



The University Code 2005



**The University Code
of the
University of the City of Manila
(Pamantasan ng Lungsod ng Maynila)**

Intramuros, Manila, Philippines
2005

FOREWORD

Authority to craft the University Code of 2005 was conferred by virtue of Resolution No. 2771 of the Board of Regents on April 19, 2005. For seven months, the Committee met, deliberated and discussed each of the 316 articles that comprise the Code. The exchanges were always marked with insightful knowledge of the law and the history of University operations.

This Code is more than just a collection of provisions: it is a living document that codifies the University's life. The arrival of this code on the 40th Anniversary of the University is truly symbolic. It marks the next phase of the University's evolution in a new millennium that presents that presents new and varied challenges. Be that as it may, adherence to the unchanging values of excellence, honor and integrity in an academic community must remain constant. On the other hand, to maintain these values requires the institution to change, innovate, create and adapt at many levels.

Submission of this Code to the Honorable Board of Regents does not end the Committee's work. Quite the contrary, it signals merely its birth. None would be better suited to ensure the proper implementation of this Code than the members of the Board and its Committee. Everyone concerned should understand that what is sought to be accomplished is empowerment of the administration to achieve the goals of the University.

On the whole, the educative mission of the University cannot be in doubt: it is to prepare young minds to educate themselves. Towards that end, the University must struggle to eternally inspire the next generation in its quest for knowledge. This Code, therefore, aims to realize this noble purpose of the University and its Charter, in the service of humanity.

In the City of Manila, October 28, 2005.

REGENT Raul I. Goco
Chairman

REGENT Jose M. Roy III
Co-Chairman

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BOOK ONE. GOVERNANCE

TITLE ONE. GOVERNANCE OF THE UNIVERSITY

CHAPTER I. PRINCIPLES AND POLICIES

Section 1. Title

Article 1. This Code shall be known and referred to as THE UNIVERSITY CODE OF THE UNIVERSITY OF THE CITY OF MANILA (Pamantasan ng Lungsod ng Maynila).

Section 2. Declaration of Principles

Article 2. The University of the City of Manila is a public, non-sectarian, non-profit, non-partisan, institution of higher learning.

Article 3. The purposes of the University are: (1) to advance human knowledge; (2) to develop the intellect; (3) to promote Filipino values and culture, with particular emphasis on the history and culture of the City of Manila; (4) to provide professional training in disciplines relevant to an achieving society, such training to include, but not limited to, the humanities, management, medicine, nursing, law, education, public administration, science and technology, engineering, architecture, industrial education, and vocational-technical education; (5) to implement a University research program contributive to curricular innovation and development, particularly in areas not covered by other institutions of higher learning in the country; and (6) to offer extension and other related services for the general welfare of people.

Article 4. As the first City University in the country, the University of the City of Manila is dedicated to the advancement of human knowledge, particularly of the people of the City of Manila. The basic mission of the University is to pursue the truth, excellence in academic instruction, research and extension services and to promote the moral uplift of the students.

Article 5. The University shall enjoy and foster institutional and individual academic freedom. Academic freedom shall be exercised with a high sense of ethics and responsibility.

Article 6. The University shall exercise all powers granted by its Charter, Republic Act 4196, this University Code and such other laws as may relate directly or indirectly to the purposes of the University.

Article 7. The University shall strive for economy, efficiency, and effectiveness in its organization.

CHAPTER II. THE BOARD OF REGENTS

Section 1. Membership and Officers

Article 8. The Board of Regents, hereinafter referred to as the Board, shall consist of six appointive members and one *ex-officio* member. The appointive members shall include a representative of the faculty, a representative of the alumni and a recognized educator. The Superintendent of Schools for the City of Manila shall be an *ex-officio* member of the Board of Regents. The Board shall elect from among the appointive members its Chairman and the University President who shall be the *ex-officio* Vice-Chairman of the Board.

Article 9. All members of the Board of Regents shall be appointed by the Mayor of the City of Manila with the consent of the City Council; to serve for a term of six years or until their successors shall have been appointed or qualified. However, said Regents may be the subject of reappointment. In no case shall there be a declaration of vacancy in the Board of Regents except by reason of death, legal or physical incapacity, resignation or other similar causes. Only in such instances may the vacancy be filled, and the new appointee shall hold office for the unexpired portion of the vacated term.

Article 10. All members of the Board shall be citizens of the Philippines. They shall be chosen on the basis of their professional competence, proven integrity and good moral character. No person in the employ of or with financial interest in any educational

institution in any capacity whatsoever, except those exercising purely professional functions, shall be eligible for membership in the Board. The Board members shall serve without compensation other than allowances for every Board meeting attended or for other official business authorized by their resolutions. Allowances shall be provided in the University budget.

Article 11. The Chairman shall preside over all meetings of the Board. In his absence or incapacity, the Vice-Chairman shall act as the Chairman; provided that, in the absence also of the Vice-Chairman, the order of seniority of appointments of the Regents present shall be followed in determining who shall preside over the meeting.

Section 2. Powers and Duties

Article 12. The governance of the University is vested in the Board of Regents which is responsible for overall policy formulation and direction in the University. All major issues affecting the University shall be resolved by the Board.

Article 13. Subject to existing laws, the Board shall observe collegiality in the performance of the following powers and duties, in addition to the powers vested upon as provided in the University Charter, Republic Act 4196:

- a. To receive an annual appropriation from the City of Manila for the purpose specified by its ordinance and to disburse such amount for the support of the University;
- b. To provide for the establishment of the necessary undergraduate and graduate colleges, considering the priorities of city and national needs;
- c. To approve the courses of study and rules of discipline recommended by the University Council as hereinafter provided for, and to fix tuition and other fees;
- d. To confer degrees for which graduating students are qualified, and honorary degrees and titles upon persons in recognition of their wisdom,

statesmanship, or service in the government and to society as well as in due regard to eminence in philosophy, science, literature, and community service (Article 298);

- e. To provide fellowships and scholarships for students, faculty and staff on the basis of merit;
- f. To establish professorial chairs in the University's colleges, and to provide or arrange for the maintenance or endowment of such chairs;
- g. To provide for academic ranks and approved the appointment of the teaching personnel and to fix the compensation commensurate with such ranks;
- h. To provide a reasonable system of compensation and fringe benefits such as housing, medical health, insurances, scholarships for direct descendants of University personnel, legal support in case of litigation, and other benefits provided by existing laws. Such compensation benefits shall be for all University officials, faculty, and staff, full time or part-time, as applicable. Non-pecuniary benefits shall be in accordance with rules and regulations on hours of service, and such other conditions as the Board may deem proper;
- i. To receive, in trust and tax – free, legacies, gifts, land grants, and property of all kinds, and to administer the same for the benefit of the University or of any specified department thereof or of any student specified by the donor and in such manner as the Board may determine;
- j. To prescribe rules for its own governance, and to enact for the governance of the University such general rules and regulations as are consistent with the purposes of the institution;

- k. To promulgate rules and regulations of discipline governing University officials, faculty and staff members, including removal from the service for cause, after due process;
- l. To review cases of expulsion of students and dismissals of faculty members for religious conduct and activities proscribed by Section 11 of Republic Act 4196 and related issuances; and
- m. To exercise such other powers and duties as maybe necessary/essential to carry out its purposes.

Article 14. At the end of each fiscal year, the Board shall submit an annual report to the Mayor of the City of Manila, the City Council, and the appropriate government agency.

Section 3. Meetings

Article 15. The Board of Regents shall hold its regular meetings at least once a month.

Article 16. A majority of all Regents constitutes a quorum of the Board for transacting business.

Article 17. Special meetings of the Board may be called by the Chairman or the President of the University or by any three Regents of the Board; provided that the Regents are properly notified at least twenty four (24) hours in advance.

Article 18. The meetings of the Board shall be held in the University, unless otherwise provided.

Article 19. The President shall determine and prepare the agenda of all meetings of the Board; provided that any Regent of the Board may have any matter included in the agenda.

Section 4. Committees

Article 20. The Board may create an Executive Committee or such other committees, as it may deem necessary.

Article 21. The President of the University shall be an ex-officio member of all committees.

Article 22. All resolutions of all committees shall be subject to confirmation of the Board.

Section 5. The Secretary of the University

Article 23. There shall be a Secretary of the University appointed by the Board upon recommendation of the University President who shall also serve as the Board Secretary and shall keep such records of the University as may be designated by the Board of Regents. The Secretary of the University shall have the following functions:

- a. Recording and preparation of minutes and records or proceedings in meetings of the Board and such other meetings as may be presided over by the University President except those of the University Council;
- b. Submission of minutes of all meetings to the President and providing the same to other relevant University officials;
- c. Custody of the corporate seal and affixing it on diplomas, certificates, titles, or degrees conferred by the University, as well as on all documents on which such seal is required to be affixed;
- d. Issuance of all notices for the regular and special meetings called by the President;
- e. Assist the President in the preparation of the consolidated annual report of the University;

- f. Formulation and implementation of policy guidelines on the maintenance, retrieval and disposition of all original records and documents of the various offices of the University;
- g. Filing and maintenance of University-wide records and documents; and
- h. Other functions assigned by the President and the Board of Regents.

The Board shall take necessary action to provide for a co-terminus appointment of the Secretary of the University at the soonest possible time, without prejudice to private rights obtaining at the time of promulgation of this Code.

Article 24. The Board Secretary shall have the following responsibilities:

- a. Notify the Regents of each regular meeting of the Board at least one (1) week before the scheduled meeting, such notice to include the meeting's agenda and pertinent documents;
- b. Keep a full and accurate record of the Board proceedings;
- c. Inform, through the President, any and all parties involved in the implementation of decisions and resolutions of the Board and apprise the Board of actions taken on them;
- d. Furnish each Regent a copy of the minutes of each meeting at the next meeting or as may be sooner required by the Board;
- e. Prepare a quarterly compilation and codification of all actions of the Board for reference; and
- f. Other functions as the Board and the President may assign.

The Board Secretary shall have a term co-terminus with that of the University President unless terminated for cause by the Board or until a successor shall have been appointed and shall have assumed office.

CHAPTER III. THE UNIVERSITY COUNCIL

Section 1. Composition

Article 25. There shall be a University Council chaired by the President of the University consisting of all members of the faculty holding the rank of professor, associate professor, and assistant professor. Through the President, the University Council may invite other officers of the University to its meetings, as may be necessary or desirable.

Section 2. Powers

Article 26. Subject to existing laws and approval of the Board, the Council shall have the following responsibilities:

- a. Prescribe the courses of study and rules of discipline, subject to the approval of the Board;
- b. Determine the requirements for admission to any college or school of the University;
- c. Determine the requirements for graduation and the conferment of degrees;
- d. Recommend for the conferment of degrees;
- e. Exercise disciplinary power over the students, through a permanent committee for that purpose, within the limits prescribed by the approved rules of discipline;

- f. Represent the views of the faculty and other University sectors on matters of general concern;
- g. Adopt internal rules consistent with the provisions of the Charter; and
- h. Other functions as may be referred to it by the President and by the Board.

Section 3. Officers of the Council

Article 27. The President of the University shall be the presiding officer of the Council. In the event of his absence, he shall designate member of the Council who shall preside and whose designation shall be approved by the Board.

Article 28. The Registrar shall be the ex-officio Secretary of the Council, and shall have the following functions:

- a. Issue notices of meetings of the Council and of its committees;
- b. Prepare minutes of meetings of the Council and its committee, and furnish each member a copy of said minutes not later than one (1) week before the next meeting or within such other time the Council may require;
- c. Provide each member the order of business of each meeting of the Council or its committees;
- d. Custody and management of all documents of the Council; and
- e. Exercise other functions as may be assigned by the Council.

Section 4. Meetings

Article 29. The President shall call the University Council to meetings at least twice a year and on such occasions he may deem necessary. The President shall also call to meeting at any time upon the request of one-third of its members.

Article 30. Every member of the University Council shall be required to attend all its meetings; provided that absence may be excused for only justifiable reasons.

Article 31. Members of the faculty who attend Council meetings are authorized to assign appropriate work to their students for the duration of the meeting.

Article 32. A majority of the Council members shall constitute a quorum to transact business.

Section 5. Committees

Article 33. The University Council may create such other committees, as it may deem necessary and convenient for the proper performance of its functions.

Article 34. The President shall be ex-officio member of every committee of the University Council.

Section 6. Amendments of the Rules of the Council

Article 35. Except on matters specifically provided by law, the rules of the University Council, may be amended at any regular meeting of the Council by a vote of two-thirds of the members present; provided, however, that any proposed amendment has been considered by the Council in a previous meeting, and is subsequently ratified by the Board of Regents.

CHAPTER IV. OFFICE OF THE PRESIDENT

Section 1. Organization

Article 36. The President shall be the Chief Executive Officer of the University elected by the Board of Regents for a term of six years, subject to reappointment, unless sooner removed for cause such as incapacity, incompetence, dishonesty and/or final conviction of a crime involving moral turpitude and other grave offenses as decided by a

competent court of law. He shall receive a salary and fringe benefits commensurate with his position and qualifications, such emoluments to be determined by the Board.

Article 37. The units within the Office of the President shall be: the Executive Vice-President's Office, the Vice-Presidents' Offices, Office of the University/Board Secretary, Office of the University Legal Counsel, University Security Group, University Research Center, Computer and Internet Laboratories Office, and the specialized centers and such other offices as may be provided hereafter in the approved organizational chart made as an integral part hereof as Appendix A. The Consultants shall have specifically defined responsibilities and shall have an advisory/consultative relationship with the President.

Article 38. All officers, faculty members and employees of the University shall be responsible to and under the direction of the President, through their respective unit heads.

Article 39. All pertinent matters referred to the Board by the deans, faculty members, employees, students and any other entities shall be coursed through the President; provided that he shall make full disclosure to the Board of any communication addressed to it; provided, further, that complaints against the President shall be directly addressed and submitted to the Board.

Article 40. In case of temporary or permanent vacancy in the Office of the President due to death, physical or legal incapacity, abandonment, resignation or expiration of term, the Chairman or any Regent shall, within twenty four (24) hours from verification of the vacancy by the Board Secretary, call for a special meeting of the Board of Regents for the purpose of designating a Regent-in-Charge until such time that a new President is elected or until the President is able to resume the discharge of his duties and responsibilities.

Article 41. As academic and administrative head, the President shall exercise the following powers; provided that he informs the Board of any and all actions he takes for which he shall be accountable:

- a. Authority to appoint qualified persons to fill available positions whose appointment is not otherwise provided for by this Code;
- b. Renewal of temporary appointments for not more than one (1) year, subject to the needs of the service and the availability of funds;
- c. Action on applications for leave of absence with or without pay and/or extending or shortening such leave, considering the needs of the service;
- d. Transfer of faculty members and employees from one (1) department or unit of the University to another; provided that such transfer is advantageous to the University and each transferee is fit for the new position to which he is transferred; provided, further, that there is no serious objection from the parties concerned;
- e. Action on resignation of faculty members and employees;
- f. Action on the retirement of members of the faculty and employees of the University;
- g. Control and supervision over all academic and administrative matters;
- h. Keeping officers, faculty members, and employees responsible and accountable for the full discharge of their duties;
- i. Action on the involuntary separation from the service of any University personnel after due process;
- j. Promotion of wholesome extra-curricular activities of University officials, faculty, staff, and students;
- k. Promulgation of rules and guidelines for the organization, accreditation and operation of student organizations;

- l. Authorization of expenditures on the basis of the budget approved by the Board; provided that in the absence of an approved budget, the previous year's budget shall be used as basis;
- m. Preside over commencement exercises and other public functions of the University, and shall confer such titles, degrees, and honors as may be granted by the Board of Regents; and
- n. Assign and apportion responsibilities among administrative offices for their efficient and effective performance.

Article 42. The President shall submit to the Board, for its approval, the annual budget of the University containing estimates of income and expenditures for the ensuing year as prepared by the Executive Vice-President and the Budget Officer.

Article 43. The President shall prepare the annual report of the University at the end of each fiscal year, as provided in Article 14 of this Code.

Article 44. The President shall enter, in the name of the University, into contracts, agreements, and other documents wherein the University is a contracting party and shall implement and enforce the same, as may be directed or authorized by the Board of Regents.

Article 45. The President, or in his absence, his authorized representative shall affix his signature in all instruments of payments and obligation on behalf of and in the name of the University.

Article 46. The President shall represent the University in meetings, conferences, conventions and other gatherings in which the University may be interested; provided that he may delegate such responsibility to a University official, as appropriate and necessary.

Article 47. The President shall endeavor to secure and obtain for the University such funds and/or property in the form of prizes, scholarships, donations, endowments and

land grants to enable the University to effectively accomplish the purpose of its establishment.

Article 48. The President shall possess and enjoy other powers, in addition as for what is provided in this Code, or by the Charter of the University or as specially authorized by the Board and as inherent or pertaining to the Office of the President of the University. He is also authorized to delegate in writing any of his specific functions to any office under his control and supervision.

CHAPTER V. BOARD OF VISITORS

Article 49. The Mayor, the Vice-Mayor, and the Members of the City Council of Manila shall constitute the Board of Visitors of the University. As Chairman of the Board of Visitors, the Mayor shall convene the Board in order to discharge its duties, such as attendance in commencement exercises, making visits at the University as it may deem proper, and such other duties and privileges as may be provided by law.

CHAPTER VI. HONORIFIC POSITIONS

Article 50. The Board may establish honorific titles such as Chairman Emeritus, Regent Emeritus, President Emeritus, and Professor Emeritus upon retirement of such official or faculty member based on established criteria.

Article 51. At the discretion of the Board, such honorific officers may be given consultative/advisory functions under terms and conditions which the Board may deem appropriate and necessary.

Article 52. The honorific officers shall enjoy University library privileges, receive University publications, and may be invited to attend graduation rites, as well as major University programs and activities.

CHAPTER VII. Offices Directly Under the President

Section 1. Office of the Executive Vice-President

Article 53. There shall be an Executive Vice-President who shall be appointed by the Board of Regents upon recommendation of the President, who shall participate in the direction and coordination of activities pertaining to or affecting both the academic and administrative services of the University. He shall oversee and supervise the Vice-Presidents and their subordinates, and further enjoy such power that may be conferred upon him by the Board.

Section 2. Offices of the Vice-Presidents

Article 54. There shall be such number of Vice-Presidents as may be required for the efficient operations of the University. Their powers, functions and terms of office shall be fixed by the President and the Board of Regents, pursuant to Section 12 of Republic Act 4196.

Section 3. Office of the University Legal Counsel

Article 55. There shall be an Office of the University Legal Counsel to be headed by a Director whose functions shall be to:

- a. Review all University policies, rules and regulations, this University Code and determine their applicability and flexibility with the changing times and recommend amendment and/or revision to the Board of Regents and/or the proper body;
- b. Provide legal service covering all aspects of University program and operations, such as but not limited to preparation and review of contracts and memorandum of agreement;

- c. Represent and defend the University and its officials and employees against various claims for damages certain quarters through a more systematic, highly dependable and swift legal services;
- d. Provide legal opinions on matters referred by the Board, the Office of the President and other units;
- e. Conduct investigations on administrative cases filed against erring employees and submit recommendations pertaining thereto;
- f. Conduct consultation with the duly recognized employee's association on matters that will improve employee's working conditions or status acceptable to management and beneficial to all rank-and-file employees of the University;
- g. Participate and/or attend seminars relating to rules governing public officers and other administrative and quasi-judicial matters, when required by the President of the Board; and
- h. Perform such other duties as may be required by the President.

Section 4. Computer and Internet Laboratories Office

Article 56. There shall be a Computer and Internet Laboratories Office to be headed by a Director whose functions shall be to:

- a. Manage and supervise the technology learning resources of the University, as well as the various Information and Communications Technology (ICT) infrastructures and facilities that are earmarked for academic purposes;
- b. Manage and administer the University's computer network systems and similar technology infrastructures that are acquired or developed for official purposes leading towards the enrichment of the culture of excellence of the University;

- c. Manage and supervise the various technology infrastructures under the control or responsibility of the CILO either by way of official function or delegated task;
- d. Formulate and implement a continuing program of services which shall maximize the use of technology learning resources and facilities available to the students of the University in the pursuit of the first of the triadic functions and tri-focal mandate of the University (academic function);
- e. Provide Information and Communications Technology services to high level operations and programs of the University in order to meet the various demands of the University to sustain its culture of excellence;
- f. Provide technical and service arm to the Office of the President and the Board of Regents that require the highest level of skills competence and service excellence;
- g. Extend competent services to entities with which the University maintains arrangements, institutional affiliations, linkages, or sister-University relations, particularly the City Government of Manila and the Association of Local Colleges and Universities; and
- h. Perform other functions as may be assigned by the President and the Board.

Section 5. University Research Center

Article 57. There shall be a University Research Center to be headed by a Director whose functions shall be to:

- a. Develop and implement a continuing program of research education for the University;
- b. Develop a climate conducive to research in the University;

- c. Compile, synthesize, manage, and disseminate studies done in the University and outside;
- d. Coordinate all research activities in the University, apart from those undertaken by the Center;
- e. Establish linkages and appropriate working relationships with other units of the University, the City Government of Manila, and other research institutions here and abroad;
- f. Serve as liaison with funding agencies for resource generation to support the research program of the University; and
- g. Other functions as may be assigned by the President.

Section 6. University Security Group

Article 58. There shall be a University Security Group to be headed by a Director whose functions shall be to:

- a. Preserve and maintain security, stability, peace and order in and around the University;
- b. Initiate measures to prevent the occurrence of conflicts and disorderly behavior within the University premises;
- c. Protect the safety of persons and property properly within the legal responsibility of the University;
- d. Defuse and, if possible, settle disorderly behavior within the University;
- e. Prepare and submit, to the authorities concerned, reports on incidents, investigations and other cases handled by the group;

- f. Periodically review, evaluate and propose recommendations to improve the security system of the University;
- g. Formulate and disseminate security procedures in coordination with the various University officials;
- h. Consult and coordinate with law enforcement and other security agencies in the maintenance of University security;
- i. Formulate programs and projects to continually upgrade the competence of the members of the security group;
- j. Supervise and coordinate the contracted security group as an integral part of the security system of the University; and
- k. Perform other functions as may be assigned by the President.

TITLE TWO. THE ORGANIZATION OF ACADEMIC MATTERS

CHAPTER VIII. THE COLLEGES

Section 1. The Faculty

Article 59. The faculty of each college shall consist of the University President, the Vice-Presidents, the Dean, and the teachers at all rank levels, full-time or part-time, and other personnel with academic rank.

Article 60. The college which requires its students to take courses offered by other colleges shall include in its faculty the Chairmen of Departments offering such courses.

Article 61. Faculty members of any college who teach in another college within the University shall attend and participate in the faculty meetings of the latter.

Article 62. Graduate and laboratory assistants who do not hold academic rank are not members of the college faculty; however, they may be invited to attend the faculty meetings and may take part in the deliberations but shall not have the right to vote.

Article 63. Each college faculty shall hold at least two meetings every semester or term.

Article 64. Each college shall have the power and responsibility to:

- a. Determine the entrance requirements of the college and the course of study for each degree program offered, subject to the approval of the Board upon the recommendation of the University Council and the President, who shall be guided by the academic standards of the University;
- b. Recommend to the Board, through the University Council, qualified candidates for degrees, titles, certificates, and honors; and
- c. Initiate and implement educational activities of the college; provided that matters of policy shall be subject to review by the University Council and approval of the Board.

Section 2. The Dean

Article 65. There shall be a Dean for each college who must hold the full-time rank of an Assistant Professor or higher at the time of his appointment.

Article 66. The term of office of a Dean shall be for a period of two years beginning on the first day of the first month of the Academic Year and until his successor shall have been appointed and qualified without prejudice to reappointment, subject to such terms and conditions as may be provided for by the Board of Regents.

Article 67. The Dean shall exercise the following responsibilities:

- a. Administration of the college;

- b. Presiding in faculty meetings of the college;
- c. Supervision of the administration and classification of students and their class assignments;
- d. Maintenance of orderly behavior and discipline of faculty members, employees, and students of the college;
- e. Identification and recruitment of competent faculty members and recommending them for hiring;
- f. General supervision and administration of activities of students which may affect the University in coordination with the Dean of Student Development and Services;
- g. Preparation of the agenda of meetings of the college faculty or staff, and notification of the President and the members of the faculty of the college of such meetings, furnishing each a copy of the meeting's agenda at least three days before each meeting;
- h. Preparation of the annual plan and budget of the college;
- i. Responsibility for all publications of the college;
- j. Submission to the President, within sixty (60) days after the beginning of each semester, of a written report on enrolment, faculty appointments and faculty vacancies, stating the positions to be filled and the qualifications required; provided that the Chairman of each department shall make a similar prior report to the Dean covering his department;
- k. Submission of a written report to the President within thirty (30) days after the end of each term on the performance ratings of the members of the faculty, which will be used as basis for enhancing their performance;

- l. Submission to the President of recommendations for merit promotion, awards, and/or other incentives to the appropriate authorities for the most highly qualified faculty members;
- m. Submission to the President of recommendations and all other proposed personnel actions as demotion, transfer, dismissal, or fine of any member of his faculty and staff; provided that in case of evident serious misconduct of any member, he may recommend preventive suspension to the President pending the resolution of the case;
- n. Submission to the President of recommendations on all other proposed personnel actions requiring decisions beyond the college level, in accordance with University rules and regulations, and those of the Civil Service;
- o. Submission to the President of all proposals or recommendations involving (i) instruction, research, and extension, (ii) scholarships and exchange of persons, (iii) offers of aid, and (iv) similar matters received by the college from any source;
- p. Consultation with each Department Chairman on any matter pertaining to the department; provided that in case of disagreements between him and the Chairman the same shall be resolved within the college in consultation with competent authority, as appropriate and necessary;
- q. Ex-officio membership of all committees in the college;
- r. Preparation and submission of an annual report of its college and such other reports as the President may require;
- s. Represent the college or University in an official capacity approved by the President;

- t. Coordination of the implementation of measures or sanctions for academic deficiencies of students with the Office of Guidance and Testing Services; and
- u. Other tasks and responsibilities assigned by the President.

Section 3. The Assistant Dean

Article 68. There may be an Assistant Dean of each college, as may be deemed necessary, who shall as far as practicable have the same qualifications as the Dean. The Assistant Dean shall be appointed by the President. His term shall be co-terminus with that of the Dean. The duties and responsibilities of the Assistant Dean shall be as follows:

- a. Support for the Dean in the performance of the Dean's functions to help ensure effective and efficient management of the College and, in the Dean's absence, assumption of his duties;
- b. Planning and implementation, in consultation with the Dean and with the College Secretary, of the college faculty development program and an annual review of the curricula;
- c. Assist in the formulation and implementation of faculty activities, particularly in the areas of research and extension services in coordination with the University Research Center and the Center for University Extension Services;
- d. Supervision of all academic activities of students in coordination with the Dean of Student Development and Services; and
- e. Other official duties as may be assigned by the Dean.

Section 4. The College Secretary

Article 69. There shall be a Secretary of each college to be designated by the President on recommendation of the Dean. His term shall be co-terminus with that of the Dean and shall have the following duties and responsibilities:

- a. Assistance in the supervision and coordination of all college activities;
- b. Recording and keeping of minutes of all faculty meetings of the college and furnishing copies of the same to the Dean, the Assistant Dean and all members of the college faculty, calling attention to needed actions;
- c. Keeping all records of the college for which he shall institute an appropriate records management system;
- d. Providing information to students of their curricula, schedules, and related matters and ensuring that requirements for graduation are fulfilled;
- e. Assistance to the Dean and Assistant Dean in the supervision of academic and official activities within and outside the college;
- f. Implementation of committee decisions affecting the college;
- g. Assigns work and supervises the administrative staff of the college;
- h. Monitoring the condition of all facilities of the college and calling the attention of competent University authorities to needed repairs as well as all other needs and requirements;
- i. Prepare the needed information on the qualifications of the faculty members who will be recommended for appointment to faculty position; and
- j. Other official duties as may be assigned by the Dean.

Section 5. The College Departments

Article 70. The Dean may recommend to the President the creation of academic departments in his college.

Article 71. Each department shall have a chairman to be designated by the President on recommendation of the College Dean concerned. His term shall be co-terminus with that of the Dean.

Article 72. The department chairman shall be responsible for the organization, administration, and conduct of his department. He shall recommend members thereof for the approval of the Dean.

Article 73. Administrative and academic matters involving conflicts and issues affecting each department shall be settled in the first instance within the department; provided that the approval of the Dean shall be sought for final action.

Article 74. Meetings of the department staff may be held at least twice a term, at such times as may be called by the chairman or on request of a majority of its members, provided that the Dean shall be notified in writing on matters requiring action and that any formal action, the Dean's approval shall be sought.

CHAPTER IX. THE ACADEMIC SUPPORT OFFICES

Section 1. The Office of the University Registrar

Article 75. There shall be the Office of the University Registrar who shall be headed by a Registrar who shall also be the Dean of Admissions and whose functions shall be to:

- a. Administer entrance examination, admission and registration of students;
- b. Manage scholastic records of the students;

- c. Publish and disseminate the general catalogue or bulletin of information of the University;
- d. Publish, at the end of each academic term, the list of students qualified to be in the honor roll, coordinating with various colleges or departments, within one month after the end of each term, regarding students' failures, incomplete marks, and other academic shortcomings;
- e. Issue diplomas, certifications, transcripts of records, certificates of honorable dismissal and such other University documents that emanate from the Office of the University Registrar; and
- f. Other duties as may be assigned by the President.

Section 2. Office of Student Development and Services

Article 76. There shall be an Office of Student Development and Services to be headed by a Dean whose functions shall be to:

- a. Implement policies, rules and regulations on student activities affecting the University approved by the Board;
- b. Establish and implement a system of accreditation of student organizations in the University;
- c. Coordinate a network of accredited student organizations to promote mutually beneficial cooperation among the organizations and the integration of student activities;
- d. Promote and instill discipline among students, conduct inquiries and investigation of cases involving students' violations of University policies, rules and regulations, on its own, or at the instance of any interested party, and shall make recommendations to the permanent committee on student

discipline of the University Council, of which he shall be a member, as provided for in Article 26, e;

- e. Publish a student handbook and other informative materials to inform or update students on University policies and activities; and
- f. Other duties as may be assigned by the President.

Section 3. University Library

Article 77. The University Library shall be headed by a Director of Libraries appointed by the President whose functions shall be to:

- a. Administer the University Library and of such libraries as may be established in the Colleges;
- b. Recommend to the President acquisition of books, periodicals, publications and other needed educational technologies and materials as recommended by the deans, faculty, and heads of the units and the specialized centers;
- c. Formulate and implement library rules and regulations, subject to the approval of the President;
- d. Prevent violations of University library rules; provided that any violation requiring action by higher authorities shall be submitted to the appropriate offices concerned for proper action;
- e. Initiate and encourage the development and use of modern library and information exchange technologies; and
- f. Other duties as may be assigned by the President

Section 4. Office of Guidance and Testing Services

Article 78. The Office of Guidance and Testing Services shall be headed by a Director whose functions shall be to:

- a. Provide all aspects of guidance services and relevant counselor training programs;
- b. Participate in policy-making activities concerning student welfare and interests;
- c. Coordinate with the colleges in relation to the above functions; and
- d. Other functions as may be assigned by the President.

Section 5. Laboratory Services

Article 79. Laboratory Services shall be managed by a coordinator in the colleges concerned whose functions shall be to:

- a. Prepare a procurement program for needed laboratory equipment, facilities and supplies;
- b. Prepare and implement guidelines and procedures for the use of equipment, facilities and supplies, to ensure the proper and orderly functioning of the laboratories under them;
- c. Undertake maintenance and repair of laboratory equipment and facilities;
- d. Keep physical custody and periodic inventory of laboratory equipment and supplies and master copies of laboratory manuals; and
- e. Other responsibilities as may be assigned by the College Dean.

TITLE THREE. ADMINISTRATIVE MATTERS

CHAPTER X. ADMINISTRATIVE SUPPORT OFFICES

Section 1. Coverage and Structure

Article 80. General Provisions. The administrative support offices shall encompass human resource development, health services, physical development and special projects, property management and such other offices as may be provided for in accordance with paragraph “n” of Article 41 and shall be managed by the Vice-President (Executive Vice-President) unless otherwise provided for by the President or the Board.

Section 2. Human Resource Development Office

Article 81. The Human Resource Development Office shall be headed by a Director whose functions shall be to:

- a. Formulate, implement and monitor a comprehensive human resource development and welfare program for academic and non-academic employees;
- b. Assist in matters relating to personnel movements, promotion, termination retirement, selection and appointment of qualified and competent academic and non-academic staff;
- c. Prepare, maintain and safeguard personnel records for easy access and retrieval; and
- d. Exercise such other responsibilities as may be assigned by the President.

Section 3. University Health Services

Article 82. The University Health Services Office shall be headed by a Director whose functions shall be to:

- a. Formulate and implement a health services program for the prevention and cure of physical illness of students and University personnel;
- b. Recommend the acquisition and proper use of medical equipment, facilities and medicines;
- c. Keep and preserve medical and health records of University personnel and students;
- d. Promote an environment conducive to health through dissemination of various information regarding diet, personal hygiene and related health habits; and
- e. Other functions as may be assigned by the President.

Section 4. Property and Supplies Office

Article 83. The Property and Supplies Office shall be headed by a Director whose functions shall be to:

- a. Formulate and implement a system of property management which shall include procurement, maintenance, utilization, and disposal;
- b. Identify the property needs of various units in coordination with their respective heads;
- c. Set up and maintain an accurate and updated inventory and reports on all University property;

- d. Keep custody of all property donated to the University by individuals or organizations;
- e. Collect and dispose of unserviceable property in accordance with law and pertinent University rules and regulations; and
- f. Other functions as may be assigned by the President.

Section 5. Physical Development and Special Projects Office

Article 84. The Physical Development and Special Projects Office shall be headed by a Director whose functions shall be to:

- a. Conceptualize and implement, in coordination with unit heads concerned, special programs and projects related to the planning, development and management of the University's physical infrastructures and facilities;
- b. Formulate detailed descriptions of programs and projects for approval by the President and/or the Board of Regents, and for possible submission to funding agencies, including the conduct of feasibility and related studies, implementation, management and/or monitoring of such programs and projects;
- c. Landscape and aesthetic, maintain, repair, restore and/or replace the University buildings and grounds;
- d. Prepare and update, as needed, a campus map indicating the location and perspective drawing of all buildings and structures within the University campus;
- e. Conduct annual inventory of buildings and facilities, including their condition and the conduct of regular inspection of the buildings and campus grounds;

- f. Keep custody of architectural, engineering and other plans of all University buildings, including the development plan for various campus(es); and
- g. Other responsibilities or functions as may be assigned by the President.

Section 6. Property Responsibility

Article 85. The following officers and employees shall be bonded in accordance with law in relation to the various properties for which they are responsible:

- a. the President;
- b. the Vice-Presidents;
- c. the Property Officer;
- d. the Treasurer; and
- e. the Cashier.

Article 86. Donated properties for specific and immediate purposes shall be the responsibility of the President to decide as to their use or disposal; provided that he shall inform the Board of his decision; provided, further, that such disposal is in accordance with the terms stipulated by the donor.

Article 87. All University properties shall be for official use only, and shall not be taken from the buildings or grounds without the written approval from the proper authorities.

TITLE FOUR. FINANCE AND PLANNING

CHAPTER XI. FINANCIAL MATTERS

Section 1. Organization

Article 88. The finance and planning functions of the University shall be managed by the *Vice-President* through the following offices, unless otherwise provided for by the President and the Board;

- a. Office of the University Treasurer;
- b. Accounting Office;
- c. Budget Office; and
- d. such other offices as may be attached by the President or the Board.

Section 2. Fund Source and Generation

Article 89. Financial support for the University shall be as provided by the Government of the City of Manila and other sources.

Article 90. There shall be a continuing program of University fund generation to include creative approaches, including the active participation of the alumni, former teachers, and other friends of the University.

Article 91. The University shall have the authority to seek donations, bequeaths, grants, contributions and other similar conveyances in cash or in kind from appropriate sources.

Article 92. There shall be a long-term program for securing the financial stability of the University, through the establishment of a trust fund, the income from which may be used to augment the annual budget of the University.

Section 3. Financial Management

Article 93. There shall be an annual University budget to be prepared by all unit heads under the coordination of the *Vice-President* who shall be responsible for budget preparation and presentation to the proper authorities.

Article 94. The budget shall be implemented in accordance with generally accepted accounting, auditing, and reporting rules and standards.

Article 95. There shall be an effective system of monitoring and control of all fiduciary transactions of the University, subject to the supervision and review of the *Vice-President*.

Article 96. The funds of the University shall be deposited in such authorized financial depository institutions and duly approved by the Board of Regents.

Article 97. There shall be an effective system of financial recording and reporting to keep the President and the Board of Regents fully informed and updated of the financial condition of the University and the various aspects of its operations.

Article 98. All University financial accountabilities shall be settled within the allowable periods of time.

CHAPTER XII. PLANNING

Section 1. Overall Planning

Article 99. There shall be a University development plan, which shall serve as the basis of the annual budget, to be formulated by all units of the University under the coordination of the *Vice-President*, and subject to the approval of the Board of Regents.

Article 100. The implementation, monitoring, and evaluation of the University development plan shall be the primary responsibility of all unit heads.

Article 101. Special projects shall be identified within the University development plan; provided that the various University units shall be responsible in identifying and initiating special projects within their respective jurisdictions; provided, further, that all projects shall be prioritized as approved by the Board of Regents on recommendation of the University President.

CHAPTER XIII. FINANCE AND PLANNING SUPPORT OFFICES

Section 1. Budget Office

Article 102. There shall be a Budget Office headed by a Director whose functions shall be to:

- a. Prepare, implement and monitor a system covering all aspects of the budget process in relation to the University's programs, projects, and activities;
- b. Prepare a consolidated annual University budget proposal;
- c. Revise the University's annual budget proposal based on the approved allocation of the City Government and estimated revenues from other sources;
- d. Inform the various units on their share of the approved allocation;
- e. Process expenditure requests and ensures that all documentary requirements are met;
- f. Prepare needed request obligation of allotment (ROA) for immediate transmission to the Accounting Office;
- g. Manage a system of control and monitoring of expenses of the various University units;
- h. Prepare periodic statements of expenditures of the various University units;
- i. Record and monitor subsidiary income; and
- j. Other functions as may be assigned by the President.

Section 2. Treasurer's Office

Article 103. The Treasurer's Office shall be headed by a Treasurer whose functions shall be to:

- a. Keep custody of all University funds, securities, receipts, vouchers and related documents;

- b. Manage all University banking transactions as authorized by the Board of Regents and prompt release of funds and any unexplained or unreasonable delay shall subject the party concerned to sanction;
- c. Sign all checks and other negotiable instruments of the University duly countersigned by the President and/or other authorized co-signatories;
- d. Supervise and control the Cashier's Office;
- e. Invest funds to generate income in accordance with existing banking and University rules, subject to the approval of the Board of Regents; and
- f. Other functions as may be assigned by the President.

Section 3. Cashier's Office

Article 104. The Cashier's Office shall be under the Treasurer's Office. It shall be headed by a Cashier whose functions shall be to:

- a. Formulate and implement a University system of disbursements in accordance with existing government accounting, auditing, and treasury rules and regulations;
- b. Accept payments for tuition and miscellaneous fees from students, and other collections from various sources and issue corresponding official receipts;
- c. Deposit collections in authorized depository banks in accordance with existing rules and regulations;
- d. Withdraw, as duly authorized, cash/money from the depository bank(s) to pay legitimate University obligations;

- e. Ensure prompt payments of salaries and allowances and other legitimate obligations of the University;
- f. Record and submit reports covering the cashier's area of responsibility; and
- g. Other functions as may be assigned by the President.

Section 4. Accounting Office

Article 105. The Accounting Office shall be headed by a Chief Accountant, appointed by the President, subject to the confirmation of the Board of Regents, whose functions shall be to:

- a. Formulate and implement the University's system of accounting in accordance with existing government accounting rules and regulations;
- b. Keep the President and the Board of Regents informed of the financial status of the University;
- c. Control and preserve records of financial transactions of the University;
- d. Prepare and submit all required financial reports and other pertinent information;
- e. Prepare and process payrolls and vouchers for the payment of salaries and other University obligations to personnel;
- f. Issue certificates of payments, deductions, and remittances to relevant government agencies, concerned individuals and other parties; and
- g. Other functions as may be assigned by the President.

TITLE FIVE. CONDITIONS OF EMPLOYMENT

CHAPTER XIV. ACADEMIC PERSONNEL

Section 1. Position Classification, Faculty Ranks and University Professorship

Article 106. The members of the faculty of the University shall be classified as regular, temporary, and part-time.

Article 107. A regular faculty member is one who possesses all the qualifications and none of the disqualifications, as provided for by law, for a position to which he/she receives a permanent appointment.

Article 108. A temporary faculty member is one who possesses all the qualifications and none of the disqualifications of a regular faculty member, as provided for by law, and receives an appointment that does not exceed one year and may be renewed in the interest of the service.

Article 109. A part-time faculty member is one who receives a temporary appointment for a period not exceeding one year and whose teaching load is determined by the rules and regulations of the University.

Article 110. Regular and temporary faculty members shall hold academic ranks as follows, subject to the provision of Section 12 of Republic Act 4196:

- a. Instructor;
- b. Assistant Professor;
- c. Associate Professor;
- d. College Professor; and
- e. University Professor.

Article 111. Part-time faculty members may hold the following ranks, subject to the provision of Section 12 of Republic Act 4196:

- a. Lecturer;
- b. Assistant Professorial Lecturer;

- c. Associate Professorial Lecturer;
- d. Professorial Lecturer; and
- e. Special Lecturer.

Article 112. The President may recommend to the Board the appointment of visiting professors and/or special lecturers whose expertise and experience may be required by the University.

Article 113. The President shall create a special committee to formulate the guidelines for the selection of nominees for University Professor, who must be an outstanding scholar and scientist, evidenced by his publications and researches, knowledgeable in the arts, sciences and humanities, known for intellectual maturity and objectivity in his judgment and possessing a high reputation among his colleagues and other scholars. All persons nominated by the President for University Professor must comply with the guidelines for selection, created and thereafter approved by the Board. The Board may, at his discretion, appoint any or none of the nominees to the position of University Professor. Committee shall also formulate similar guidelines for College Professor.

Article 114. After retirement, a University Professor shall continue to be considered a member of the faculty, and if considered qualified, may be conferred the title of Professor Emeritus, subject to terms and conditions duly approved by the Board.

Section 2. Compensation

Article 115. Full-time and part-time faculty members shall receive compensation in accordance with their respective ranks and the corresponding salary levels in the approved salary scale; provided that a part-time faculty member shall secure a written permit from his original place of employment.

Article 116. Full-time faculty members shall accomplish the required form for authenticating service rendered at the end of each pay period to be confirmed by the Dean as basis for the payment of salaries and for service record purposes. Part-time faculty

members shall accomplish the daily time record which shall be authenticated, likewise, for the same purposes.

Section 3. Promotions

Article 117. The starting academic rank and promotion of faculty members shall be based on the criteria set forth in the Merit System for Faculty and Academic Staff.

Article 118. The University President shall ensure a system of periodic evaluation of the performance of every faculty member, who has remained at the same rank for three consecutive years, for career and professional development.

Section 4. Faculty Rights, Privileges, Obligations and Academic Freedom

Article 119. Each faculty member shall enjoy the following rights and/or privileges:

- a. Right to free expression of opinions and to avail of effective channels of communication with students and the appropriate academic and administrative bodies of the school;
- b. Right to establish, maintain or join professional organizations of his choice;
- c. Right to intellectual property as provided by applicable laws;
- d. Right to choose alternative career channels in college/University administration for purposes of career development; and
- e. Rights accorded by Republic Act 4196 and other laws, rules and regulations, whenever applicable.

Article 120. Each faculty member shall enjoy academic freedom. Academic freedom is the right of the teacher to conduct studies and teach the subject of his specialization according to his best lights; to hold, in other subjects, such ideas as he

believes sincerely to be right; and to express his opinions on public questions in manner that shall not interfere with his duties as a member of the faculty.

Article 121. Each faculty member shall have the following obligations to:

- a. Perform and abide with his academic duties in accordance with the philosophy, goals, objectives and policies of the University;
- b. Be accountable for the efficient and effective attainment of specified learning objectives with respect to his specific assignments;
- c. Make prompt submission to the Dean of requisite reports of grades reflecting the academic performance of each student under him;
- d. Give scholastic ratings to students on the basis of academic performance, standards and other factors in accordance with the grading system of the University;
- e. Observe professional and ethical behavior in all his dealings; and
- f. Perform other duties as may be assigned by the Dean.

Article 122. Faculty members shall desist from soliciting contributions or other monetary and material considerations which might affect the scholastic standing of students and could otherwise compromise the reputation of the faculty members.

Section 5. Academic Load

Article 123. A full-time faculty member shall have a regular teaching load of fifteen (15) units or sixteen (16) units per term, as the case may be, in accordance with the rules of their respective colleges.

Article 124. Each faculty member may engage in research, creative writing, other productive academic work, or administrative service assignment, and shall be

entitled to a reduced teaching load; provided that the maximum credit load for committee, administrative and research work or creative writing shall be determined on the basis of approved guidelines.

Article 125. In the case of subjects with laboratory work, one-and-half (1 ½) hours of such laboratory work shall be equivalent to one-hour teaching load.

Article 126. At the graduate level, one hour of teaching load shall be credited one-and-half (1 ½) hours for the purpose of determining compensation.

Article 127. Faculty members assigned with administrative functions shall have the following schedule of maximum teaching load as part of their regular load, unless otherwise directed by the President:

Maximum Teaching Load

- a. Deans ----- fully de-loaded
- b. Assistant Deans of Colleges, Academic
Directors, College Secretaries ----- three (3) hours a week
- c. Chairmen of Departments ----- six (6) hours a week
- d. Lead Persons ----- nine (9) hours a week

Article 128. A full-time faculty member may be allowed to teach outside the University, subject to the prior approval of the University President and in accordance with existing University rules and regulations.

Article 129. A full-time or part-time faculty member shall be paid according to his approved rate when he substitutes for another faculty member.

Section 6. Consultation Hours

Article 130. Each full-time faculty member shall make himself available for consultation within the University premises, with students or University authorities, as may be necessary, during or after his regular office hours.

Section 7. Miscellaneous Provisions

Article 131. Members of the faculty and staff may engage in other activities or in the practice of their respective professions; provided that such activities are not done during their official time or class hours; provided, further, that such activities do not involve any interest in any contract with the University.

Article 132. Highly competent faculty members of other government institutions may be allowed to teach in the University for a maximum of nine (9) units; provided that permission from the other institutions is secured by the teacher concerned.

Article 133. Members of the faculty shall be encouraged to undertake remedial teaching for failing or delinquent students; provided that prior arrangements shall be made with the Dean concerned, subject to the approval of the President; provided, further that compensation shall be within reasonable limits.

Article 134. In line with the academic freedom at the tertiary level, the choice of textbooks, reference books, and related learning materials shall be the primary responsibility of the teachers concerned; provided that such choice shall be subject to the appropriate guidelines; provided, further, that teachers of the same subjects shall choose a common set of textbooks and reference books.

Article 135. Faculty members shall be encouraged to write and publish their respective textbooks and required learning materials for their respective subjects, and shall be assisted by the University to have such materials published.

Article 136. Each teacher shall be responsible for the syllabus of each subject he handles; provided that a copy of each syllabus shall be filed in the Dean's Office.

Article 137. Faculty members may be allowed to sell their own books or any other learning materials to their students; provided that the same are approved for use by the University and sold at least 20 percent below regular retail prices. Any violation of this article shall be regarded as profiteering and shall constitute grounds for dismissal.

Article 138. Regular faculty members shall be encouraged and allowed to attend meetings, conferences and seminar-workshops on official time if they are members of the sponsoring professional organizations; provided that such activities are related to the primary purpose of the organization. Other faculty members may attend on their own time; provided that such attendance does not interfere with their work; provided, finally, that prior permission shall be secured from the Dean concerned.

Article 139. Faculty and staff members shall be encouraged to accept invitations to speak at graduation exercises and on other appropriate occasions on official time; provided that the Dean concerned or the immediate supervisor is duly informed; provided, further, that expenses are not borne by the University; provided, finally, that such engagements do not adversely affect the functions of the personnel concerned.

Article 140. A faculty member may invite eminent and highly qualified experts to lecture or talk on relevant subjects in his class, having given prior information on such arrangement to the Dean concerned; provided that any compensation for the purpose shall be on the account of the faculty member.

Article 141. Faculty and staff members shall be encouraged to undertake research under the auspices of reputable national, regional or international organizations; provided that proper University authorities are informed of the terms and conditions thereof.

Article 142. Subject to the existing rules, full-time University officers and administrative staff members may be allowed, if considered qualified and competent, to transfer as faculty members without prejudice to their earned tenure or current compensation. Staff members and officers who qualify for faculty ranks with higher compensation may apply for any such vacant item.

Article 143. No person employed full-time elsewhere shall be eligible for appointment or reinstatement as a regular faculty member of this University.

Article 144. The University may have a faculty exchange program permitting the exchange of professors, for a period of one year or less, of approximately equal rank from

other institutions of higher learning. The PLM professor shall be entitled to appropriate allowances and other benefits as may be allowed by law and by the terms and conditions of the exchange program.

Section 8. Faculty Directory and Pool

Article 145. There shall be a faculty directory which shall be published by the HRD Director and regularly updated for which purpose each member of the faculty, full time or part-time, shall fill out and submit the prescribed form needed in the directory.

Article 146. Part-time faculty members who are not given a teaching load may remain on the roster of faculty members and can be called upon to substitute for other faculty members who are unable to continue teaching for any reason.

Article 147. Full time faculty members who do not have a teaching load may be given appropriate non-teaching assignments such as research, training and/or administrative functions.

CHAPTER XV. ADMINISTRATIVE PERSONNEL

Section 1. Composition

Article 148. The administrative personnel of the University shall consist of all permanent or temporary personnel who are not members of the faculty, including part-time, casual, contractual, probationary, and non-faculty staff members in all offices in the University, may be allowed to enjoy a teaching load.

Article 149. Administrative personnel shall be responsible to the heads of units where they are assigned.

Article 150. There shall be a staffing pattern for each unit and for the entire University which shall reflect standardization of ranks, functions, salaries, privileges and other benefits, which shall be in line with approved government personnel classifications.

Section 2. Appointment

Article 151. All administrative personnel shall be issued official appointments which shall define the respective personnel's category and term of service in accordance with pertinent laws, including the University Charter, the University Code and other applicable laws.

Article 152. All appointments shall be on the basis of merit and fitness as determined in the qualification standards of the University duly approved by the Board.

Article 153. Any appointment may be terminated for cause, subject to the usual due process of law.

Section 3. Compensation

Article 154. There shall be a standardized compensation scheme covering all administrative personnel and positions which shall be subject to regular adjustments commensurate with economic changes.

CHAPTER XVI. RULES APPLICABLE TO ALL PERSONNEL

Section 1. General Rules

Article 155. All University officials and heads of offices shall be appointed by the President, subject to the confirmation of the Board; all other personnel shall be appointed by the President informing the Board of such appointment.

Article 156. Administrative officials may be designated by the President to assume, in concurrent capacity, other administrative responsibilities in the University, or allowed to accept any consultancy or other positions; provided that such concurrent responsibilities will not adversely affect the official's work.

Article 157. The terms and conditions of employment, including compensation, of all University personnel shall be determined by the Board on recommendation of the President.

Article 158. No official, faculty member, or staff shall be removed during his term unless for cause and with due process.

Article 159. The respective heads of offices shall participate in the recruitment of personnel under them.

Article 160. Extra teaching load may be given to regular faculty members or University officials in accordance with the existing University policies.

Article 161. Faculty members and other academic personnel may be appointed to render administrative services.

Section 2. Working Hours

Article 162. Full-time faculty members shall serve the required number of hours daily, including teaching, consultations and other relevant duties; in accordance with laws and regulations.

Article 163. Regular work hours shall be in accordance with existing laws and regulations; provided that overtime service shall be allowed and compensated, subject to the following conditions:

- a. prior approval and recommendation;
- b. evidence of necessity; and
- c. such other exigencies of the service as would apply.

Article 164. Full-time support staff shall render service in accordance with the approved work schedule in the University.

Article 165. Part-time, casual and contractual administrative personnel shall serve in accordance with the terms and conditions of their respective contracts or appointments.

Section 3. Daily Time Record or Certificate of Service Rendered

Article 166. The use of Bundy Clock or other similar mechanism or the preparation and filing of daily time record (DTR) shall not be delegated to anyone.

Article 167. The following are exempted from using the Bundy Clock or other similar devices:

- a. The President;
- b. The Vice-Presidents;
- c. The Deans;
- d. The Treasurer;
- e. The Directors of offices and special centers;
- f. The Heads of offices;
- g. The Registrar;
- h. The Dean of Student Affairs; and
- i. such other officers as may be authorized.

Section 4. Leave Privileges

Sub-Section 4a. General Leave Privileges

Article 168. In accordance with the rules of Civil Service and other applicable laws, the University officials, full-time faculty members and employees shall be entitled to the following types of leave of absences:

- a. Full-time faculty members leave;
- b. University officials and Administrative Personnel leave;
- c. Maternity/paternity leave, as approved by law;
- d. Special leave privileges;
- e. Solo parents leave;

- f. Sabbatical leave;
- g. Study leave; and
- h. other approved leaves.

Article 169. Leave of absence refers to the approved period of time when any personnel, regular, probationary or temporary, is absent, with or without pay, during the official working hours.

Article 170. An official or regular employee officially employed or on study leave outside the University shall be on official leave of absence. Such employment shall be considered as part of his official service.

Sub-Section 4b. Full-time Faculty Members Leave

Article 171. Regular teachers shall be entitled to the following basic leave privileges: (a) vacation leave; (b) sick leave; and (c) other leaves as may be applicable.

Article 172. Vacation leave includes the two-month long vacation, Christmas vacation, all officially declared holidays, and such other authorized vacation periods.

Article 173. Regular teachers who render administrative or non-administrative services during the two-month and other vacation periods shall earn service credits in accordance with existing rules and regulations.

Article 174. A faculty assigned to a non-teaching position may opt to convert his service credits, earned during summer and/or Christmas vacation, into leave credits.

Sub-Section 4c. Administrative Personnel Leave

Article 175. Administrative personnel, including University officials, rank and file employees and other personnel who are not members of the faculty, are entitled to vacation and sick leave, each equivalent to fifteen (15) working days annually; provided that they have rendered at least six (6) months of continuous and satisfactory service.

Article 176. Earned leave credits shall be accumulated in accordance with law.

Article 177. Any person separated from the University shall be entitled to commutation of all cumulative vacation and sick leaves to his credit, unless otherwise provided by law or by a competent court.

Article 178. Commutation and payment of vacation or sick leave shall be in accordance with existing rules and regulations.

Sub-Section 4d. Maternity and Paternity Leaves

Article 179. Women employees shall be entitled to maternity leave in accordance with law, subject to the following conditions:

- a. Those who are permanent and regular, and have rendered an aggregate of two or more years of service, shall be entitled to sixty (60) calendar days leave with full pay.
- b. Permanent and regular employees who have rendered less than two years of service shall be entitled to sixty (60) calendar days leave with half pay.
- c. Temporary and casual employees who have rendered two or more years of service shall be entitled to sixty (60) days leave with half pay.
- d. Temporary and casual employees who have rendered less than two (2) years of service shall be entitled to sixty (60) calendar days leave but shall receive pay proportionate to their length of service at the ratio of thirty (30) days for every two (2) years of service.
- e. A female employee on maternity leave may report for duty before the expiration of her leave; provided that she presents a medical certificate of fitness to assume her duties; provided, further, that she need not refund the commuted money value of her unexpired maternity leave; provided, finally,

that she is entitled to her salary for actual services, from the day she returns to work.

- f. In the case of unmarried mother, her entitlement shall be sixty (60) calendar days maternity leave with pay, subject to the conditions stated earlier.

Article 180. Subject to applicable laws, a father may avail of paternity leave of seven (7) working days for each birth of his first four (4) legitimate children.

Sub-Section 4e. Leave Without Pay, Unexplained Absence, Tardiness and Undertime

Article 181. Leave of absence without pay, not to exceed one year at a time, shall be granted for justifiable cause or causes; provided that the application for such leave shall be filed at least a week before.

Article 182. In the case of unexplained absence for ten (10) successive working days, the personnel concerned shall be sent a written order requiring him to report for work immediately and explain in writing why he was absent. In any case, the inability to report for at least thirty (30) consecutive calendar days shall be cause for termination from the service; provided that the personnel concerned shall be notified in writing thereof five (5) days prior to his separation from the service. Further, the personnel concerned shall not be entitled to his basic compensation and other benefits during the period covered.

Article 183. All University personnel shall be entitled to leave privileges, as already defined, in accordance with law and University policies.

Article 184. Punctuality shall be a matter of rule; faculty and staff members are expected to arrive at least fifteen (15) minutes before their scheduled official or class time. Regular and unreasonable tardiness shall be considered as undesirable and shall be dealt with in accordance with existing Civil Service rules.

Article 185. The practice of undertime shall be discouraged; however, under reasonable circumstances, undertime may be allowed on prior permission of the unit head

concerned; provided that such undertime shall not adversely affect instruction and related services; provided, further, that the equivalent leave credit for such undertime shall be deducted from the accumulated leave or service credits of the employees concerned; provided, finally, that those without leave credits shall not be entitled to undertime with pay.

Sub-Section 4f. Sabbatical Leave

Article 186. Sabbatical leave shall be granted to members of the faculty and University officials, upon request, to encourage research and further study and to improve their competence for service to the University.

Article 187. A sabbatical leave may be granted to a faculty member who has had at least six consecutive years of service in the University; provided that the faculty member concerned has demonstrated very satisfactory performance, and has not been convicted of and penalized for any misdemeanor.

Article 188. A sabbatical leave shall be for a period of not more than one year with full payment of salary, benefits, and such allowances, as may be determined by the Board of Regents.

Article 189. The Human Resource Development Office shall formulate, subject to the approval of the Board of Regents, the terms and conditions for the grant of sabbatical leave including the period, benefits and such other allowances.

Section 5. Special Detail or Secondment

Article 190. Special detail or secondment to or from the University shall be based upon an arrangement between the University and the sending/receiving institution, subject to the approval of the President and the confirmation of the Board.

Article 191. Unless the exigency of the service requires otherwise, special detail or secondment shall be for a period of one (1) year or renewable subject to arrangement

between the sending and the receiving offices; provided that he shall be notified to return to his post prior to the expiration of his detail.

Section 6. Educational Privileges

Article 192. Full-time faculty members, officers and employees shall take initiatives to pursue continuing professional education in the University or elsewhere, enrolling no more than nine (9) units per term, in courses related to their work, subject to the approval of the President; provided, that those who enroll in the University shall receive a full subsidy for tuition and other fees, as well as book allowances and thesis writing grants for those at the graduate level; provided, further, that they shall maintain satisfactory academic performance with no failing grade which may constitute reason for cancellation of the subsidy; provided, finally, that they maintain a very satisfactory work performance rating for every semester.

Article 193. Employees who choose to enroll in institutions other than the University may be allowed to enroll up to nine (9) units a term, subject to the approval of the President.

Article 194. Qualified regular members of the faculty and staff are encouraged to study abroad on grants either from the University or external sources, subject to terms and conditions.

Article 195. Children of regular members of the faculty and staff shall be entitled to full enjoyment of tuition and other fees in any undergraduate course; provided that they maintain good scholastic standing in a term, which shall constitute sufficient reason for the cancellation of the privilege.

Article 196. Faculty and staff members who avail of the educational privileges, under Article 193, extended by the University shall render service to the University equivalent to two years for every year of the grant or a fraction thereof.

Section 7. Fellowships and Scholarships

Article 197. A fellowship is a grant to enable the fellow to pursue special studies in a specified discipline for a specific purpose. A scholarship is a grant based on academic excellence of the scholar to enable him to acquire or obtain a chosen academic degree or title. Fellowships and scholarships shall be created, as funds are available, on the basis of the greatest need and benefit to the University. The appointment of fellows and scholars shall be made by the President according to duly approved selection criteria.

Article 198. University fellowships and scholarships shall be made available to qualified faculty members and administrative officials for their continued academic growth, professional development and effectiveness in their respective fields or allied subjects. The grantee of any full-time fellowship or scholarship grant shall serve the University for two (2) years for every year of full-time grant (or any fraction thereof) in the University. The grantee of any part-time fellowship or scholarship grant shall serve the University for one (1) year for every year of part-time grant (or any fraction thereof) in the University.

Article 199. A faculty member granted a fellowship or scholarship from other entities may be entitled to a partial fellowship or scholarship from the University under similar terms and conditions as those that apply to full fellows and scholars, on a proportionate basis.

Article 200. A faculty member's application for fellowship or scholarship in another institution may be made directly by him; provided that he secures endorsement from his Dean/immediate Head and the approval of the President, for the appropriate study leave.

Article 201. Faculty members/administrative officials granted full or partial fellowships or scholarships by the University and other entities duly accredited by the University shall be on official time and shall receive their full salaries and benefits for the duration of their grants.

Article 202. The University may provide allowance benefits as may be determined by the Board of Regents.

Article 203. Faculty members/administrative officials who pursue their studies in the University shall be considered as PLM scholars entitled to full tuition and other fee remissions, allowable benefits, including full salary for the duration of their scholarship, subject to the terms and conditions approved by the Board of Regents upon the recommendation of the President.

Article 204. A fellow or scholar who violates any of the terms and conditions of his grant shall refund to the University the amount received during the period of the grant.

Article 205. A University Committee on Fellowships and Scholarships shall be designated by the President. The Committee shall formulate, subject to approval of the President, criteria, guidelines and procedures for the selection of grantees and for the enforcement of terms and conditions of their respective grants.

Section 8. Insurance and Retirement

Article 206. The University shall participate in the Government Service Insurance System (GSIS), PHILHEALTH, PAG-IBIG and other applicable government welfare systems.

Article 207. Membership in the GSIS and other insurance and welfare systems shall be subject to the rules and regulations of the system concerned.

Article 208. Any employee on leave of absence without pay shall shoulder premium payable to the GSIS, PHILHEALTH, PAG-IBIG and other concerned government agencies to cover the duration of his leave.

Article 209. Retirement shall be of three categories: namely, optional, compulsory and early retirement. Optional retirement may be availed of by those who have completed at least fifteen (15) years of service in the government, including service

in the University. Compulsory retirement shall be as provided by law. Early retirement may be availed of at any time as provided by law and regulations.

Section 9. Incentives and Awards

Article 210. University employees shall be entitled to incentives and awards in accordance with Civil Service rules and regulations; provided that the University shall award the Diploma of Merit and other types of awards to qualified University personnel for exemplary conduct, loyalty and exceptionally efficient and meritorious service rendered to the University.

Section 10. Organizations and Associations

Article 211. Faculty and staff members may organize themselves into professional or civic associations for constructive ends beneficial to both the University and the members; provided that such associations shall be registered with the appropriate government agency and in the University; provided, further, that duly accredited associations shall submit their constitution, by-laws, programs and annual reports to the President; provided, finally, that they shall be subject to such other conditions as may be prescribed by the President and approved by the Board. Associations whose accreditation is withdrawn shall not be allowed to operate within the University premises.

Section 11. Separation from the University Service

Article 212. Separation from the service in the University shall include resignation, unexplained absence in relation to Article 182, transfer to another institution, termination for cause, permanent disability, retirement, or death.

Article 213. A faculty or staff member who resigns for justifiable reasons shall submit to the President, through the Dean or Director concerned, his letter of resignation at least thirty (30) days before it takes effect, unless accepted by the President to take effect immediately in the interest of the service.

Article 214. A faculty or staff member may request transfer to another government entity here or abroad for justifiable reasons, for which purpose his request shall be made at least thirty (30) days before its effectivity, subject to the approval of the President.

Article 215. All faculty and staff members separated from the University service due to the above reasons shall be required to obtain clearance of property and other accountabilities.

Section 12. Retirement

Article 216. All University personnel may avail of retirement privileges as provided by law and be given retirement and other benefits, subject to University rules and regulations. The effectivity of compulsory retirement shall be on the retiree's birthday.

Article 217. The University may allow retired personnel to avail the following additional privileges:

- a. Part-time teaching in the University if duly qualified and appointed;
- b. Access to the University Library;
- c. Free copies of publications of the University, as available; and
- d. Such other privileges as the University President may grant.

Section 13. Professional Behavior and Grievance Procedure

Article 218. Each member of the University community is duty bound to observe the highest level of decorum and professionalism in his dealings.

Article 219. Whenever complaints are filed for unprofessional behavior and conduct, the following grievance procedure shall be followed:

- a. Complaints against administrative officials and employees, including Vice-Presidents and Deans, shall be lodged with the Office of the President who, after evaluating the complaint, may form a Committee created for that

purpose, which shall include, whenever practicable, a member of the bar and a representative from the personnel department. Said Committee shall evaluate the complaint, and if warranted hear the case and recommend its findings to the President for his decision. The President shall decide the case and his decision is final unless an appeal is made to the Board within thirty (30) days.

- b. Administrative complaints against faculty members for unprofessional behavior and misconduct shall be filed with the Dean of the College concerned who will form a committee of at least three (3) persons who will hear and recommend the case to said Dean for his decision. Said decision shall be final unless appealed to the President within thirty (30) days from notice thereof.
- c. The proceedings, findings and recommendation of the committees in paragraphs “a” and “b” shall be in writing and all documents papers and other evidence received shall form part of the records of the case and forwarded to the Dean or President, as the case may be. Unless warranted by circumstances and other justifiable reasons, all proceedings shall be terminated and accomplished within sixty (60) days from organization.
- d. Penalties for unprofessional conduct and misbehavior shall be based on existing University Rules and Civil Service Regulations which shall include reprimand, suspension or dismissal depending upon the severity of the charge.

Article 220. For serious offenses including crimes and other felonies, administrative complaints shall be filed with the University Council which shall hear and decide the case. Decisions can be appealed to the Office of the President whose decision is final.

BOOK TWO. STUDENT MATTERS

TITLE ONE. ADMISSION, REGISTRATION AND ENROLLMENT

CHAPTER XVII. QUALIFICATIONS FOR ENTRANCE

Article 221. The entrance requirements for each college shall be in accordance with rules prescribed by the University.

CHAPTER XVIII. ADMISSION

Article 222. Every applicant for admission shall be physically fit as determined by the University Health Services.

Article 223. Only duly enrolled students shall be admitted to the classes in which they are enrolled.

Article 224. There shall be a policy on admission and transfer of foreign students to the University to be formulated by the University Council, subject to the approval of the Board.

CHAPTER XIX. REGISTRATON

Article 225. Students who meet the admission requirements shall be included in the official registry of the University by college, year, subject and section. A student is considered officially enrolled if he has met all admission and enrolment requirements, and his name is listed in the University registry.

Article 226. Late enrolment shall be discouraged.

Article 227. A duly registered student in the University may enroll in needed subjects in another college within the University; provided that he has the permission of

the Dean of the College in which he is primarily enrolled; provided, further, that the total number of units does not exceed the maximum allowed by University rules.

CHAPTER XX. CROSS-ENROLLMENT

Article 228. A student registered in other institutions of higher learning may be admitted to the University as a cross-enrollee; provided that he presents a written permit from his Dean; provided, further, that the total number of units in which the student is enrolled does not exceed the maximum allowed by the rules of the University; provided, finally, that all cross-enrollees shall be a full paying students and may be charged additional fees imposed by the University.

Article 229. Cross-enrolment of a duly enrolled PLM student in another duly recognized or chartered institution of higher learning shall be with the written approval of the Dean concerned.

CHAPTER XXI. CLASSIFICATION OF STUDENTS

Article 230. Students are classified as regular, irregular, or special.

- a. A regular student is one who is enrolled with a duly defined full load, as prescribed by the curriculum. All other students are irregular.
- b. A special student is one who is enrolled in subjects for which he does not earn academic credits.
- c. Other classification of students as may be provided for by the University.

Article 231. Students are classified as freshmen, sophomores, juniors, seniors and graduate students.

- a. A freshman is a student enrolled in the first year of his course, as prescribed.

- b. A sophomore is one who has satisfactorily completed the prescribed subjects of the first year of his curriculum and is enrolled in the second year of his course, as prescribed.
- c. A junior is a student who has completed the prescribed subjects of the first two years of his curriculum and is enrolled in the third year of his course, as prescribed.
- d. A senior is a student who is enrolled, after he has completed his third year of studies, as prescribed.
- e. A graduate student is one who has been admitted into the Graduate School Program.

CHAPTER XXII. TRANSFER OF STUDENTS

Article 232. Transfer of students from other educational institutions shall be subject to the availability of places; provided that they finish at least the last two (2) years in this University; provided, further, that their admission is favorably recommended by the concerned Dean; provided, furthermore, that they pass successfully the qualifying examination.

Article 233. Any exceptions to the above criteria shall be on highly justifiable reasons; provided that in no case shall the standards and reputation of the University be sacrificed; provided, further, that such exceptional cases shall be reviewed by the Admission Committee and approved by the President.

Article 234. The following may be considered as grounds for disqualification of student transferees to this University:

- a. Those who have been expelled from other schools or universities;
- b. Those who have been dismissed by reason of disciplinary action; and
- c. Those who failed to comply with other admission requirements.

Article 235. The transferring students should submit all requirements for admission to the college concerned for review and evaluation. If so warranted, the application and the requirements submitted should be endorsed to the University Registrar with the appropriate recommendation of the Dean of the concerned college.

CHAPTER XXIII. STUDENT ACADEMIC LOAD

Article 236. A University unit of credit represents the required number of hours of classroom learning activity in one term, as prescribed in the curriculum.

Article 237. The regular academic load per semester at the undergraduate level shall be as prescribed in the curriculum; provided that exceptions may be allowed in the case of graduating and exceptionally bright students.

Article 238. There may be a special term after the second semester and before the beginning of the next semester during which the normal academic load at the undergraduate level shall be six (6) to nine (9) units, subject to the approval of the College Dean concerned.

Article 239. Regular academic loads and overloads per term both in the masteral and doctoral level shall be in accordance with pertinent University rules.

TITLE TWO. ACADEMIC CALENDAR AND CLASSES

CHAPTER XXIV. CALENDAR

Article 240. The academic calendar shall be prepared by the Registrar's Office; provided that the University exercises flexibility in modifying its academic calendar whenever warranted.

Article 241. All prospective academic activities of the University shall be presented by the different academic units to the University Council for approval of the President which shall serve as basis for the preparation of the academic calendar.

CHAPTER XXV. CLASS SIZE AND ORGANIZATION

Article 242. The Deans concerned and the Registrar shall make a determination of the size of classes for each college one month prior to the enrolment period, on the basis of available space, financial and manpower resources with the ending view of providing conditions conducive to quality education.

Article 243. Class size shall be on the basis of the nature of subjects to be taught. The specific rules and regulations on different class sizes in the various colleges shall be formulated by the President upon the recommendation of the respective Deans concerned.

Article 244. With due notice to the President, classes may be reorganized or divided into separate sections by the Dean for justifiable reasons consonant with existing rules and regulations.

CHAPTER XXVI. SCHEDULE OF CLASSES

Article 245. The schedule of classes shall be prepared by the Colleges, subject to the approval of the President which shall be issued forthwith by the Registrar.

CHAPTER XXVII. ATTENDANCE AND CHANGING OF CLASSES

Article 246. Students shall attend all scheduled classes in their respective courses starting with the first day of their academic calendar.

Article 247. There shall be other rules governing attendance, absences and dropping of subject or course to be formulated by the University Council, subject to the approval of the Board through the President.

Article 248. Changing of classes shall be discouraged.

**TITLE THREE. CO-CURRICULAR PROGRAMS
AND EXTRA-CURRICULAR PROGRAMS**

CHAPTER XXVIII. STUDENT ORGANIZATIONS AND ACTIVITIES

Article 249. The University shall have an integrated co-curricular program. The program shall encourage proper expression of student concerns, talents, interests, aspirations, and values related to their total human development, and shall provide opportunities for applying what is learned in the classroom.

Article 250. Part of the co-curricular program shall be the establishment of student organizations by student groups in the University to undertake activities apart from but related to the regular classroom instruction to afford its members the opportunity to broaden their horizons and enrich their student life.

Article 251. The following categories of student organizations may be allowed within the University; provided that nothing herein contained shall not preclude the University from pursuing extra-curricular activities;

- a. University student organization;
- b. College student organization;
- c. Class student organization; and
- d. Organizations which are chapters or extensions of reputable national and/or international organizations.
- e. Other student organizations as may be allowed by the University.

Article 252. Organizations and activities which adhere to principles inimical to the University shall not be allowed to organize within the University.

Article 253. The implementation of programs and projects of student organizations shall be a shared responsibility among student organizations, their respective teachers and Deans, to achieve specific constructive objectives, subject to the overall coordination of the Office of the Student Development and Services.

Article 254. There shall be a University Accreditation Committee for Student Organizations responsible for formulating and implementing guidelines for accreditation, subject to approval of the Board of Regents. The Committee shall consist of:

1. The Dean of Student Development and Services, as Chairperson;
2. One Representative of the University Council to be chosen by its members;
3. Representative of the Office of the President;
4. Director of the University Guidance Center;
5. President of the Supreme Student Council; and
6. Representative of the Alumni.

Article 255. A student organization applying for accreditation shall submit to the Committee the following documents for processing:

- a. Constitution and by-laws of the organization ratified and signed by its officers and members;
- b. List of officers and members; and
- c. Calendar of activities or program plan for the year.

Article 256. An accredited student organization which is not implementing its program of activities as approved may be subject to the cancellation of its accreditation after due process.

Article 257. Every accredited student organization shall have at least one faculty adviser for a term of one (1) school year or two (2) semesters.

Article 258. To the extent possible, the College Dean concerned, the Dean of Student Affairs or other responsible school officials shall be consulted in the choice of adviser of each organization.

Article 259. There shall be a student handbook formulated by the Office of the Student Development and Services in coordination with the University Guidance Center and other student service units. The handbook shall contain the updated University rules and regulations on student affairs and provide policy guidelines for the operations of all accredited student organizations, subject to the approval of the President.

CHAPTER XXIX. STUDENT RIGHTS AND RESPONSIBILITIES

Article 260. Subject to rules, regulations and policies of the University, the students shall enjoy the rights to:

- a. Receive primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development;
- b. Choose and continue their course of study up to graduation except in cases of academic deficiency or violation of disciplinary regulations;
- c. Receive guidance and counseling services to enable them to make decisions and to select the alternatives in fields of work suited to their potential;
- d. Have access to their school records, the confidentiality of which the University shall maintain and preserve;
- e. The issuance of official school certificates, diplomas, transcripts of records, class cards, transfer credentials and similar school documents or records;
- f. Publish a student newspaper and similar publications;
- g. Have free expression of opinions and suggestions, and to avail of effective channels of communication with the appropriate academic and administrative bodies of the school; and
- h. Form, establish, maintain, join and participate in organizations recognized and accredited by the University to foster their intellectual, cultural, spiritual and physical growth and development.

Article 261. Students shall have the following duties and responsibilities:

- a. To exert their utmost in the development of their potentialities for service, particularly by undergoing an education suited to their abilities, in order that they may become assets to their families and the society;

- b. To uphold the academic integrity of the University, endeavor to achieve academic excellence through conscientious and diligent study, and abide by University rules and regulations governing their academic responsibilities and moral integrity;
- c. To promote and maintain the peace and order of the University by observing rules of discipline, and by exerting efforts toward the attainment of harmonious relationships with fellow students, faculty, and other school personnel;
- d. To participate in the promotion of the general welfare, particularly in the social, economic, and cultural development of the community toward the attainment of a just, compassionate and orderly society;
- e. To exercise their rights responsibly with the knowledge that they are answerable for any infringement or violation of the general welfare or the rights of others, laws, rules, regulations and public policies; and
- f. To perform other duties and responsibilities in consonance with good citizenship and service to the City of Manila.

CHAPTER XXX. STUDENT-SPONSORED CONVOCATIONS

Article 262. Student convocations are formally organized gatherings with specifically defined purposes. These may include conferences, seminars, workshops, symposia, colloquia, and similar activities.

Article 263. Student convocations shall require the recommendation of the faculty adviser of the sponsoring organization or of the Dean of the concerned academic unit, prior to seeking approval from the Office of the Student Development and Services, Executive Vice-President and the Office of the President for the schedule and the use of University facilities. For the activities conducted within the classroom, only the approval of the Dean concerned shall be sought.

CHAPTER XXXI. STUDENT PUBLICATIONS

Article 264. The University shall encourage the publication of a student newspaper and other scholarly journals; provided that all such publications shall be subject to the law on campus journalism, and other applicable rules and regulations that the University may formulate.

Article 265. There shall be an annual yearbook for students featuring photographs of graduating students and the various undergraduate batches. The Board may require for the funding fees and other assessments, to be administered by the Student Board under the supervision of the Office of the Student Development Services.

Article 266. It is improper to disseminate by writing, speech or other means, libelous, defamatory, malicious, scurrilous, and distorted information or statements about University matters and other issues.

Article 267. The University recognizes and respects academic freedom of students in relation to mass media. It shall encourage the writing of articles for print media and participation in broadcast and electronic media to promote the prestige and good image of the University.

CHAPTER XXXII. SOCIAL RESPONSIBILITY OF STUDENTS

Article 268. The University encourages students to be aware and knowledgeable of social problems and concerns and to participate and be involved in public issues. Students are free to express their views and observations, subject to the following limitations:

- a. Participation in any mass action shall be only during the vacant periods of the students concerned; provided that group activities do not disrupt the normal operations of the University;
- b. Any participation that does not reflect the University position shall be the individual responsibility of the student or the student organization.

- c. Students shall observe at all times pertinent laws and regulations and shall act always with fairness, tolerance, moderation and respect in relation to opinions and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles; and
- d. Students shall be courteous and considerate on all occasions as befitting men and women of refinement and good breeding.

TITLE FOUR. EVALUATION OF ACADEMIC PERFORMANCE

CHAPTER XXXIII. GENERAL PRINCIPLES

Article 269. The University shall have a system for monitoring, evaluating and enhancing the effectiveness of the acquisition of knowledge, skills and values appropriate to the growth and development of the student.

Article 270. Each teacher shall be responsible for the first-hand monitoring of student performance and the recording of indicators as basis for determining such performance. It shall be the responsibility of each teacher and the Deans to ensure the proper implementation of the University system of educational evaluation and grading.

CHAPTER XXXIV. GRADING SYSTEM

Article 271. There shall be a University grading system characterized by a reasonable level of objectivity based on the assessment of such requirements as research papers, book reviews, writings, case studies, laboratory work, field work, creative outputs, recitations, and examinations.

Article 272. *Formulation of article is held in abeyance, pending approval of the proposed grading system.*

CHAPTER XXXV. ACADEMIC MARKS AND GRADES

Article 273. Grades that have been duly authenticated and submitted to the Registrar shall not be changed in any manner unless specifically authorized by certain rules and regulations of the University. In case of discrepancy or substantial variance of the grade in the grade sheet and in the classcard, or any other record of grades, every effort should be undertaken to ensure the correctness of the final grade reported. The Registrar shall report any changes in final grades to the University Council, subject to the approval of the Board.

TITLE FIVE. SCHOLASTIC STANDING

CHAPTER XXXVI. SCHOLARSHIP AND SUBSIDY

Article 274. The University shall place a premium upon high scholarship, academic excellence and exemplary behavior among its students for which purpose there shall be a University Scholarship and Student Aid program, including work-study arrangements.

Article 275. As a general policy and in keeping with the purposes of this University, the system of subsidy is provided to cover tuition and other fees for the benefit of graduates of public high schools in the City of Manila who are Filipino citizens; provided that they enroll as freshmen in any course and maintain a grade average of at least 85 percent or 2.0 with no failing grade during each semester; provided, further, that they maintain exemplary behavior and are not convicted of any misdemeanor; provided, finally, that failure to maintain these standards of academic performance and behavior shall be sufficient ground for the withdrawal of said subsidy. In no case, shall transferees possessing the aforesaid qualifications, qualify under the system of subsidy unless they are unable to meet the grade average of 85 percent or 2.0 with no failing grade during the semester.

Article 276. Graduates from private high schools within the City of Manila and those from outside the city may be admitted as paying students; provided that valedictorians and salutatorians shall be admitted as scholars; provided that they maintain

a grade average of 85 percent or 2.0 with no failing grades; provided, finally, that they maintain exemplary behavior.

Article 277. Bright and talented students from public and private schools, preferably those who have acute need for financial assistance, may qualify such assistance through the University's program of subsidy or scholarship or student aid or through special sponsors.

CHAPTER XXXVII. ACADEMIC STANDARDS

Article 278. All students are required to study diligently and maintain high academic performance. An honor roll shall be published at the end of every term. Any student who shifts to another degree program shall be disqualified from receiving academic honors at graduation.

Article 279. The following minimum standards shall be observed in all colleges:

a. Minimum passing grade per subject -

(baccalaureate)	3 or 75
(masteral)	2 or 85
(doctoral)	1.75 or 87

b. Good Standing

A student shall be considered to be in good standing if he maintains a General Weighted Average (GWA) of 2.25 or better without receiving a failing grade in any subject.

c. Probation

A student shall be considered on probation if he obtains in the preceding semester:

1. a failing grade in any subject except freshman and sophomore courses known as Physical Education (P.E.), Reserved Officers Training Course (ROTC), and Civic Welfare Training Course (CWTS); or
2. GWA below 2.25.

d. Disqualification

A student is considered disqualified from the degree program if he obtains:

1. GWA below 2.50; or
2. GWA below 2.25 and a failing grade in any subject, except *non-academic subjects.

A disqualified student may be allowed to shift to another program at the start of any semester.

A student may shift from one course to another as often as desired; provided he completes the course within the maximum residency period equivalent to the normal period fixed to the curriculum to complete the course, plus a grace period of one year.

Note:

**Non-academic subjects* refer to P.E., ROTC, and CWTS required as part of General Education.

e. Dismissal

A student shall be dismissed from the University on the following grounds:

1. remaining on probation for any two (2) consecutive semesters;
2. receiving a GWA below 2.50 and a failing grade in any subject; and
3. probation in any three (3) semesters.

Article 280. A student served a notice of probation may be referred to the University Guidance Center for counseling. A report shall be made by the Center which shall include a recommendation for possible transfer to a course more suited to the student. If a student found to be beyond help, he shall be advised to discontinue his course of study and to take a suitable program elsewhere.

Article 281. A student given an “Incomplete” in any subject but fails to complete the requirements within the succeeding term, shall be given a failing grade and shall be required to repeat the subject within the time allowed.

Article 282. Required subjects in which a student has failed shall take precedence over other courses in his succeeding enrollment.

Article 283. The units and grades earned elsewhere by a qualified transferee to PLM shall be evaluated in terms of the University's subject and grade requirements.

TITLE SIX. LEAVE OF ABSENCE AND TRANSFER

CHAPTER XXXVIII. LEAVE OF ABSENCE

Article 284. A student may be granted official leave of absence for the duration of a specific activity outside the University such as field research, official missions abroad, participation in national conferences, seminars and other similar activities; provided that prior permission is secured from the Dean concerned; provided, further, that such leave is not prejudicial to his studies; provided, finally, that he takes appropriate make-up classes for lessons missed.

Article 285. Official leave of absence shall not be beyond the end of a term during which the student is enrolled, provided that under no circumstances shall he be excused from completing the academic requirements for classes missed including examinations, quizzes and other graded exercises.

CHAPTER XXXIX. TRANSFER FROM THE UNIVERSITY

Article 286. A student in good standing who desires to transfer from the University shall, in the first instance, discuss the matter with his faculty adviser who may recommend such transfer to the Dean, who shall in turn endorse the matter to the Registrar, for the issuance of a certificate of honorable dismissal.

Article 287. A transferee shall be required to secure clearance from library, laboratory, and other financial accountabilities prior to the issuance of his transfer certificate; provided, any student facing disciplinary cases shall not be issued a certificate of clearance until after termination of the case.

Article 288. A student who leaves the University due to disciplinary problems shall not be entitled to a certificate of honorable dismissal; provided that he may be issued his transcript of records with the notation that he has incurred disciplinary sanctions.

TITLE SEVEN. GRADUATION

CHAPTER XL. GRADUATION REQUIREMENTS

Article 289. Graduation marks the terminal point of a student's course at which time he shall have completed all academic and other requirements. All students qualified for graduation shall be recommended by their respective Deans and by the Registrar through the University Council to the President for the approval of their graduation by the Board.

Article 290. Each candidate for graduation shall submit an application to graduate upon enrolment during the last term of his course and to signify his actual presence and participation in the ensuing graduation ceremonies.

Article 291. Each Dean shall certify to the Registrar, on recommendation of the college faculty, a list of qualified candidates for graduation within three weeks after the close of enrolment during each term; provided that the Registrar shall countercheck the veracity of the records of each candidate.

Article 292. The Registrar shall prepare a consolidated list of candidates for graduation for submission to the University Council at least one week before the Council's meeting to consider each candidate.

Article 293. Each candidate for graduation shall have the equivalent of at least two (2) years of residence with a full load in the University.

Article 294. Candidates for graduation shall secure a clearance of all accountabilities at least one month before graduation day; failure to do so shall be sufficient reason for non-inclusion in the official list of candidates for graduation.

- a. Students who complete all requirements for graduation at any time during the school year shall be considered graduates of that school year and shall be entitled to receive all graduation credentials.
- b. All candidates for graduation shall attend the graduation ceremonies for the school year; provided that, if for justifiable reasons a graduating student cannot attend the scheduled graduation ceremonies, he shall still be entitled to graduate and to receive all graduation credentials.

CHAPTER XLI. GRADUATION HONORS

Article 295. Graduation honors may be conferred at the undergraduate levels, and shall be based on exemplary academic performance and personal behavior. The honor categories and the corresponding grade average shall be:

(For graduates of courses of at least four year’s duration)

- 1. *May Papuri*
(Cum Laude, With Distinction) 1.75 to 1.50
- 2. *May Dakilang Papuri*
(Magna Cum Laude,
With High Distinction) 1.49 to 1.25
- 3. *May Sukdulang Papuri*
(Summa Cum Laude,
With Highest Distinction) 1.24 to 1.00

Article 296. The criteria for active participation in student activities and for evaluating exemplary behavior shall be formulated by a Special Committee on Student Behavior and Participation to be designated by the President; provided that the criteria shall be indorsed by the University Council and the President for approval by the Board.

Article 297. Graduating students who excel in special talents and personality characteristics, such as, oratory, music, dramatics, athletics, and leadership, shall be given honorary recognition in the form of medals, plaques, ribbons and/or certificates of recognition.

Article 298. The University may confer honorary degrees in appropriate fields to persons of exemplary character who have achieved eminence through professional accomplishments in government, business, education, technology, social services, medical services, and the arts, on recommendation of any or all of the Deans based on duly approved criteria. (**Article 13, d**)

CHAPTER XLII. COMMENCEMENT PROGRAM

Article 299. The University shall hold Commencement Exercises at an appropriate times and places for the purposes of conferring academic degrees and honors upon graduating students.

Article 300. There shall be a graduation committee headed by an official designated by the President with the Deans and Registrar as members. The committee shall be responsible for all arrangements for commencement and baccalaureate programs, and may call upon any or all of the other offices for assistance in its work.

CHAPTER XLIII. ACADEMIC COSTUME

Article 301. Candidates for graduation shall be required to wear academic costumes during the graduation program in accordance with rules and regulations of the University.

TITLE EIGHT. CONDUCT AND DISCIPLINE

CHAPTER XLIV. GENERAL RULES

Article 302. Every student shall behave with dignity and personal discipline at all times.

Article 303. Every teacher shall be responsible for maintaining order and discipline in the classroom and may seek the assistance of the College Dean if further action is warranted.

Article 304. All Deans and/or the Office of the Student Development and Services, as appropriate, with the participation of a duly designated student council representative, shall formulate and implement a comprehensive Code of Conduct of Students and penalties therein to include among others, rules and regulations on proper behavior and discipline, uniforms, identification documents and other analogous matters.

CHAPTER XLV. CONDEMNABLE ACTS

Article 305. Any misconduct of serious gravity committed inside or outside the campus which adversely affects the prestige of the University shall be the subject of inquiry by the Office of Student Development and Services or the Deans concerned as appropriate, which shall recommend action.

Article 306. In the case of a student who commits any form of misconduct not settled immediately, his parents or guardian shall be duly informed and may be required to participate in the resolution of the problem.

CHAPTER XLVI. SANCTIONS

Article 307. Any violation of University rules and regulations or breach of the approved code of conduct shall be subject to sanctions as maybe determined by the University officials, provided that due process is observed.

BOOK THREE. GENERAL PROVISIONS

TITLE ONE. ADMINISTRATIVE MATTERS

Article 308. Every unit head shall submit his annual report of performance during the academic year to the President.

Article 309. Each unit head shall be responsible for the maintenance of discipline and harmonious relationships among personnel of the unit.

TITLE TWO. SEAL AND COLOR

Article 310. The University Colors shall be golden-yellow, flaming-red and light-blue (Res. No. 39, July 17, 1967).

Article 311. The seal of the University shall be a circular shield framed with fourteen triangles, with embossed inscription: “Pamantasan ng Lungsod ng Maynila 1967” all in gold. (Res. No. 39, June 13, 1967).

The field within shall be divided quarterly. The upper dexter field shall be in red, the lower sinister field in light blue, and the upper sinister field and lower dexter field in white.

In the upper dexter side shall be the sunburst in white and gold rays placed on a red field.

The upper sinister side shall have a flaming torch on the tip of a bamboo handle superimposed over the symbol of the atomic orbits with electrons in red, placed on a white field.

On the lower center point shall be a book superimposed with a bamboo scroll with ancient Tagala script balanced by a branch on the nilad shrub in light green, all placed between the lower white and light blue fields.

From the lower dexter side to the lower sinister side shall be inscribed in gold:
“Karunungan, Kaunlaran, Kadakilaan” (Knowledge, Progress, Greatness).

Symbolism of Emblems

The sunburst signifies the oriental symbol of Life, Energy and Power.

The flaming torch signifies Light and Truth.

The green-bound book signifies Modern Knowledge.

The bamboo scroll signifies the ancient Tagala culture.

The nilad branch signifies the origin of the name of the ancient town of Maynilad.

The fourteen pointed triangles framing the circular shield signify the fourteen districts of Manila at the time the University was established.

The word “Motto of Seal” signifies the guiding principles of the University:
Karunungan, Kaunlaran, Kadakilaan.

Symbolism of Colors

Gold signifies Nobility, Richness and Power.

White signifies Light, Truth and Faith.

Light-blue signifies Brotherly Love and Peace.

Red signifies Patriotism, Bravery and Sacrifice.

Green signifies Hope.

Article 312. The University Hymn shall be the “Pamantasang Mahal.”

TITLE THREE. TRANSITORY PROVISIONS

Article 313. The 2005 University Code shall be implemented in accordance with Administrative Orders containing implementing guidelines, in whole or in part, as the University develops the personnel, financial and other resource capabilities for the purpose.

Article 314. Pending the issuance of the implementing guidelines, the provisions of the 1971 University Code and any existing Administrative Orders shall continue to be in force and effect.

Article 315. This Code and its implementing guidelines shall be published, disseminated and used as basis for retraining and orientation of all personnel concerned immediately after its approval by the Board.

TITLE FOUR. EFFECTIVITY

Article 316. The University Code of 2005 shall be effective after approval of the Board and upon issuance of the necessary implementing guidelines.

Approved: By the Board of Regents under Resolution No. 2823
during its 379th Regular Meeting held on 28 October 2005.

Justice Justo P. Torres, Jr.
Chairman

Attested:

Rizalina M. Mauricio
OIC-University & Board Secretary