricula, and undertake educational innovations or reforms to cope with the emerging domestic and global needs
- 3.2.2 support tertiary and advanced studies which relevant and responsive to regional, national and international developments
- 3.2.3 provide attractive incentives to students, faculty and staff for their professional development provide opportunities for students to develop their learning capacity, leadership potentials, and desirable attitudes and values

- 3.2.5 strengthen and expand the scope of campuses' placement programs to ensure employment of graduates
- 3.2.6 promote business technology and relevant income generating project (IGP's) provide modernized instruction, physical facilities and laboratory, through equipped libraries, laboratories, and physical facilities.
- 3.3 **Access and Equity** can be attained through the broadening of access of poor but deserving Filipinos to tertiary and advanced studies opportunities, that would:
 - 3.3.1 expand assistance to financially marginalized students toward greater access to education and training
 - 3.3.2 institutionalize and expand viable alternative delivery systems to provide opportunities to those who have limited access to the conventional modes of delivery.
- 3.4 **Efficiency and Effectiveness** can be attained through the optimization of social, institutional, and individual returns and benefits derived from the utilization of tertiary and advanced studies resources, that would:
 - 3.4.1 rationalize location, programs, resources utilization and expansion of campuses
 - 3.4.2 develop rationale distribution scheme of funds and resources for the development of campuses
 - 3.4.3 assist in the establishment and maintenance of local, national, and international network of data and information exchange, and institute regular collection and dissemination of information on education and labor market that is useful to students, educational institutions, educational leaders, business and industry.
- 3.5 **Maximization and Optimization** can be attained through the expansion of services in all functions as instruction, research, extension and production, that would:
 - 3.5.1 identify resources available for the different functions in Production, Instruction, Extension and Research;
 - 3.5.2 rationalize location, and programs for expansion of services; and
 - 3.5.3 implement rationalized agriculture, forestry, arts, science and technology programs.

Section 4. Formulation of the Vision, Mission, Goals and Objectives

- 4.1 Subject to review of the NwSSU Board of Regents, the vision and mission of the University and goals and objectives of its various academic and administrative divisions shall be formulated by the University President in consultation with the officials and stakeholders of the University.
- 4.2 The vision, mission, goals and objectives shall articulate the mandates and functions of the University taking into considerations the diverse and fast changing needs of its clientele and industry sector.

TITLE I

GOVERNANCE

Article 7. Governing Board

Section 1. The Governing Board

The governance of the NwSSU is vested exclusively in the Governing Board which is the Board of Regents (BOR).

Section 2. Composition

The Board of Regents shall be composed of the following, in accordance with R.A. 8292:

- 2.1 The Chair of the Commission on Higher Education (CHED), as Chair
- 2.2 The University President of Northwest Samar State University, as Vice Chair
- 2.3 The Chair of the Senate Committee on Education and Culture, as member
- 2.4 The Chair of the Congressional Committee on Education and Culture, as member
- 2.5 The Regional Director of the National Economic Development Authority (NEDA) where the Main Campus of the college is located, as member
- 2.6 The Regional Director of the Department of Science and Technology (DOST) Region 8, as member

- 2.7 The President of the Federated Faculty and Personnel Associations, as member
- 2.8 The President of the Federated Supreme Student Council (SSC)/Government (SSG), as member
- 2.9 The President of the Federated Alumni Associations, as member
- 2.10 Two prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among a list of at least five (5) persons qualified in the city or province where the University is located, as recommended by the Search Committee. The Search Committee is composed of the University President in consultation with the Chair of the CHED, based on the normal standards and qualifications of the position.
- 2.11 In case of vacancy in the Office of the President, the Board shall designate an Officer-In-Charge of NwSSU. The designate shall serve only the unexpired term.

Section 3. Powers and Duties of the Board of Regents

The Board shall have the following powers and duties, in addition to its general powers of administration and exercise of all powers granted to a Board of Directors of a Corporation under Section 36 of Batas Pambansa Bilang 68, otherwise known as the "Corporation Code of the Philippines." Thus, the Governing Board is tasked to:

- 3.1 enact rules and regulations not contrary to law to carry out the purposes and functions of the NwSSU
- 3.2 receive and appropriate all sums as may be provided for the support of the NwSSU, in the manner it may determine and according to its discretion, in order to carry out specified purposes and functions
- 3.3 receive in trust legacies, gifts, and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the NwSSU, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor.
- 3.4 fix the tuition fees and other necessary charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as they may deem proper to impose, after due consultations with involved sectors.

- 3.4.1 Such fees and charges, including government subsidies and other generated income by the NwSSU, shall constitute Special Trust Funds and shall be deposited in any authorized government depository bank. All interests that shall accrue there from shall form part of the same fund for the use of the NwSSU.
- 3.4.2 Any revenue generated by the NwSSU from tuition fees and other charges, from income generating projects, as well as from the operation of auxiliary services and land grants, shall be retained and may be disbursed by the Board for production, instruction, research, extension, or other projects/programs. Provided, that all fiduciary fees shall be disbursed for specific purposes for which they are collected.
- 3.4.3 If, for reasons beyond its control, the NwSSU shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of these funds for any purpose which, in its discretion, may be necessary and urgent for the attainment of the goals.
- 3.5 authorize the construction or repair of buildings, machines, equipment and other facilities, and the purchase and acquisition of real properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the NwSSU through its Board shall be exempt from all taxes and dues.
- 3.6 approve, upon the recommendation of the University President of the NwSSU, the appointment of vice presidents, directors, executive deans, college deans, department chairs, faculty members and other officials and employees, and set their terms of office
- 3.7 fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the Revised Compensation and Classification Systems, and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law.
- 3.8 approve the curricula, institutional programs, instruction-based entrepreneurship programs and code of conduct drawn by the Administrative and Academic Councils as herein provided.

- 3.9 set policies on admission, retention and graduation of students.
- 3.10 award honorary degrees upon persons in recognition of their outstanding contributions in the fields of education, public service, arts, sciences, and technology, or in any field of specialization within the academic competence of NwSSU and to authorize the award of certificates of completion of non-degree and non-traditional courses.
- 3.11 absorb non-chartered tertiary institutions within the cities and province of Samar, in coordination with the CHED which must approve the same, and in consultation with the Department of Budget and Management (DBM), and to offer therein needed programs or courses in order to promote and carry out equal access to educational opportunities as mandated by the Constitution.
- 3.12 establish research and extension centers to promote the development of the NwSSU.
- 3.13 establish Chairs in the NwSSU and to provide Fellowships for qualified faculty members and staff, and scholarships to deserving students.
- 3.14 delegate any of its powers and duties provided for hereinabove to the University President and/or other officials of the NwSSU as it may deem appropriate, so as to expedite the administration of the affairs
- 3.15 authorize an external management audit of the NwSSU and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations
- 3.16 collaborate with other Boards of chartered SUCs within the province or the region, under the supervision of the Commission on Higher Education (CHED) which must approve the same, and in consultation with the DBM and work towards their restructuring, so that they will become more efficient, relevant, productive and competitive
- 3.17 enter into joint ventures with business and industry for the profitable development and management of the economic assets of the NwSSU, the proceeds from which are to be used for the development and strengthening of the NwSSU
- 3.18 develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local or foreign, in furtherance of the purposes and objectives of the NwSSU
- 3.19 develop academic arrangements for instruction-capability building, with appropriate institutions and agencies, public or

private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be

- 3.20 set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for promotion of greater access to tertiary and advanced studies
- 3.21 establish policy guidelines and procedures for participative decision-making and transparency within the NwSSU
- 3.22 privatize, where most advantageous, the management of non-academic services such as health, food, building or ground, property maintenance, and similar activities
- 3.23 extend the services of the University President, beyond the compulsory age of retirement but not later than the age of seventy (70), whose performance the Board has unanimously rated as Outstanding, and upon unanimous recommendation of the Search Committee (SC) concerned.

Section 4. Rights and Responsibilities of the Board

The members of the Board shall have all the normal rights and responsibilities of a regular member of the Board of Directors/Board of Trustees of non-profit, non-stock corporations, as provided under Section 36 of BP Bilang 68.

- 4.1 The Board's Chair, Vice Chair and members coming from the government have the right to sit as Chair, Vice Chair, and as members thereof ipso facto upon their assumption into office
- 4.2 The President(s) of the Federated Faculty Association/ Administrative Personnel Association, President of the Federated Supreme Student Government (SSG, Inc.), and the Federated President of the Alumni Associations shall automatically become members of the Governing Board upon their election/assumption of office
- 4.3 The Private Sector Representatives must take their Oath of Office as hereinafter provided before they can assume as Board members.

Section 5. The Terms of Office

The terms of office of the Federated presidents of the Faculty/Personnel, students, and alumni associations respectively, shall be co-terminus with their respective terms of office in such capacities. The two (2) private sector representatives shall serve for a

term of two (2) years each. They may be re-appointed, for a maximum of another term only.

Section 6. Meetings/Sessions

- 6.1 The Board of NwSSU may hold special meetings aside from their regular meetings.
- 6.2 Regular meetings are convened at least once quarterly.
 - 6.2.1 Special sessions may be held upon the call of the CHED Chairman, provided that the members of the Board have been duly notified in writing three (3) days before the aforementioned special session. Majority of the members of the Board may petition in writing to the CHED Chairman for a special session.
 - 6.2.2 The frequency of the meetings, dates and venues shall be determined by the Board.
- 6.3 The University President shall be responsible for making the necessary preparation to ensure the smooth conduct of the Board's regular or special meetings.
- 6.4 The Board shall appoint a Secretary who shall serve both the Board and the NwSSU. He/She shall keep all the records and proceedings of the Board of Regents and shall serve notices of meetings to all members of the Board.
- 6.5 The presence of majority of the members of the Board shall establish existence of quorum for all regular and special meetings. However, no regular or special session shall be validly held or can legally occur without the presence of either the CHED Chairman or his/her duly designated Chair, or the University President of the NwSSU

Section 7. Designation of BOR Chair by the CHED Chairman

If the CHED Chairman so wishes, he may designate in writing a CHED Commissioner to act as the Regular Chair of the Board and/or in any of its regular or special sessions. In this case, the designated CHED Commissioner can act as the Presiding Officer.

Section 8. The Presiding Officer

The CHED Chairman/Commissioner designated as BOR Chair shall preside over the regular or special sessions. In the absence of the BOR Chair, the University President shall preside.

Section 9. The members of the Board shall not receive any salary, but shall be entitled to reimbursement for actual and necessary expenses incurred either in their attendance to Board meetings, or in connection with other official business by resolution of the Board, subject to pertinent existing laws and regulations.

Article 8. Academic Freedom and Institutional Autonomy

Section 1. Academic Freedom

- 1.1 Academic freedom is the right of the teacher to teach the subject of his specialization according to his best lights; to hold, in other subjects, such ideas as he sincerely believes to right; and to express his opinions on public questions in a manner that shall neither interfere with his duties as a faculty member, nor negate his loyalty to NwSSU that employs him.
- 1.2 The exercise of academic freedom does not, however, mean the privilege of discussing in his classroom controversial topics that are not pertinent to the course of study that is being pursued.
- 1.3 Teachers shall enjoy academic freedom in the discharge of their professional duties, particularly with regard to teaching and classroom activities (Section 12, R.A. 4670: Magna Carta for Public School Teachers, approved on June 18, 1966).

Section 2. Institutional Autonomy

Institutional Autonomy is the right of chartered SUCs to select its administrator, faculty members and students; to prescribe its courses of study, to adopt plans of administration, study and research; and to determine the educational policies. The NwSSU shall enjoy institutional autonomy.

Section 3. Promulgation and Implementation of Policies

The Board of Trustees shall promulgate and implement policies in accordance with the declared state policies and other pertinent provisions of the Constitution of the Philippines on education, science and technology, arts, culture and sports; as well as the policies, standards and thrusts of the CHED and of B.P. 412, R.A. No. 7722, otherwise known as the "Higher Education Act of 1994" and R.A. No. 8292, otherwise known as the "Higher Education Modernization Act of 1997."

Article 9. Administrative Council

Section 1. Creation and Functions

1.1 There shall be created an Administrative Council which shall be composed of the University President as chair, and the vice president(s), campus director, director(s), college dean(s), Registrar, and chief administrative officers as members.

1.2 The Administrative Council shall recommend to the Board, through the University President appropriate policies governing the administration, management and development planning of NwSSU, subject to the approval of the Board. And it shall implement such policies upon their approval.

Section 2. Officers

2.1 The University President shall be the Presiding Officer of the Administrative Council. In his absence, the Vice President for Administration and Finance shall preside.

2.2 The College Secretary shall be the ex-officio secretary the Council.

Section 3. Meetings

3.1 The University President shall determine the date for the Council meetings, provided there is at least one regular meeting each semester.

3.2 The University President may call for a special meeting upon the written request of at least majority of the members of the Administrative Council.

3.3 A quorum of the Council shall consist of a majority of its members, excluding those on official travel or leave. A majority vote of all the members present shall be required to dispose of a question or to decide an issue.

3.4 The presence of all members of the Council is required at all its meetings. Only for meritorious reasons can a member be excused by the University President.

Section 4. Committees

The Administrative Council may create committees as it may deem necessary for the proper performance of its functions.

Article 10. Academic Council

Section 1. Creation and Functions

- 1.1 There shall be an Academic Council composed of the University President as chair, and all the faculty members with the rank of Assistant Professor and up, as members.
- 1.2 The Academic Council shall have the following functions:
 - 1.2.1 Prescribe the curricula and code of conduct of the College, subject to the approval of the Board.
 - 1.2.2 Determine, review and recommend for approval of the Board, through the University President, the program offerings in the University.
 - 1.2.3 Set the requirements for the admission of students, as well as for graduation and conferment of degrees, subject to the review of the Board.
 - 1.2.4 Recommend students to be recipients of awards.
 - 1.2.5 Through the University President or his duly authorized representative, have disciplinary power over the students within the limits prescribed by the code of discipline as approved by the Board.

Section 2. Officers

- 2.1 The University President shall be the presiding officer of the Academic Council. In his absence, the Vice President for Academic Affairs shall preside.
- 2.2 The University Secretary designate, or any personnel as appointed by the University President, shall be the ex-officio secretary of the Academic Council. The functions shall be the same as those specified for the Administrative Council.

Section 3. Meetings

- 3.1 The University President shall determine the date for the Council meetings, provided there is at least one regular meeting each semester.
- 3.2 The University President may call for a special meeting upon the written request of at least majority of the members the Academic Council.
- 3.3 A quorum of the Council shall consist of a majority (to mean 50% + 1) of its members, excluding those on official travel or leave. A majority vote of all the members present shall be required to dispose of a question or to decide an issue.
- 3.4 All members are required to attend all Council meetings. Only for meritorious reasons can a member be excused by the

University President. Except for emergency cases, all excuses for non-attendance must be secured in writing at least three (3) working days prior to the meeting.

- 3.5 Issuance of notice of meetings shall be disseminated two (2) working days prior to the meeting, except for emergency purposes.

Section 4. Committees

The Academic Council may create committees, as it may deem necessary for the proper performance of its functions.

TITLE II

OFFICERS OF THE ADMINISTRATION

Article 11. Composition and Terms of Office

Section 1. The officers of the administration shall be the University President, the Vice Presidents, Campus Director, the Dean of Colleges, Directors, the Chief Administrative Officer, University and Board Secretary, University Registrar, unit and section heads and other officials as may be determined by the University President.

Section 2. The terms of office of designated officials shall be for two (2) years, unless revoked and without prejudice, however, to a renewal for one term only at the sound discretion of the University President and confirmation of the Board of Regents.

Article 12. The University President

Section 1. The University shall be headed by a President, who shall render full-time service. He/She shall be appointed by the Board of Regents, subject to the guidelines, qualifications and/or standards set by the Board, upon recommendation of a duly constituted search committee.

Section 2. The University President shall have a term of four (4) years and shall be eligible for reappointment for another term.

Section 3. Within six (6) months before the expiration of the term of office of the incumbent President of the University, the Board shall constitute the Search Committee for the Presidency (SCP).

- Section 4.** In case of vacancy in the Office of the President by reason of death, compulsory retirement, resignation, removal for cause or incapacity of the President to perform the functions of his/her office, the Board shall have the authority to designate an Officer-in-Charge of the University pending appointment of a new President.
- Section 5.** In case of vacancy in the Office of the President as mentioned in the immediately preceding section, his/her successor or the Officer-in-Charge shall serve only the unexpired portion of the term.
- Section 6.** The powers and duties of the President of the University, in addition to those specifically provided in RA 9719, shall be those usually pertaining to the office of the President of similar universities, and those delegated by the Board.
- Section 7.** The salary of the President of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by the Presidents of similar educational institutions.
- Section 8.** The President of the University shall be assisted by the Vice President/s, who shall be appointed by the Board upon recommendation of the President.

Article 13. The Heads of University Campuses

- Section 1.** Campus Directors shall head the University campuses and they shall render full-time service. They shall be appointed by the Board upon recommendation of the search committee and the University President, subject to the guidelines, qualifications and/or standards set by the Board of Regents.

Article 14. The Secretary of the University

- Section 1.** The Board shall designate a secretary, who shall serve as such for both the Board and the University and shall keep all records and proceedings of the Board.
- Section 2.** He/She shall serve upon each member of the Board the appropriate notice of the Board meetings.

TITLE III

FISCAL AND FINANCIAL MANAGEMENT

Article 15. National Appropriation

Section 1. The source of funds shall be from the national appropriation as embodied in the General Appropriations Act for the calendar year.

Article 16. School Fees and Other Sources of Funds

Section 1. The University President of the NwSSU, in consultation with the Administrative Council, shall recommend to the Board of Regents the prescribed school fees.

Section 2. The NwSSU may derive income from the different income-generating projects and from rentals of the school plant, grounds, residence, hall, equipment and other school facilities which shall be determined by the Management Board, upon approval by the Administrative Council and confirmation by the BOR.

Section 3. The University shall allocate funds from agency income for its various operating expenses in accordance with existing government rules, policies and regulations on the utilization of income subject to the review and recommendation of the Administrative Council and approval by the Board of Regents.

Section 4. NwSSU may receive income from the sale of scrap materials, condemned equipment, tools, and other non-serviceable property. The mechanics of sale disposal of the items shall follow the normal procedures in accordance with existing rules and regulations as prescribed by the Commission on Audit (COA).

Section 5. All income from school fees, school projects and other school charges shall be deposited with its authorized government depository bank.

Article 17. Donations and Grants

Section 1. All donations and endowments to the NwSSU such as equipment, books or other personal or real properties shall be made with proper formalities of the Deed of Donations executed by the donor/s and subject to the confirmation by the Board of Regents; that such donations shall be utilized for the benefit of the NwSSU of the department for which it was intended, or for aid to any student or students in accordance with the directions and instructions of the donor, and in default thereof, in such manner as the Board may in its discretion, determine.

Section 2. Donations of cash or monies not intended for any purpose by the donor shall be turned over to the cashier and shall be entered in its book of accounts. It shall be disbursed as approved by the Board in

such manner that will benefit the NwSSU, subject to the COA rules and regulations.

Section 3. Grants shall be expressed by the Grantor through a Memorandum of Agreement with the Grantee and shall be concurred by the Board.

Section 4. A special committee shall be created by the Board to be composed of professors and other non-academic staff with special skills, who shall conduct feasibility studies or scout for local and foreign donors and grantors for financial assistance on viable projects. The committee may avail of the Feasibility Studies Fund provided for under Circular No. 299 and other related budget circulars.

Article 18. Budgeting Guidelines and Policies

Section 1. The annual budget of the NwSSU shall be prepared in accordance with the provision of laws, decrees and other pertinent budget circulars after due consultation with major stakeholders.

Section 2. The Budget Officer and the Planning Officer shall prepare and consolidate the budget proposals for endorsement to the Finance Management Officer for submission and recommendation of the University President for approval by the Board of Regents.

Section 3. The budget proposal will be subject to review and evaluation by the Administrative Council, submitted to the Board of Regents for confirmation and approval and submitted to the Department of Budget and Management as endorsed by the CHED.

Article 19. Budget Implementation

Section 1. The approved budget shall be the basis for the implementation of the programs, projects and activities of the NwSSU.

Section 2. The University President shall have the delegated authority vested by the Board of Regents for the fiscal management of the appropriated funds after consultation with the local major stakeholders.

Section 3. The source of funds for the University shall come from the annual appropriations and approved program of expenditures in the use of agency income by the Board of Regents.

Section 4 The Head of the Finance Division shall assist the University President in the fiscal administration. There shall be a constant consultation on the budget implementation.

Section 5. The Chief Accountant shall make proper charges of accounts as prescribed by the Commission on Audit. He/She shall likewise certify the availability of funds and notify the University President as to the status of funds from time to time.

Section 6. The Head of the Finance Division shall be responsible for the submission of the prescribed accountability reports.

Article 20. Solicitation

Section 1. No solicitation of funds, canvassing for sale of merchandise, subscription for securities, insurance, publications, sale of tickets, or any other promotional or charity scheme shall be conducted in NwSSU without prior written approval from the University President, and/or, his/her authorized representative; provided, that the same is permitted by law.

Article 21. Accounting and Auditing Procedures

Section 1. The University shall observe all pertinent COA memoranda and circulars prescribing general accounting policies and related procedures for the smooth flow of operation of the University.

Title IV

PROCUREMENT SYSTEM AND PROPERTY MANAGEMENT

Article 22. Procurement System

Section 1. All procurement shall be in accordance with Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act"

Section 2. The University President shall create Bids and Awards committee (BAC) for each campus of the University to undertake the functions specified in section 12 of the Implementing Rules and Regulation of RA 9184.

Section 3. The University shall establish a procurement unit/office to undertake the functions specified in section 14.1 of the Implementing Rules and Regulations of RA 9184. The Head of Procurement unit/office shall serve as the head of the BAC Secretariat.

Section 4. The BAC shall create a Technical Working Group (TWG) from a pool of technical, financial and/or legal experts to assists in the procurement process.

Section 5. No Procurement shall be undertaken unless it is in accordance with an approved Annual Procurement Plan of the University.

Section 6. All procurement shall be through competitive or public bidding, except those provided in Rule XVI of the IRR of RA 9184, which provides for the conditions for the use of the alternative modes of procurement.

Section 7. The University shall establish and adopt a simplified procurement flow chart to harmonize its procurement process.

Article 23. Property Management

Section 1. Properties of the University shall include fixed assets and inventories

Section 2. The University shall establish a Property Management Office separate and distinct from the procurement office which shall be headed by a Supply Officer who shall take custodianship and management of all properties of the University

Section 3. Any equipment issued to the employees by the Supply Officer must be for official use only, and must be covered by an Acknowledgment Receipt of Equipment (ARE). Maximum length of use is two (2) years, without prejudice to extension, upon the approval of the Division Chiefs concerned.

Section 4. The Supply Officer shall conduct regular unannounced inspection of University properties, particularly equipment, and immediately correct any malpractice in the use thereof. Equipment shall be withdrawn from employees who have not properly used and maintained it.

Article 24. Inventory of University Property

Section 1. The University shall create an inventory committee to conduct annually a physical inventory of all equipment, supplies and materials, building and motor vehicles and other fixed assets.

Section 2. The inventory committee shall be headed by the campus Chief Administrative Officer shall then recommend, after consultation with the Supply Officer and COA, the disposal of unserviceable assets and equipment.

Title V

PHYSICAL PLANT AND FACILITIES

Article 25. Supervision of School Site Campus, Grounds, Buildings, Equipment and other infrastructure development

Section 1. The Directors, Physical Plant and Facilities of both campuses, in coordination with the respective Supply Officer shall be responsible for the proper administration and control of the site and campuses in accordance to the approved site/campus development program, and keep records in the campus such as:

- 1.1 Certificate of Land Title of School Site
- 1.2 Quitting of the title if other file claims ownership
- 1.3 Public Instrument of Land/School Site Acquisition
 - 1.3.1 Deed of Sale
 - 1.3.2 Deed of Donation
 - 1.3.3 Contract of Agreement like Lease Contract
- 1.4. Other Related Documents

Section 2. The Physical Plant and Facilities Directors of the respective campuses shall supervise and assign employees for the proper maintenance of school buildings, grounds, plants and equipment in accordance to repair and maintenance program and repair and maintenance policy guidelines.

Section 3. Plan and implement infrastructure programs of the university in accordance to infrastructure and building outlay development program

Section 4. Create a sense of peace and security including traffic management in accordance to Security and Traffic Management Plan.

Section 5. General services refers to the work unit in the University which performs general services and maintenance works for the buildings and the grounds. The Buildings and Grounds Supervisor oversees the civil, mechanical, power, and electro-electrical works and the maintenance of the lawns, gardens, walk pavements, and the like.

Section 6. General Services is headed by a general services officer under the OSPFD director and shall provide support services to the operation of the University.

Article 26. Operation of Government Properties

Section 1. Utilization and control of buildings and other properties of the school shall be in accordance to the Building and Property Utilization Policy and Guidelines.

Section 2. All government properties such as equipment, supplies, and other instructional materials shall be under the custody of the Supply Officers.

Section 3. All motor vehicles owned and operated by the University except those authorized for the exclusive use of the President and other school officials shall constitute a pool of vehicles.

Section. 4 The use of government vehicles shall be governed by existing administrative laws, rules and regulations.

Section 5. Insurable government properties shall be covered with property replacement fund or insurance against losses or damages due to accident, fire, and other fortuitous events with the GSIS.

Article 27. Housing

Section 1. The University may allow the construction of housing accommodation for all faculty and staff of the university, provided that there is available space intended for the purpose.

Title VI

RECORDS MANAGEMENT

Article 28. Scope and Types. Records shall include any paper, book, photograph, motion picture, film, microfilm, sound recording, drawing, chart, map or other document of any physical form or copy thereof that has been made or received by any entity or its successors as evidence of the objectives, organization, function, policies, decisions, procedures, operations or other activities of the government or because of the information contained therein.

Section 1. The University shall establish a records management office which shall take charge safe keeping and management of University records and compliance with RA 9420 know as "National Archive Law".

Article 29. Assignations. For administrative convenience, records shall be kept in the units using them and shall be the responsibility of the unit head concerned:

NO.	TYPES OF DOCUMENTS	RESPONSIBLE
1	Accounting records	Accounting
	Collection and disbursement records	Cashier
	Property records including land titles, certificates of ownership, etc.	Supply Officer
	Personnel records	HRMO
	Student academic records	Registrar
	Guidance records	Guidance Coordinator
	Medical records	College Nurse
	Dental records	College Dentist
	I G P records	Director, Business Affairs
	Correspondence, administrative issuances, others not belonging to specific unit	Administrative Officer

Section 1. Employees charged with the responsibility of record keeping should faithfully observe the provisions of law relative thereto, particularly as regards the fidelity in the custody of records, and security of information and records.

TITLE VII

HUMAN RESOURCES MANAGEMENT

Article 30. Basic Policies

Section 1. Every official and employee of the University is an asset or resource to be valued, developed and utilized in the delivery of basic services to the public.

Section 2. The development and retention of a highly competent and professional workforce in the public service shall be the main concern of the university.

Section 3. It shall be the policy of the university to promote a high standard of ethics in public service, hence, officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Section 4. It shall also be the policy of the university to strictly adhere to the principles of merit and fitness and equality.

Section 5. The selection of employees for appointment shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position.

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

Section 7. The university shall establish a Merit System for Faculty and Academic Staff as well as the Merit Selection Plan for Non-Teaching Personnel, which shall provide a framework for recruitment, placement, promotion, retention, and development of its faculty and employees.

Article 31. Recruitment, Selection and Appointment

Section 1. The university, through its governing board, shall establish its own internal policies, procedures and guidelines for the recruitment, selection and appointment in accordance with Civil Service law, rules and regulations.

Section 2. Recruitment and selection of employees for appointment shall be open to all qualified men and women according to the principle of merit and fitness.

Section 3. There shall be equal employment opportunity for men and women at all levels of position in the university, provided they meet the minimum qualification requirements of the position to be filled.

Section 4. Transferee from other state or local universities or colleges may be admitted at their present faculty rank in the absence of qualified faculty members of the university.

Section 5. Whenever a position in the first and second level becomes, vacant, applicants for employment who are competent, qualified and possesses the appropriate civil service eligibility shall be considered for permanent appointment.

Section 6. Vacant positions identified for filling shall be published in accordance with R.A. No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the university for at least ten (10) calendar days. Other appropriate modes of publication shall be considered.

Section 7. The filling of vacant positions in the university shall be made after ten (10) calendar days from their publication.

Section 8. The publication of a particular vacant position shall be valid until filled up but not beyond six (6) months reckoned from the date the vacant position was published.

Section 9. In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

Section 10. Should no appointment be issued within the nine (9) -month period, the university has to cause the republication of the vacant position.

Section 11. The university shall establish a Faculty Selection Board (FSB) for faculty and academic staff and the Personnel Selection Board (PSB) for non-teaching personnel, who shall assist the University President in the judicious and objective selection of applicants or candidates for recommendation to the Board of Regents, who shall confirm the appointment of teaching and non-teaching personnel to positions/rank.

Section 12. The Faculty Selection Board (FSB) shall be composed of the following:

- Chairman - The Vice President for Academic Affairs
- Member - The Dean/Head of the Department/College where the vacancy exists or to which the appointee will be assigned.
- Member - The Human Resource Management Officer (HRMO) as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the department

head in determining qualified insiders who may be considered for appointment

Member - The President of the CSC-accredited Faculty Association/Union

Member - A ranking Professor whose specialization is in line with the nature of the teaching position to the department requiring such expertise.

Section 13. The Personnel Selection Board (PSB) shall be composed of the following:

Chairman - The University President or his duly authorized representative

Member - The Division Chief or the authorized career service representative of the organizational unit where the vacancy exists

Member - The Human Resource Management Officer (HRMO)

Member - The duly elected representative of the rank-and-file career employees for the second level positions

Member - The duly elected representative of the rank-and-file career employees for the first level positions

Section 14. The FSB/PSB shall make its activities and decisions as transparent as possible.

Section 15. The FSB/PSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.

Section 16. The FSB/PSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidates' preference of assignment should be mentioned in the report.

Section 17. The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.

Section 18. The Board of Regents or the University President, as the case may be, shall assess the merits of the FSB/PSB evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.

Section 19. The Board of Regents or the University President, as the case may be, shall issue the appointment in accordance with the provisions of the CSC-approved Merit System for Faculty and Academic Staff or Merit Selection Plan for Non-Teaching Personnel, as the case may be.

Section 20. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the university a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

Section 21. For upgrading/reclassification of faculty positions/ranks, the criteria and procedures for evaluation provided under National Budget Circular No. 461, pertaining to compensation and position classification plan for faculty positions in SUCs shall be followed.

Article 32. Promotion

Section 1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum qualification requirements (education, training and scholarship grants) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.

Section 2. In case where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidates in the department where the vacancy exists.

Section 3. An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the System of Ranking Positions (SRP) approved by the University President, or the lone or entrance position indicated in the University staffing pattern.

Section 4. The filing and pendency of an administrative case against an employee or faculty member shall not constitute a disqualification from promotion.

Section 5. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

Section 6. Faculty positions who belong to the closed career system are exempted from the three-salary grade limitation on promotion.

Section 7. An employee who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance rating to be considered shall be the two rating immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

Section 8. All promotional appointments, including the upgrading/reclassification of positions/ranks, shall be posted in three (3) conspicuous places in the university to enable aggrieved parties to file their protest within fifteen (15) calendar days from the date of notice of the promotion/upgrading/reclassification.

Article 33. Career and Personnel Development

Section 1. The university shall develop a career and personnel development program for faculty and staff which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRD interventions.

Section 2. The university shall develop and implement a continuing program of training and development for its members.

Section 3. The university shall encourage its members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.

Section 4. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.

Section 5. Preference shall be given to candidates with permanent appointment.

Section 6. The university shall create a Faculty Training and Development Committee (FTDC), whose main function is to select and recommend those who should attend specific training programs conducted by the university or by other government agencies or duly accredited non-government organizations, local or foreign.

Section 7. The members of the FTDC shall have a term of two (2) years and shall be composed of the following:

- Chairman - The Vice President for Academic Affairs
- Vice Chairman - The Vice President for Administration
- Secretary - The Human Resource Management Secretary Officer (HRMO)
- Member - The President of CSC-accredited Faculty Association/Union

Member - The Department/Unit Head where the field of grant/scholarship/training occurs.

Member - Representative from the non-teaching personnel

Section 8. Each department/unit head shall determine the training need of his/her members through training need analysis in accordance with organizational priorities. He/she shall submit annually to the University President through the FTDC, his/her plan embodying the kind of training programs and the names of those who shall attend such programs.

Section 9. The FTDC, through the HRMO, shall inform all employees concerned about the study grants and schedules seminars/conferences or workshops and invite qualified applicants to avail of such program.

Section 10. The participant or recipient of a training grant/scholarship agreement, in accordance with existing rules and regulations, shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report of activities for entry in his/her personal 201 files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.

Article 34. Strategic Performance Management System (SPMS)

Section 1. The university shall develop its own strategic performance management system (SPMS) for both teaching and non-teaching staff to be administered in such manner as to continuously foster the improvement and efficiency of the employees as well as effectiveness of the organization.

Section 2. The performance rating under the PMS/PES shall be used as basis for promotion or giving of incentives and rewards.

Section 3. No employees shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory (VS) immediately preceding the assessment of candidates for advancement to higher position or ranks.

Section 4. A Performance Management Team (PMT) shall be created by the University to be composed of the following:

Chairman - University President

Member - Vice President for Academic Affairs

Member - Vice President for Administration

Member - Human Resource Management Officer

- Member - Director for Planning and Development
- Member - President of CSC-accredited Faculty Association/Union

Article 35. Incentive and Awards System

Section 1. The university shall establish a suggestion and incentive award system which shall encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees individually or in group for their suggestion, inventions, superior accomplishment and other personnel effort which contribute to the efficiency, economy or other improvement in the government or for other extra-ordinary acts or services in the public service.

Section 2. The system shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

Section 3. The system shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.

Section 4. The system shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal modes.

Section 5. For this purpose, the system shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal effort result in monetary savings, which shall not exceed 20 percent of the savings generated.

Section 6. At least five (5) percent of the HRD funds shall be allocated for the system and incorporated in the Annual Work and Financial Plan and Budget of the University.

Section 7. The system shall be institutionalized through the creation of a Program on Awards and Incentives for Service Excellence (PRAISE) Committee who shall be composed of the following:

- Chairman - University President or his/her duly authorized representative
- Member - Human Resource Management Officer
- Member - Budget Officer

- Member - Director for Planning and Development
- Member - President of CSC-accredited Faculty Association/Union
- Member - The duly elected representative of the non-teaching rank-and-file employees.

Section 8. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all employees.

Section 9. All permanent employees with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the university.

Article 36. Working Hours

Section 1. Officials and employees of the university, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or total of forty (40) hours a week, exclusive of time for lunch.

Section 2. Faculty members are also covered by the forty working hours a week requirement which may include time for teaching, student consultation, research, extension work, and other activities relevant to teaching, e.g. preparation of lessons, checking of papers, etc. which shall be left to the discretion of the governing board of the university.

Section 3. The university shall prescribe its internal rules and regulations governing working hours and attendance of its employees.

Section 4. When the University President, in the exercise of his/her discretion, allows employees to leave the office during the office hours not for official business, but to attend social events/functions and/or wakes/interments, the same shall be reflected in their duly approved pass slip and/or daily time records and charges against their leave credits/service credits.

Section 5. The University President shall require a daily record of attendance of all employees under him/her to be kept on the proper form and, whenever possible, registered on the bundy clock or other verifiable recording system. The University President of the governing board has the prerogative to decide on the proper form of monitoring the daily record of attendance of all employees.

Section 6. When the interest of public service so requires, the daily hours of work of employees may be extended by the University President, which extension shall be fixed in accordance with the nature of the work; Provided, that work in excess of eight (8) hours must be properly compensated.

Section 7. Flexible working hours may be allowed subject to the discretion of the University President but in no case shall the weekly working hours be reduced in the event the flexi-time schedule in reporting for work is adopted.

Section 8. Faculty members may also be allowed to have a flexible working hours by the University President so that they can perform their four-fold functions of instruction, consultation, research and extension services, provided that the prescribed forty hours of work per week shall strictly be implemented.

Article 37. Leave Benefits

Section 1. Leave benefits and privileges of officials and employees of the university shall be governed by the provisions of the general leave law and the Omnibus Rules on Leave, except, however, faculty members who are on teacher leave basis, whose grant of leave benefits and privileges shall be at the discretion of the governing board pursuant to Section 7 (i) of R.A. No. 9719, the University Charter.

Article 38. Complaints and Grievance Machinery

Section 1. To promote harmony in the workplace and foster the productivity of each employee, a Grievance Machinery shall be established by the university.

Section 2. A grievance shall be resolved expeditiously at all times at the lowest level possible. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.

Section 3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.

Section 4. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.

Section 5. The aggrieved party shall present a grievance verbally or in writing in the first instance to his/her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

Section 6. Grievance refers to work related issues giving rise to employees' dissatisfaction. The following cases shall be acted upon through the grievance machinery:

- a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of

employment fixed by law, including salaries, incentives, working hours, leave benefits, and related terms and conditions;

- b. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues;
- c. Physical working conditions;
- d. Interpersonal relationship and linkages;
- e. Protest on appointments; and
- f. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

Section 7. The following cases shall not be acted upon through the grievance machinery:

- a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
- b. Sexual harassment cases as provided for in R.A. 7877 and its implementing rules; and
- c. Union-related and concerns.

Section 8. Only permanent officials and employees whenever applicable shall be appointed or elected as members of the Grievance Committee.

In the appointment or election of the members of the Grievance Committee, their integrity, probity, sincerity and credibility shall be considered.

Section 9. The university shall constitute a "Complaints and Grievance Committee" to receive, hear, and resolve complaints and grievances which shall be composed of the following:

- Chairman - The University President or his duly authorized representative
- Member - The Chief Administrative Officer
- Member - The Head of the department/unit Where the complainant is assigned
- Member - The Human Resource Management Officer
- Member - The President of the CSC-accredited Faculty Association/Union

Secretary - The duly designated Bilis Aksyon
Partner

Section 10. Any employee with a complaint or grievance may air his/her complaint or grievance orally to his/her immediate supervisor who shall resolve the complaint at his level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he/she may request his/her immediate supervisor to indorse in writing his/her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.

Section 11. The Committee shall resolve any complaint within five (5) calendar days.

Section 12. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the Committee. The CFAG shall contain, among other things, the following information: history and final action taken by the university on the grievance.

Article 39. Discipline

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

Section 2. The provisions of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 99-1936 dated August 31, 1999) shall govern in proceedings against officials and employees of the university.

TITLE VIII

ACADEMIC AFFAIRS

Article 40. General Mandate

The University shall primarily provide advanced education, higher technological, professional instruction and training in trade, fishery, agriculture, science, education, commerce, engineering, forestry, nautical courses and other related fields. It shall also undertake research and

extension services, and provide progressive leadership in its areas of specialization.

Article 41. Curricular Development

NwSSU shall develop curricular program thrusts supportive of local, regional and national development goals. Specifically, the needs of the clientele and other stakeholders in its service areas shall be considered. The process includes needs assessment and review, planning, observations/suggestions from stakeholders and industries, and further refinement in accordance with CHED standards and other accrediting agencies.

Article 42. Graduate Program

The advanced educational needs of the clientele in the service areas shall be served by The Graduate School and Training Academy providing programs and trainings in its field of expertise. Degree programs for masters and doctorate shall be offered. Non-degree and other training programs for working professionals shall likewise be offered as determined by clientele demand.

Article 43. Undergraduate Program

The University shall offer degree and non-degree courses in its undergraduate program within its mandate observing what are prescribed in Article 55 and 56 of this Code.

Article 44. Opening of New Degree Programs

Opening of new degree program/s shall be subject to the recommendation of the Academic Council and approved by the Board, in conformance with procedures provided for by CHED guidelines and by law.

Article 45. Academic Calendar and Classes

Section 1. The academic calendar of the college shall conform with CHED calendar. It shall be prepared by the Vice President for Academic Affairs, subject to the approval of the University President and confirmation of the Board of Regents.

Section 2. Schedule of classes shall be prepared by a committee created for the purpose chaired by the College Dean, and approved by the Vice President for Academic Affairs.

Section 3. The CHED minimum requirement for 18 weeks per semester for a particular subject shall be observed. Make up classes shall be conducted in lieu of meetings missed. The concerned faculty shall secure prior written approval from the College Dean for the conduct of make up sessions.

Section 4. Classes may be suspended upon the recommendation of the VP for Academic Affairs and approval by the University President.

Article 46. Admission / Registration Policies

- Section 1.** Entrance requirements shall be prescribed by the University Academic Council and specified in the Student's Handbook.
- Section 2.** Foreign students should meet the entrance requirements prescribed provided that their previous training was obtained in an institution of recognized standing.
- Section 3.** No student shall be denied admission for reason of race, gender, ethnic origin, religion or political affiliation.
- Section 4.** Students shall have the right to choose their field of study, subject to screening policies of the respective colleges. Students who are deficient in any of the subjects required for admission but who are otherwise considered competent and may therefore be admitted must make up for all deficiencies within one year.
- Section 5.** Only students who have been officially enrolled shall be admitted to classes. In exceptional cases, the Dean, on the recommendation of the instructor concerned, may authorize the admission of an observer to class, without any credit given to this attendance.
- Section 6.** No student shall be registered in any subject after ten percent (10%) of regular class meetings have been held, unless the Vice President for Academic Affairs permits his registration on the basis of the student's scholastic records. If registration is made after the regular registration period indicated in the University Calendar, the student shall be subject to a fine for late registration.

Article 47. Cross-Registration

- Section 1.** No student registered in any other institution shall be admitted to the University without a written permit from his dean/directors or registrar. The permit shall state the course/s and the total number of units for which the student is registered. Other conditions for such cross registration shall be subject to the academic policies of the University.
- Section 2.** A student may be allowed to take a subject or two in any accredited/recognized school by securing a Study Permit approved by the VP for Academic Affairs, on the recommendation of the College Dean, upon the certification of the University Registrar based on any or all of the following conditions: the subject is not a core subject; it is not offered in the University for that particular term or an off-semester subject; the student is graduating. Details and other conditions relative to this section are so provided in the University Academic Manual.

Article 48. Academic Load

- Section 1.** A student should take the number of units and follow the sequence of subjects prescribed in his curriculum. No credit shall be given to the

subjects taken without satisfying pre-requisites. OJT or Practice Teaching should be taken as scheduled in his curriculum.

Section 2. A graduating student, regardless of his general weighted average in all subjects taken, may be allowed to carry an extra load of not more than six (6) units.

Section 3. In the summer term, the normal load shall be six (6) units for technical or laboratory subjects , and nine (9) for non-laboratory subjects. Upon recommendation from the adviser/subject teacher and as approved by the dean, a student may be allowed to carry an addition of three (3) more units.

Article 49. Orientation Program

An orientation program for new and transferee students shall be conducted within the first two (2) weeks from the opening of classes. The office of the Student Affairs and Related Services shall spearhead such activity in coordination with the different colleges and administrative offices.

Article 50. Class Size

The minimum number of undergraduate students shall be 40 for academic courses and 25 for technology courses/other courses. For the graduate school, the minimum is 5 per academic course.

Class size shall also depend upon the accommodations and the nature of class activity, or as follows:

- Lecture : Not less than 40 except NSTP and PE classes
- Laboratory : 30 (or not less than the number of machines equipment utilized in the Laboratory)
- Shop work : 25 (or not less than the number of machines/ equipment utilized in the Shop.

In case the prescribed class size does not warrant, the Dean of the College shall seek approval for the opening of such class from the Vice President for Academic Affairs.

Article 51. Miscellaneous

Other conditions and details concerning a student's enrolment with the University shall be covered and spelled out in the Academic Manual. Such details should include scholarships , classification of students, late enrollment, leave of absence, re-admission, retention, transfer students, change of subject/load, dropping, petitioned subjects, shifting, residency, special examinations, refund regulations, attendance, withdrawal, grading system/criteria, incomplete marks, rating and promotion, On-the-Job/Industry Training, Practice Teaching, determination and grant of academic honors, graduation policies, conduct and discipline, honorable dismissal and other academic and related policies deemed necessary in making the student's stay with the University productive and fulfilling.

Dynamic efforts should be exerted so that the contents of the said University Code shall be well-disseminated and well-understood to all concerned students and faculty.

TITLE IX

STUDENT AFFAIRS & SERVICES

Article 52. Consultation Services

There shall be a regular system of consultation and guidance to be offered by the faculty to the students in connection with the latter's registration, assignments, progress of academic work, and other problems. To facilitate these services, every faculty member shall be available for the purpose, following a scheduled arrangement by the faculty and his college dean, and shall encourage students to take advantage of said assistance.

Article 53. Guidance Services

Section 1. Guidance Services shall be organized under the Office of the Student Affairs with the following services:

- 1.1 Individual inventory
- 1.2 Information
- 1.3 Counseling
- 1.4 Placement
- 1.5 Follow-up
- 1.6 Campus Ministry
- 1.7 Career Guidance

Article 54. Medical and Dental Services

Section 1. All bonafide students are entitled to medical and dental services available in the university.

Article 55. Student Scholarship Program

Section 1. The Scholarship Program of the University is a form of assistance to students wanting to enroll but are not financially capable. It is funded from both government and private sectors. It consists of different types according to the nature of scholarship given to poor but deserving students.

Section 2. It shall be the policy of the University to require certain scholars, from the roster of scholarship groups, to render at least fifty (50) hours of service to the university within the semester. This is part of the students' training to attain the proper attitude and love towards work.

Article 56. Dormitory/Housing Services

Section 1. The University shall maintain residence hall(s) as auxiliary agencies for a more adequate educational program and expects its students, particularly freshmen to reside therein. Students who opt not to live in the university

dormitory shall reside only in homes or dormitories approved by the Dean of Student Affairs and Related Services.

Section 2. The residence hall(s) shall be governed and operated in accordance with established policies formulated by the University.

Article 57. Financial Aid to Students

Section 1. Scholarship from private donations, grants, and other forms of financial aids to students shall be awarded in accordance with the rules and regulations governing them.

Section 2. Upon the recommendation of the Vice President for Academic Affairs, laborers, aides or assistants maybe hired to be assigned to the different units and grant them compensation commensurate with the nature and scope of their services. The working hours, academic load, and compensation shall be in accordance with approved guidelines of the University.

Article 58. Student Publication

Section 1. The University shall have at least one student publication. This can be devoted to the publication of news that is of general interest, or of articles which are scientific, technological, or creative. Publication shall not be used as media for promoting personal or sectional interests.

Section 2. All publications shall be governed by MECS Order No. 62, s. 1981 unless otherwise rescinded, and R.A. No. 7079, An Act Providing for the Development and Promotion of Campus Journalism and Other Purposes. Likewise, the University Code and its rules/regulations also govern the operation and all activities and content of the publication.

Section 3. The University shall appoint a faculty adviser/consultant on the administrative and editorial work. No issue of these publications may be printed without the prior approval of the adviser/consultant. As editorial adviser, he may, at any time, forbid the publication of any news item, story, article, editorial, or other matters on valid reasons; provided that the editor-in-chief shall have the right to appeal, upon the recommendation of the Dean of SARS, to the President whose decision is final.

Section 4. The publication shall be financed out of the payments made by the students of publication fees and out of whatever income received from subscriptions, advertisements, and other services. The financial and business management of the student publication shall be vested in the editorial staff and the advisers concerned.

Section 5. The selection of the editor-in-chief and the members of the editorial staff, including their terms of office, shall be governed by the guidelines set up by the publication committee.

Article 59. Student Organizations and Activities

Section 1. Student organizations in the University shall be organized by bonafide students, accredited by the Student Affairs & Related Services.

Section 2. Organizations in the University shall be categorized as:

- 2.1 Co-curricular organizations – whose membership is compulsory for the students future professional organizations, e.g. JPICE, JPSME, Future Marketers Association, etc.
- 2.2 Departmental or Class Organizations – like Mathematics Clubs, English Clubs, and promotion of excellence in a particular field.
- 2.3 Community Service Organizations – which may have for their objectives the improvement of rural life in rural areas.
- 2.4 Sports, hobby, or interest organizations – which may aim to socialize the individual student and improve his personal and social relations.
- 2.5 Cultural organizations – such as folk dancing, choral and drama groups.

Section 3. No student organization shall be allowed to function without having been officially recognized by the SARS, except that of adopting a constitution, before its adviser is appointed and has assumed office as such.

Section 4. All students are automatically members of the Supreme Student Government (SSG), and all legitimate student organizations are under its umbrella. Students shall choose and recommend at least three names from among the qualified teachers/staff as an adviser. The VP for Academic Affairs shall choose the adviser upon the recommendation of the Dean of Student Affairs & Related Services.

Section 5. All student organizations shall be under the general supervision of the Dean of SARS.

Section 6. The Student Affairs Office shall regularly monitor the affairs of the organizations, and require submission of year-end accomplishment and financial reports, including the bank passbooks.

Section 7. Student organizations shall not be allowed to function without having been officially recognized by the University President through accreditation from the Student Affairs Office. A copy of their ratified Constitution and By-Laws shall be submitted to the SARS.

Section 8. Every student organization may choose and recommend at least three names from among the qualified teachers/staff of the campus as an adviser. The VP for Academic Affairs will choose the adviser upon recommendation from the Dean of Student Affairs & Related Services.

Section 9. There shall be a Committee on Student Affairs under the control and supervision of the Dean of SARS. This committee shall supervise all student organizations and activities in accordance with general policies and regulations governing the office of SARS. The University President shall appoint from among its members, upon the recommendation of the VP for

Academic Affairs, the chairman of the committee. He/she shall serve for a term of two years, or as decided by the University President.

Section 10. Appeals arising from the decisions of the committee maybe presented to the Dean of SARS. If majority of all members of the organization are not satisfied with the decision of the Dean of SARS, the appeal maybe elevated to the University President whose decision shall be final.

Section 11. No student organization may hold any meeting or undertake any activity for any purpose contrary to law.

Article 60. Athletics

Section 1. Every student duly registered in the University shall be a member of the College Athletic Association. The government of this association shall be vested in the Board of Athletic Affairs which shall be composed of the following:

- a. Dean of Student Affairs and Related Services as ex-officio chairman;
- b. Director of Sports Development as the chairman;
- c. Chair/Head of Physical Education Area/Unit as secretary;
- d. Two representatives of the University Athletic Association.

Section 2. The Board of Athletic Affairs shall have its functions the laying down of athletic board policies and the administering of the financial aspect of athletics and similar student activities of the University.

Section 3. A special committee headed by the Physical Education Chair or by the Sports Director, as determined by the Dean of SARS, shall supervise all athletic activities.

Article 61. Conduct and Discipline

Section 1. There shall be code of discipline for students in the Student's Handbook. Every student is expected to adhere to this code of behavior.

Section 2. All disciplinary cases involving students shall be handled by the Disciplinary Council prescribed in the student handbook.

Section 3. The Vice President for Academic Affairs /Dean(s) shall form a task force in preventing drug addiction and other vices in the college. Such group shall be determined by the President.

Article 62. Convocations

Section 1. The University convocations shall be held under the auspices of the different colleges upon approval of the Dean of SARS and upon consultation/ coordination with the Vice President for Academic Affairs.

Section 2. Any invited speaker may address student groups or organizations of the University; provided that in every case, the written permission of the president shall have been previously secured.

Article 63. Commencement Activities

- Section 1.** The University annual commencement exercises shall be presided over by the University President
- Section 2.** The Vice President for Academic Affairs, College Deans, Campus Director, Registrar and standing committees shall be responsible for the commencement exercises.
- Section 3.** Dates for commencement exercises shall be determined by the Academic Council.
- Section 4.** Attendance at general commencement exercises shall be required.
- Section 5.** Unless otherwise revoked by the Board, candidates for graduation together with the administrative staff, faculty members and college officials, shall wear the appropriate academic gowns/attire during the commencement exercises.
- Section 6.** The diploma shall bear the signatures of the University President and the University Registrar.
- Section 7.** The University Registrar shall prepare the list of candidates for graduation for deliberation and approval by the Academic Councils and for approval of BOR.
- Section 8.** Graduating student shall apply for graduation a semester before.

TITLE X

RESEARCH AND DEVELOPMENT SERVICES

The Office of Research and Development Services shall be under the Vice President for Research, Extension, and External Affairs to be manned by the Research Directors, coordinators, and research assistants.

Article 64. Research and Development (R & D) Services Office

- Section 1.** The head of the Research and Development Office shall be a director designated by the University President and confirmed by the Board of Regents.
- Section 2.** The Office shall be responsible for both research and development activities.

Section 3. The R & D aims to generate, disseminate and diffuse appropriate higher and professional technologies and training relative to advance education, science, education, commerce, engineering, forestry, agricultural, fishery and natural resources, trade, industry, other related fields, and information to uplift the general well-being of the rural and urban populace in the University service areas. It is tasked to:

- 3.1 coordinate all research activities in consonance with local, regional, national and international priority areas;
- 3.2 evaluate research proposals towards recommending funding, either from NwSSU or other agencies;
- 3.3 establish an information scheme e.g directory of researches, to avoid duplication, thus avoid over-commitment to a particular research topic;
- 3.4 establish strong linkages with other public and private, domestic and foreign research agencies and organizations;
- 3.5 recommend and manage the publication of relevant researches of the faculty and staff in NwSSU research journal, or in national and international circulation;
- 3.6 recommend and assist in obtaining appropriate incentives (e.g. cash award and recognition) for outstanding researches;
- 3.7 recommend outstanding researchers for recognition by NwSSU administration and other organizations or agencies;
- 3.8 conduct periodic evaluation, at least quarterly, of the research programs/activities of NwSSU;
- 3.9 recommend worthwhile researches for presentation in national and international fora of wider dissemination of research outputs;
- 3.10 perform other tasks assigned by the University President.

Section 4. Research and Development Focus

- 4.1 Academic Research
- 4.2 Socio-Economic Research
- 4.3 Technology Development Research
- 4.4 Agro-Industrial Development Research
- 4.5 Environmental and Ecological
- 4.6 Women/Gender Research
- 4.7 Information, Communication and Technology
- 4.8 Technopreneurship
- 4.9 Infrastructure and Physical Facilities
- 4.10 Administration and Governance
- 4.11 Health, Food and Nutrition
- 4.12 Tourism

Article 65. Research and Development Council

- Section 1.** The Research and Development (R&D) Council is composed of the University President as chairman, the Vice President for Research, Extension, and External Affairs as vice-chairman, the other two (2) Vice Presidents, the Research Director to serve as the secretary, and one member who has the expertise on the specialization of the research proposal being deliberated (either S&T or non-S&T).
- Section 2.** The Research and Development (R & D) Council shall be formed to evaluate research proposals and recommend them for funding and endorse the same to agencies i.e. DOST, BFAR, DA-BAR, etc.
- Section 3.** The research and development council shall meet on a quarterly basis or as the need arises.

Article 66. Endorsement and Approval of Proposals

- Section 1.** Research proposals with budgetary requirements of more than Fifty Thousand Pesos (P 50,000) shall be submitted to the Commission on Higher Education (CHED), Department of Agriculture (Bureau of Agricultural Research (DA-BAR), Bureau of Fisheries and Aquatic Resources (BFAR), National Commission on the Role of Filipino Women, The Regional Research Zonal Center, and other funding agencies through the EVCIERD and VICARP for review / evaluation of the worthiness of the research. The researches to be conducted shall be in line with the local, regional and national thrusts and priorities.
- Section 2.** Proposals that require funding of Fifty Thousand Pesos (P 50, 000. 00) shall be evaluated by the R & D Council and considered as institutional projects. Results of such evaluation shall be forwarded to the University President for approval and funding .

Article 67. Conduct of Research

- Section 1.** Any employee can undertake any research work in collaboration with other organizations (local, regional/national, or international), provided it is approved by the Research and Development Services Council.
- Section 2.** Project implementation shall take place after funds are released. These funds are then subject to the usual accounting and auditing rules and procedures. Diversion of funds to other projects is strictly prohibited.
- Section 3.** Faculty members who undertake a research work shall be de-loaded from the minimum work load and will be given one day free of subject load per recommendation from the Research and Development Director.

Section 4. Any employee conducting research should be entitled to honoraria in accordance with the prescribed rate set by authorities or funding agencies.

Section 5. Any researcher of the NwSSU shall be encouraged to establish collaboration and linkages with other funding institutions, whether national or international, private or public, to research grants and have access to publication of the research work in refereed scientific journals.

Section 6. All researches of the NwSSU shall be published in the refereed scientific journals and shall accept other research outputs from outside the System for publication, provided they meet the standards.

Section 7. Any important scientific breakthrough generated through research shall be applied for patent to protect the intellectual rights of the researchers.

TITLE XI

EXTENSION SERVICES AND EXTERNAL AFFAIRS

The Office of Extension Services and External Affairs shall be under the Vice President for Research, Extension, and External Affairs to be manned by the Extension Directors, coordinators, and extension services assistants.

Article 68. The Extension Services and External Affairs Office

Section 1. The Director of the Extension Services Office shall be designated by the University President, subject to confirmation by the Board of Regents.

Section 2. The Extension Services and External Affairs Office is tasked to:

- 2.1 plan, conduct, supervise, coordinate and evaluate all extension projects in line with the University's agenda, thrusts and priorities (as specified in the Extension Manual) in its service area;
- 2.2 set up community outreach services and activities either in campus-or community-based;
- 2.3 upgrade the technical capabilities of extensionists and other development workers; and
- 2.4 maintain effective linkages with government and non-government agencies for successful extension activities/programs;
- 2.5 perform other tasks assigned by the University President.

Article 69. The Extension Services and External Affairs Council

Section 1. The Extension Services and External Affairs Council shall be headed by the University President as chair, the Vice President for Research, Extension, and External Affairs as vice-chairman, the other two (2) Vice Presidents, the Extension Services Director as secretary, coordinators as members.

Section 2. The Council is tasked to formulate policies, evaluate and recommend proposals for institutional and external funding. It shall meet regularly or as the need arises.

Article 70. Conduct of Extension Services

Section 1. Whether projects need institutional funding or not, they shall be subjected to the approval of the University President, upon the recommendation of the Extension Services and External Affairs Council.

Section 2. All extension activities shall be research-based.

Section 3. Sustainability of the project shall be assured, and shall form part of the Memorandum of Agreement between NWSSU and the recipient community.

Section 4. Faculty members who undertake extension services projects shall be granted honoraria when funds are available.

Section 5. Incentives shall be given to those who are directly involved in the project, based on existing circulars.

Section 6. Project implementation shall take place after funds are released subject to the usual accounting and auditing rules and regulations.

Section 7. Realignment of funds shall be subjected to the approval of the authorities concerned.

TITLE XII

PRODUCTION /BUSINESS AFFAIRS

Article 71. Income-Generating Projects

Section 1. Definition of IGPs. An income –generating project is a businesslike activity which includes all school entrepreneurial and business activities.

Section 2. Production/Business Affairs Office. This Office shall be headed by a Director and shall serve as the promotion and marketing office for

products/technologies developed from research and income-generating projects. It is tasked to:

- 2.1 develop entrepreneurial learning activities for students' exposure to business operation and management;
- 2.2 provide convenient training sessions and laboratories for vocational, technical, technological fields in agriculture, fishery, information technology, services, education, research, extension and other trade courses;
- 2.3 generate additional income for the College which can contribute to social and economic benefits of the community.
- 2.4 assist the Director of Research and Development, and of Extension Services in identifying research projects that will develop marketable products/technologies needed by private companies;
- 2.5 establish marketing network and linkages to ensure that developed products/technologies shall reach the end users to generate income;
- 2.6 patent all marketable products/technologies as intellectual properties of the university in accordance to the University Patent Policy;
- 2.7 implement IGP programs in accordance to IGP Manual consistent with the PASUC IGP guidelines and other rules laws and regulations.

Section 3. Environment of Internal Control. As a policy, the System shall create an environment that encourages its concerned officials and employees to contribute to the full observance of internal control.

Section 4. Adherence to Laws, Rules and Regulations. The provision of laws, rules and regulations governing financial transactions use or application of government resources in as far as IGP is concerned shall be strictly adhered to by all concerned officials and employees involved in IGP.

TITLE XIII

AMENDMENTS OR REVISIONS

Article 72. Origin. Any amendment to or revision of this University Code may be proposed by member a Administrative Council in written petition upon a three fourths vote of all its members' approval. However, if no member of the Administrative council proposes, the Federated Faculty Association may propose an initiative to revise the code of at least 12 % of all regular members of the association.

Article 73. General Provisions

Section 1. The University President, is entitled to a cottage for the duration of his/her term,

Section 2. The University President may provide plans or incentive compensation to all personnel.

TITLE XIV

TRANSITORY PROVISION

Section 1. All existing policies, manuals, handbook regulations or BOR Resolutions consistent with this University Code shall remain operative until amended, repealed or revoked.