

# ASSCAT

Aim High for 3Gs  
(Garcines on the Go  
for Glocalization)



## ADMINISTRATIVE Manual of Operations

Approved during the 108<sup>th</sup> ASSCAT Board of Trustees Regular Meeting on  
July 12, 2019 pursuant to BOT Resolution No. 19-027, series 2019



Bunawan, Agusan del Sur, Philippines  
[www.asscat.edu.ph](http://www.asscat.edu.ph)

# **ADMINISTRATIVE Manual of Operations**

This Manual of Operations is published by the:

Office of the Vice President for Administration

San Teodoro, Bunawan, Agusan del Sur

Website: [www.asscat.edu.ph](http://www.asscat.edu.ph)

Email address: [asscatjvg@gmail.com](mailto:asscatjvg@gmail.com)

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## PRESIDENT'S MESSAGE

The manual that governs the administrative affairs of the Agusan del Sur State College of Agriculture and Technology (ASSCAT) was published in 2001. Since then numerous changes of policies, rules, regulations and processes have been circularized and instituted that requires the revision and update of the Manual.



This revised Administrative Manual of Operations of the ASSCAT serves as the guide of the College in the discharge of the administrative functions and services to the stakeholders with effectiveness and efficiency. The Manual contains the policies, processes, systems and guidelines in the area of governance and administration.

The information contained in this Manual are based on the ASSCAT Code, Governing Board's Resolutions, legislations, issuances and circulars of other government agencies that are deemed applicable to the institutionalization and implementation of the administration and governance. With utmost review and analysis, the provisions are ensured to conform the gender-fair language in all its statements to avoid gender-bias.

It is hoped that this Manual shall be meaningful to all who will use this as reference. The Manual shall be subjected to updates in order to respond to the emerging conditions thus, the administration shall continue to apprise the stakeholders.

AIM HIGH ASSCAT for 3Gs!



**JUARLITO V. GARCINES, Ph.D.**  
SUC President III

## ACKNOWLEDGEMENT

This Administration Manual is a product of resolute effort of the College officials and personnel who initiated and finalized the work of revision and codification of institutional policies, regulations and procedures as follows:

**The members of the Governing Board** who willfully supported the approval of the Administration Manual;

**Dr. Juarlito V. Garcines**, ASSCAT President for his motivation to generate the revised Manual for the prompt, responsive and relevant administration and governance;

**The administrative unit heads** who shared their respective expertise and knowledge in revising and improving the Manual;

**To Dr. Roberto N. Padua**, the Consultant whose proficiency and technical insights inspired the administrative unit heads to pursue the successful completion of this project; and

**To the Almighty God** from whom all blessings flow.

This 15<sup>th</sup> day of March, 2019 at the Agusan del Sur State College of Agriculture and Technology (ASSCAT), Bunawan, Agusan del Sur.



**JOY C. CAPISTRANO**

Chief Administrative Officer  
SUC VP III for Administrative Affairs

## TABLE OF CONTENTS

Cover Page	1
President's Message	2
Acknowledgement	3
<b>Part I GOVERNANCE AND ADMINISTRATION</b>	<b>9</b>
CHAPTER 1. THE AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY (ASSCAT)	10
Section 1. Historical Background	10
Section 2. Mandates and Functions	18
Section 3. Vision, Mission, Philosophy, Goals, Quality Policy and Core Values	18
Section 4. The ASSCAT Seal	19
Section 5. The ASSCAT Hymn	20
Section 6. The Organizational Structure	21
CHAPTER 2. GOVERNING BOARD	<b>22</b>
Section 1. Composition of the Board of Trustees	22
Section 2. Manner of Appointments	23
Section 3. Board Meetings	26
Section 4. Powers and Duties of the Board of Trustees	30
Section 5. BOT Actions/Resolutions; DBM and COA Clarifications/Guidelines on Specific Powers and Duties of the Board of Trustees	34
CHAPTER 3. ORGANIZATION AND ADMINISTRATION OF SUCs	<b>39</b>
Section 1. SUC Presidency	39
Section 2. The Vice Presidents	43
Section 3. The College/BOT Secretary	46
Section 4. The Treasurer	46
Section 5. The Administrative, Finance, Business Management and Auxiliary Offices	46
CHAPTER 4. THE COUNCILS	48
Section 1. The Administrative Council	48
Section 2. The Academic Council	49
Section 3. The Research and Extension Council (CREC)	51
Section 4. The Project Management Board/Council	55

CHAPTER 5. THE UNITS UNDER THE OFFICE OF THE PRESIDENT	<b>60</b>
Section 1. Planning and Monitoring	60
Section 2. External and International Affairs	61
Section 3. Alumni Relations	61
Section 4. Legal Affairs Office	62
Section 5. Quality Management Representative	62
Section 6. Public Information and Community Relations	66
Section 7. Management Information System	72
Section 8. Gender and Development	81
 CHAPTER 6. COMMITTEES OF THE COLLEGE	 <b>87</b>
Section 1. Faculty and Staff Development Committee (FSDC)	87
Section 2. PRAISE Committee	88
Section 3. Committee on Decorum and Investigation (CODI)	89
Section 4. Grievance Committee	90
Section 5. Bids and Awards Committee (BAC)	91
Section 6. Other Committees	94
 <b>Part II ADMINISTRATIVE POLICIES</b>	 <b>95</b>
CHAPTER 1. RECORDS MANAGEMENT	96
CHAPTER 2. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	104
CHAPTER 3. PROCUREMENT MANAGEMENT	148
CHAPTER 4. PROPERTY AND SUPPLY MANAGEMENT	162
CHAPTER 5. SECURITY SERVICES	180
CHAPTER 6. GENERAL SERVICES	183
CHAPTER 7. MOTORPOOL SERVICES	188
CHAPTER 8. HEALTH AND WELLNESS SERVICES	190
 <b>Part III FINANCIAL POLICIES</b>	 <b>194</b>
CHAPTER 1. LEGAL BASES	195
CHAPTER 2. BUDGET OFFICE	195
CHAPTER 3. ACCOUNTING OFFICE	199
CHAPTER 4. CASHIERING OFFICE	206
 <b>Part IV APPENDICES</b>	 <b>210</b>

## LIST OF FIGURES

<b>Figure No.</b>	<b>Title</b>	<b>Page</b>
1	Organizational Chart of ASSCAT	21
2	Flow of Procedures for Setting of Objectives and Targets	60
3	Organizational Chart of PICRO	67
4	Flow of Procedures for Content Management System in ASSCAT Websites and Social Sites	70
5	Flow of Procedures for Request for Information System	75
6	Flow of Procedures for Handling Request for Record Generation and Correction	76
7	Flow of Procedures for Access Control to Information System	77
8	Flow of Procedures for Request for Troubleshooting and Maintenance	79
9	Flow of Procedures for Setting-up Back-up Location of Files	80
10	Flow of Procedures for GAD Focal Point System Structure	83
11	Flow of Procedures for Communication	98
12	Flow of Procedures for Downward Flow of Communication	99
13	Flow of Procedures for Upward Flow of Communication	100
14	Flow of Procedures for Communication Flow from External Agencies	103
15	Flow of Procedures for Recruitment and Selection of Employee	113
16	Flow of Procedures for Performance Evaluation System	115
17	Flow of Procedures for Selection of Scholar	146
18	Flow of Procedures for Preparation of Indicative Annual Procurement Plan (APP)	154
19	Flow of Procedures for Procurement Process for Competitive Bidding	159
20	Flow of Procedures for Conceptual Framework of the Property and Supply Management	164

21	Flow of Procedures for Issuance of Supplies, Materials and Equipment	177
22	Flow of Procedures for Inventory Taking and Physical Count of Inventories and PPE Equipment	178
23	Flow of Procedures for Disposal of Properties and Equipment	179
24	Flow of Procedures for Attending to Guest/ Students/ Personnel	182
25	Flow of Procedures for Repair Infrastructure, Equipment and Facilities	185
26	Flow of Procedures on Motor Vehicle Utilization	189
27	Flow of Procedures for Internal Budget Deliberation	198
28	Flow of Procedures for Financial Statement Preparation	200
29	Flow of Procedures for Processing of Travelling Expense Voucher	202
30	Flow of Procedures for Payment of Personal Services Expenses	203
31	Flow of Procedures for Payment of Goods/ Infrastructure/ Consulting Services	205
32	Flow of Procedures for Collection and Deposit of Cash	207
33	Flow of Procedures for Processing of Payment for Approved Disbursement Vouchers	209

## LIST OF TABLES

Table No.	Title	Page
1	Name of Principals and their Terms of Office	11
2	Accreditation Status and Validity	16
3	Citizen's Charter of PICRO for Cyber World	68
4	Citizen's Charter of PICRO for Physical World	68
5	Categories of Work Hours	125
6	Information on Leave Application	133
7	Comparison between Vacation and Sick Leave Status and Teacher's Leave Basis	137

## APPENDICES

Appendix No.	Title	Page
A	Republic Act No. 7932	211
B	Republic Act No. 8292	216
C	Memorandum from the Office of the Solicitor General	223
D	CMO No. 20, series of 2011	226
E	COA Circular 2000-002	240
F	Program Offerings	243
G	BOT Resolution No. 19-027, series 2019	244
H	ASSCAT Board of Trustees	245
I	Comparison of Existing and Proposed Administrative Manual of Operations	246
J	Writers	248

# **GOVERNANCE and ADMINISTRATION**

# **THE AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY (ASSCAT)**

## **'1. Historical Background**

The history of Agusan del Sur State College of Agriculture and Technology (ASSCAT) is a story of consistent growth and development. It chronicles the interesting evolution of hope, service, challenges and successes. It narrates the humble beginning as it struggles to where it is today. It will continue its trajectory towards continuing excellent educational services to the humanity.

Sometime in 1906, a group of Americans headed by the Honorable Dean C. Worcester visited Agusan province, surveyed the area and assessed the needs of the people. The province of Agusan was a vast hinterland, populated by Manobos and few Christians. Realizing the need for educating the people to a better way of life, the Americans established the Manobo Industrial School (MIS) in June 1908. The school was operated for the children of Manobo "datus" from the regions of Simulao, Adgawan, Umayam, Gibung, and Wawa-Ojot. Mr. Carlson Berger was the principal. He was assisted by Mr. and Mrs. Joseph Kempt, Mr. Liberato Fortun, and Mr. Ciriaco Viajar as members of the teaching force. The school was located along the Simulao River, opposite the poblacion of the municipality of Bunawan. On June 24, 1908, Executive Order No. 52 was issued by the Governor-General William Cameron Forbes and granted the school site with a reserved area of 41.9089 hectares (Parcel 1) and .1764 hectares (Parcel 2). Later, the Manobo Industrial School was converted into Manobo Farm School (MFS) with the purpose to improve the farming practices of the natives. A Grade V class was opened in school year 1915-1916 with Mr. Ellsworth Maxwell as Principal. The other teachers were Mr. George L. Broxholm, Mr. Cornelio del Rosario, and Miss Dedicacion del Rosario. A limited number of pupil coming from the municipal district schools of Cuevas, Trento, Libertad, Veruela, La Paz, Loreto, Prosperidad, Talacogon, San Luis, Esperanza and Lianga, Surigao were accommodated in the school dormitory with free clothing, beddings, and subsistence. The other pupils lived in Bunawan with their parents or relatives.

By 1926, Manobo Farm School (MFS) was converted into Bunawan Agricultural School (BAS). First year high school was offered in school year 1927-1928; second year in school year 1928-1929; third year in school year 1929-1930; and fourth year in school year 1930-1931. The additional site of 280.8131 hectares was reserved for the BAS under Proclamation No. 677 issued by Governor-General Frank Murphy on April 2, 1934. BAS developed steadily until enrollment reached 400 students. Unfortunately, World War II intervened, and the school was temporarily closed.

The Filipino Principals who worked for the school until the outbreak of the World War II were the following:

**Table 1. Name of Principals and their Terms of Office**

<b>Name</b>	<b>Year</b>	<b>Length of Service</b>
Mr. Francisco Fernan	1923-1926	3 years
Mr. Manuel Flojo	1926-1929	3 years
Mr. Acuña	1929-1933	4 years
Mr. Anastacio Limbo	1933-1938	5 years
Mr. Obias	1938-1941	3 years

After the World War II, the provincial government transferred the school to Ampayon, Butuan City, leaving Bunawan without a high school for three (3) years. Fortunately, the late Congressman Marcos M. Calo, a native of Agusan worked for the return of the Bunawan Agricultural School (BAS) and succeeded when Republic Act (R.A.) No. 301 was passed in Congress and approved by His Excellency Elpidio Quirino on June 17, 1948. It authorized the creation of Bunawan Junior Agricultural High School (BJAHS) and was formally opened in July 1948 at the former school site in Bunawan.

With re-establishment of the high School in Bunawan, parents began to enroll their children at the Bunawan Junior Agricultural High School (BJAHS) instead in Mampising, Davao or in Ampayon, Butuan City. It was Mr. Raymundo Curato, the Principal of Bunawan District, who was designated by Mr. Mariano Manaligod, Division Superintendent of Schools for Agusan to open the school as Farm Manager; and Mr. Enrique Paller, the Farm Manager of the School in Ampayon acted as Officer-in-Charge (OIC) of BJAHS until Mr. Jose F. Luna came as Principal.

Mr. Luna arrived in September, 1948 and immediately moved to provide facilities, books, equipment, working animals, food and other needs of the school until his replacement by Mr. Domingo C. Gabertan on August 4, 1949. Mr. Domingo C. Gabertan decided to relocate the school campus on higher ground due to the yearly flooding on the old site. The present site now along the Agusan-Davao National Highway (Daang Maharlika). The RA No. 948 was approved on June 20, 1953 converting the school into Bunawan National Agricultural School (BUNAS). The construction of structure was realized such as five (5) ICA-NEC (FOA-Philcusa) buildings, Vocational Agricultural Buildings, granary and the concrete water tower. Mr. Gabertan, however, was transferred to Negros Occidental National Agricultural School in Kabankalan, Negros Occidental on August 16, 1956, after he was sent to the United States for one year advanced studies. The faculty and students held their classes in the new site but they continued to stay at the old site which was about 2 kilometers until the old Girls' Dormitory was finished in 1958.

Mr. Felipe C. Galeon succeeded Mr. Gabertan as Principal of BUNAS. It was also during his time that additional buildings were constructed like the Girl's dormitory, Social Hall, and Practice House, until his promotion to the General Office, Manila in the later part of 1960. Following Mr. Galeon as Principal of BUNAS was Mr. Perfecto C. Boncato, who was transferred from Bilar Rural High School, Bilar, Bohol.

During his term, Mr. Perfecto C. Boncato was able to construct the Related Subjects Building, a Home Management Building and laid out the school playground. When Mr. Boncato left in 1966, Mr. Arturo Cubangbang, Mr. Santiago T. Medrano and Mr. Federico S. Zamora were temporarily designated as school's Officers-in-Charge one at a time until the detail of Mr. Gregorio C. Alava, Principal of Davao National Regional Agricultural School to BUNAS in school year 1966-1967. Mr. Alava was later replaced by Mr. Felipe C. Badua who was finally promoted as Principal of the school effective on June 23, 1967, and eventually as Vocational School Administrator I on July 1, 1974 until his retirement on May 27, 1985.

The Republic Act No. 5917, sponsored by former Congressman Jose C. Aquino of Agusan, converted the Bunawan National Agricultural School (BUNAS) into Southern Agusan National Agricultural College (SANAC) on June 21, 1969. Congressman Democrito O. Plaza during SY 1969-70 endorsed for the inclusion in the General Appropriations Act the funding requirements of the operations of SANAC.

The Circular No. 8 issued by the defunct Bureau of Vocational Education (BE) on October 4, 1974 authorized the school to offer the revised two-year Post-Secondary Agricultural Technician curriculum starting the second semester, school year 1974-1975. This was the result of the effort made by Gov. Valentina G. Plaza in inviting a team from BE. One hundred thirty three (133) students graduated from this course in five (5) batches until it was phased out in school year 1986-1987.

The Central Mindanao University (CMU) Off-Campus Institute at SANAC started offering the first year of the 4-year general collegiate academic course during the first semester of SY 1979-1980 with selected members of the faculty who were trained at CMU, Musuan, Bukidnon, for two summers, acting as affiliate instructors. The following year, second year subjects were offered. After the second, the CMU-off campus students were supposed to proceed to the CMU Main Campus for their third and fourth years, or to other colleges/universities of their choice. This program was in operation at SANAC for four (4) years until it was suspended at the beginning of SY 1983-1984 because the number of students who intend to enroll did not reach the desired number as required by school authorities.

On June 23, 1987, DECS Order No. 66, series of 1987 was issued granting authority to the school to operate the ladder-type Bachelor of Agricultural Technology (B.A.T.) course. The first two years of this course admitted both NCEE and non-NCEE qualifiers, leading to the Diploma in Agricultural Technology (D.A.T.), but only NCEE qualifiers can proceed to the third and fourth years leading to the Bachelor of Agricultural Technology (B.A.T) degree.

Mr. Nicasio T. Domingo Jr., who replaced Mr. Badua as Vocational School Administrator, exerted efforts to increase students' achievement through upgrading the quality of instruction in different subjects, curriculum improvements, faculty and staff development; and acquisition of some needed field, laboratory, and library facilities. In school year 1989-1990, there was a 100% qualification in the NCEE among the fourth year students who took the examination and the school also produced its first batch of B.A.T. graduates, a significant milestone in this history of the college.

Mr. Nicasio T. Domingo was detailed in the DECS Regional Office, Region X, Cagayan de Oro City effective September 17, 1990, and Mrs. Ramona S. Nono, Administrative Officer II, was designated as Officer-in-Charge from the September 1990 to February 5, 1991.

On February 6, 1991, Mr. Cristeto Ra. Abrea, Vocational School Principal I of Kinoguitan National Agricultural School (KNAS), Kinoguitan, Misamis Oriental was designated Officer-in-charge of SANAC.

Starting the Academic Year 1992-93, through DECS Order No. 88 s. 1992, two (2) academic programs were added namely; Bachelor of Secondary Education (BSEd) major in Technology and Home Economics, and the Bachelor of Elementary Education (BEEd) with concentration in Work Education and with the initial offering of Laboratory Grade School.

On the same year, Congressman Ceferino S. Paredes Jr. sponsored Batas Pambansa House Bill No. 1432 and supported by the Senate Bill No. 1690 of Senator Edgardo J. Angara the conversion of SANAC into a state college. On March 1, 1995, His Excellency President Fidel V. Ramos signed RA No. 7932 converting SANAC into Agusan del Sur State College of Agriculture and Technology (ASSCAT). More degree programs were offered such as Diploma in Inland Fishery Technology (DIFT) leading to Bachelor in Inland Fishery Technology (BIFT), Bachelor of Science in Agro-Forestry (BSAF), and Bachelor of Science in Agribusiness and Information Technology (BSAIT).

Moreover, the DAT-BAT program was strengthen when ASSCAT was one of the four (4) identified institutions in Mindanao which availed the support and assistance from

the Australian Agency for International Development (AusAID) and Education Development Projects Implementing Task Force (EDPITAF). The project gained bilateral funding from the Philippine-Australian Agricultural Technology Education Project (PA-AGRITeCH) from 1996 to 2000. The 60 million pesos grant-in-aid for ASSCAT was in the form of refurbished theory room, library, farm mechanics shop, laboratories for science, crop and food processing, nursery, and Community Outreach Center (COC). Other facilities were also acquired such as computers, typewriters, overhead-projector, photocopier, recent edition of library books, course materials and other learning references. The faculty, staff and technical support also availed of the in-service training and seminars. Mr. Cristeto Ra. Abrea served as Office In-Charge of the Office of the President from 1995-1997 and became the first installed ASSCAT President on January 1997. Upon his retirement on January 2001, Dr. Roberto N. Padua, CHED Commissioner assumed as Chair of the Management Committee effective January 13, 2001 until August 22, 2001 while, Mr. Bernardino Z. Ente Jr., MPA served as OIC President from August 22, 2001 to February 13, 2002. During their terms, the Academic Development and Strategic Plan for 2001-2005 was approved by the Board of Trustees which served as blueprint for ASSCAT ascension to Agro-industrial Tourism University Park. During the academic year 2001-2002, numerous programs were offered such as: Bachelor of Science in Biology, Bachelor of Science in Chemistry, BSE major in Biology, Chemistry, Mathematics and Technology and Livelihood Education, Bachelor of Science in Agricultural Engineering (BSAE), Bachelor of Science in Electronics and Communications Engineering (BSECE), Bachelor of Science in Mechanical Engineering, and Bachelor of Science in Information Technology (BSIT). Further, a purposive faculty and staff development program was planned to meet the academic requirements of the College. Meanwhile, the vigorous upgrading and improvement of facilities was pursued namely; major refurbishment of the Administration building, renovation of Engineering building, construction of Paredes building, establishment of Zoological-Botanical Garden, and acquisition of laboratory equipment and apparatuses.

The second ASSCAT President, Dr. Doroteo E. Jaquias served the College from February 13, 2002 – October 24, 2011, for two (2) terms. During his leadership, he blazed the trail towards excellence, quality and access. The program offerings were added with Bachelor of Science in Agriculture major in Agronomy, Animal Science, and Horticulture. The complete curricular years of BS in Agriculture major in Horticulture in extension class in Loreto, Agusan del Sur and the Bachelor of Agricultural Technology at Surigao del Norte College of Agriculture and Technology (SNCAT) at Magpayang, Mainit, Surigao del Norte were offered. However, due to inadequacy and limitation of resources the Arts and Sciences programs and the elementary laboratory school were rationalized. It is also during his term in year 2003 that the College was recognized as member to the Accrediting Agency of Chartered Colleges and Universities of the Philippines (AACUP)

Inc. On December 6-9, 2005, the College undergone AACCUP formal survey on its three (3) programs. After three (3) years, the following programs were accredited to Level 1 on December 10-12, 2008 namely; BS in Agriculture major in Horticulture, BS Agribusiness, BS Agroforestry, BS in Agricultural Engineering and BS Information Technology. As of December 2010, the three (3) program offerings of the College earned a Level 2 accreditation status while the six (6) have a Level 1 status. In the aspect of infrastructure, Dr. Jaquias also implemented numerous construction such as completion of the Audio-Visual Center, circumferential road, comfort room in Basic Education, and Administration building (phase 1). The College was also recognized as Most Enterprising SUC in Caraga region because of the robust income generating projects of the College which eventually led to a national recognition from CHED as the National University/College Awardee (NUCA) in the Caraga region on August 14, 2009 pursuant to Commission en banc Resolution No. 221-2009. The College also retained the institutional position as SUC Level II evaluated by the CHED and the DBM in year 2017. The research and extension functions likewise demonstrated prominence by considerable number of researches conducted, presented and published which eventually utilized by the community beneficiaries. While the production function flourished as the agricultural projects continued to generate revenues that augment the College's funding requirements.

On October 25, 2011, Dr. Juarlito V. Garcines was officially appointed as 3<sup>rd</sup> ASSCAT President. During his presidency in 2012 marked the opening of the graduate programs namely; Master of Science in Agriculture majors in Agronomy, Animal Science and Horticulture pursuant to BOT Resolution No. 24, s. 2012. Further, the two-year Diploma in Fishery Technology (DIFT) and the Teacher's Compliance Certificate (TCC) were offered per BOT Resolution No. 48, s. 2013. In 2017, the offering of Arts and Sciences programs (Bachelor of Arts Major in English Language, Bachelor of Science in Biology and Bachelor of Science in Applied Mathematics) were re-offer which was duly approved pursuant to BOT Resolution No. 13 series of 2017. On July 10, 2015 by virtue of BOT Resolution No. 38, series of 2015 the Memorandum of Agreement on management of the External Studies Center in Trento, Agusan del Sur was transferred from Bukidnon State University to the ASSCAT.

As a strategy in improving the quality of education, all programs of the College are recognized by the AACCUP as Level III-Phase I in December 2015. In the effort to continue the pursuit for quality and excellence in the delivery of educational services, the College periodically submits to accreditation hence, as of 2017, the updated status and validity of accreditation is shown on the Table 2 in the succeeding page.

**Table 2. Accreditation Status and Validity**

<b>Programs</b>	<b>Level (Accreditation Status)</b>	<b>Date of Validity</b>
Master of Science in Agronomy	Level I Accredited	December 16, 2017–December 15, 2020
Master of Science in Animal Science	Level I Accredited	December 16, 2017–December 15, 2020
Master of Science in Horticulture	Level I Accredited	December 16, 2017–December 15, 2020
Bachelor of Science in Agriculture	Level III Re-accredited	November 1, 2018–October 31, 2022
Bachelor of Science in Agricultural Technology	Level III Re-accredited	November 1, 2018–October 31, 2022
Bachelor of Science in Agribusiness	Level III Re-accredited	November 1, 2018–October 31, 2022
Bachelor of Science in Agroforestry	Level III Re-accredited	November 1, 2018–October 31, 2022
Bachelor in Secondary Education	Level III Re-accredited	August 16, 2018–August 15, 2022
Bachelor of Elementary Education	Level III Re-accredited	August 16, 2018–August 15, 2022
Bachelor of Science in Electronics Communication Engineering	Level II Re-accredited	December 16, 2017–December 15, 2018
Bachelor of Science in Agricultural Engineering	Level II Re-accredited	January 2019–December 2019
Bachelor of Science in Information Technology	Level II Re-accredited	January 2019–December 2019

The faculty and staff development is a primordial importance thus, the NBC 461 (2<sup>nd</sup> to 5<sup>th</sup> cycle) were implemented which was enjoyed by the faculty receiving the compensation that corresponds to their academic rank. In response to the CHED K to 12 program, the College sent 74 faculty and staff to advanced studies in NCR, Visayas and Mindanao islands. To complement the existing workforce, there were 48 faculty positions given to ASSCAT in 2017.

During his reign, the allocation for Capital Outlay from the national budget was only provided in 2013 at P3.9M, in 2014 at P5.3M, in 2015 at P13.9, in 2016 at P39.6, in 2016 at P98M, in 2017 at P244.2M, in 2018 at P124M and in 2019 at P55.5M. It can be gleaned that the national budget of the ASSCAT during the term of Dr. Garcines was materially increasing especially in the Capital Outlay which led to the massive construction, rehabilitation and development of physical facilities and structures. Among the projects are: covered walk around the campus, footbridge connecting Administration building and the QMS Center, Science and Technology Laboratory, Sports and Socio-Cultural Center, students centers, rehabilitation of TLE building, 12-classroom Agriculture building, 18-classroom Engineering building, farm-to-market road, vermicompost building, Corn Processing Center, Vegetable Processing Center, completion of Administration building, Girls' Dormitory, Students Service Center, road network from Maharlika hi-way to Engineering building, RDE Center, road network at the RDE, water system, e-library building, DRRM center, ICT complex with e-library, track and field, acquisition of three (3) units brand new vehicles, water system, and one-room academic

building. The accessing of external funds was strengthened where the College partnered with the Department of Agriculture, Department of Science and Technology, other educational institutions boosting the research and infrastructure projects.

It was also a great pride and honor of ASSCAT to produce topnotchers in the Licensure Examination for Teachers where Ms. Jennifer C. Burlado landed at top 5 in year 2017 and Ms. Jeanette F. Francisco and Mr. Mark John Martinez as Top 4 and Top 10, respectively in 2018 exam.

One remarkable milestone is the awarding of the AJA Registrars, Inc. the ISO Registration Certificate to ASSCAT's quality management system as ISO 9001:2015 Certified on December 18, 2018. Another is the institutional level of the College as SUC Level III pursuant to CHED Memorandum Order No. 12, series of 2016. On September 15, 2016, the College is received an award from the Civil Service Commission as Maturity Level 2 in Recruitment Selection and Placement, and Performance Management System. Further, a much-awaited Special Patent No. SP-SCH-AGS-0037 and Original Certificate of Title No. 2018000564 was granted and released by the DENR to ASSCAT on November 9, 2017 for its 884,548 sq.m. land area. The title of the lowland area is still on process.

From May 2012 to July 2016, Dr. Garcines was appointed by Dr. Ricardo E. Rotoras, PASUC President as Chair of the PASUC Caraga. As GAD champion, Dr. Garcines manifested his support to the activities and programs of Gender and Development by institutionalizing and mainstreaming it to all system, policies and operations of the College. Upon unanimous decision, Dr. Garcines was reappointed on his second term as College President commencing on October 25, 2015 until October 24, 2019, pursuant to BOT Resolution No. 56, series of 2015 during the 92<sup>nd</sup> BOT Special Meeting at CHED Central Office, Quezon City. Two years after his reappointment, he initiated also the conversion of the ASSCAT into a University by preparing the CHED and other legal requirements. As of to date, the application for University status is at the House of Senate level.

Currently, the College is implementing the continual improvement in all its processes, systems, resources and structure to provide to the stakeholders its deliverables in terms of quality, accessible and excellent tertiary education and services for the students, personnel and community.

## **'2. Mandates and Functions**

As a state-funded higher education institution which aims to contribute in developing competent and high-level human resources, generating knowledge and technologies, and pursuant to RA 7932, ASSCAT shall:

*"primarily provide higher professional, technical and special instructions for special purposes and to promote research and extension services, advanced studies and progressive leadership in agriculture, education, forestry, fishery, engineering, arts and sciences, and other fields as may be relevant."*

### **3.1 Vision**

ASSCAT as the premier agro-industrial Higher Education Institution in Caraga Region capable of producing morally upright, competent and globally competitive human resource to effectively implement sustainable development.

### **3.2 Mission**

ASSCAT shall primarily provide higher professional, technical and special instruction for special purposes and promote research and extension services, advanced studies and progressive leadership in agriculture, education, forestry, in-land fishery, engineering, arts and sciences, and other relevant fields.

### **3.3 Philosophy**

ASSCAT believes that the Higher Education should be anchored to the tenets of democracy; be guided by the continuing pursuit for relevance and excellence and; the mover and catalyst for development.

### **3.4 Goals**

- a. Develop and offer curricular programs that are relevant and responsive to the peculiar needs and urgencies of the region;
- b. Generate, develop and transfer appropriate technologies to address the needs of the agro-industrial sector in the service area;
- c. Develop, discipline, responsible and well-trained students to become effective citizens in the community and ready to face the challenges in the highly competitive world of works;
- d. Have a pool of service-and person-oriented professional workforce who are educationally and technologically prepared well-equipped to effect desired and necessary changes to the service area and among the clientele;
- e. Acquire state-of-the-art facilities and equipment to be attuned to the trend of the changing times;

- f. Build, construct, improve and upgrade, appropriate physical facilities in harmony with the ecosystem to attain harmonious coexistence of man and nature;
- g. Adopt and institutionalize efficient, effective and judicious utilization of resources to maximize, strengthen and sustain development and fiscal security and autonomy; and
- h. Expand networking and linkages locally, nationally, and globally.
- i. Develop and offer curricular programs that are relevant and responsive to the peculiar needs and urgencies of the region;
- j. Generate, develop and transfer appropriate technologies to address the needs of the agro-industrial sector in the service area;
- k. Develop, discipline, responsible and well-trained students to become effective citizens in the community and ready to face the challenges in the highly competitive world of works;
- l. Have a pool of service-and person-oriented professional workforce who are educationally and technologically prepared well-equipped to effect desired and necessary changes to the service area and among the clientele;
- m. Acquire state-of-the-art facilities and equipment to be attuned to the trend of the changing times;
- n. Build, construct, improve and upgrade, appropriate physical facilities in harmony with the ecosystem to attain harmonious coexistence of man and nature;
- o. Adopt and institutionalize efficient, effective and judicious utilization of resources to maximize, strengthen and sustain development and fiscal security and autonomy; and
- p. Expand networking and linkages locally, nationally, and globally.

### **3.5 Quality Policy**

Agusan del Sur State College of Technology's to be a premier agro-industrial Higher Education Institution in Caraga Region is fostered by the following principles:

- sustaining quality education experience and community engagement;
- encouraging optimum resource management;
- developing an environment that is conducive for intellectual and personal growth; and
- generating relevant knowledge through innovative thinking.

To continually improve our Quality Management System, we commit to comply with all applicable requirements and provide service excellence in our four-fold functions.

### 3.6 Core Values

**A**ssertive,  
**S**elf-Esteemed,  
**S**piritually Motivated,  
**C**ompassionate,  
**A**ccountable,  
**T**imeliness

### 4. The ASSCAT Seal



Green symbolizes the agricultural mandate of the College. Yellow ropes denote that the college has highlighted the research and development as its course of action.

Eight (8) Yellow Rays mimic the eight (8) rays of CHED and the eight (8) rays of the Philippine Republic emphasizing national scope of development.

Plants and Animals represent the research focus of the college on plants and animal husbandry being the flagship program of the college.

Tower/satellite signifies the engineering and technology program of the College to keep globally connected.

### 5. ASSCAT Hymn

Above the verdant hills of Agusan  
Our Alma Matter proudly stands  
Her green and gold banners majestically raise  
Whilst we sing the song of love and praise

Faithful sons and daughters we will be  
Sowing seeds of wisdom, strength and integrity  
With ever burning fervor  
For thee we strive forevermore

Hail, ASSCAT, our Alma Matter dear  
We pledge to thee our loyalty  
So full of pride and sincerity  
The youth you mold their dreams unfold  
Thy name and honor we do behold

Arranged by: Larlynne P. Samoranos

Lyrics by: Virginia E. Mordeno

## 6. Organizational Structure

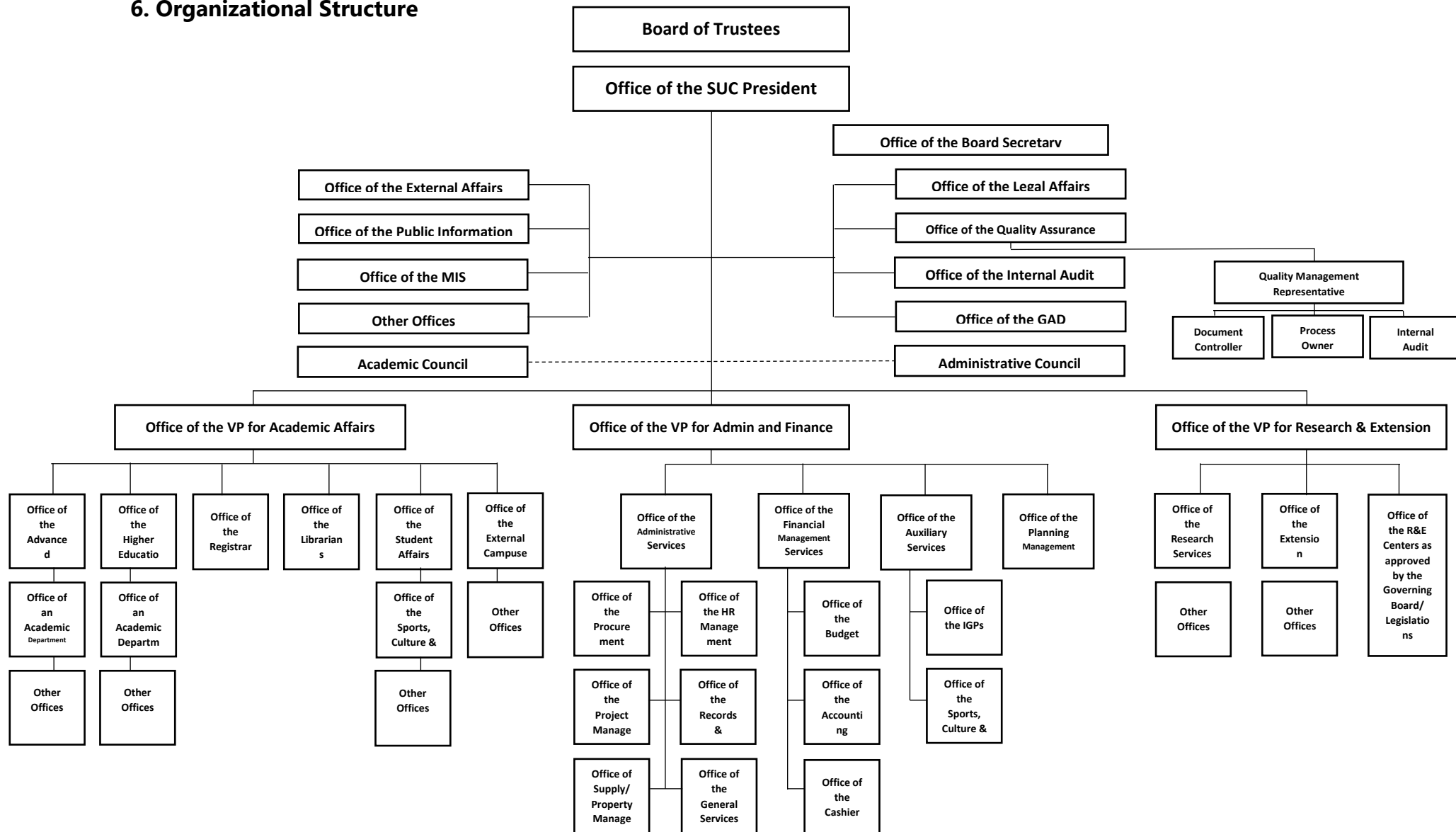


Figure 1. Organizational Chart of ASSCAT

The organizational structure of ASSCAT as SUC Level III showed a framework for vertical and horizontal coordination of the College. It may be restructured depending on program and service needs subject to the approval of the GB. The organizational chart duly approved by the GB is forwarded to the DBM for appropriate action in relation to budgetary requirements and staffing pattern. (DBM Staffing Pattern Standards)

## **GOVERNANCE**

The Governing Board (GB) refers to the highest policy-making body of the Agusan del Sur State College of Agriculture and Technology (ASSCAT). It is called Board of Trustees (BOT) for chartered State College such as ASSCAT.

### **1. Composition of the Board of Trustees (BOT)**

As stipulated in Section 2, RA No. 8292, the composition of the governing boards of SUCs was modified to (a) achieve a more coordinated and integrated system of higher education; (b) render them more effective in the formulation and implementation of policies on higher education; (c) provide for more relevant direction in their governance; and (d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

The Governing Board of the College, the Board of Trustees, shall be composed of the following:

- (a) The Chairperson of the Commission on Higher Education (CHED), as Chairperson;
- (b) The President of the College, as vice chairperson;
- (c) The Chairperson of the Committee on Education, Arts and Culture of the Senate, as member;
- (d) The Chairperson of the Committee on Education, Arts and Culture of the House of Representatives, as member;
- (e) The Regional Director of the National Economic and Development Authority (NEDA), as member;
- (f) The Regional Director of the Department of Science and Technology (DOST), as member;
- (g) The Regional Director of the Department of Agriculture (DA), as member;
- (h) The President of the Federation of Faculty Associations of the College, as member;
- (i) The President of the Federation of Student Councils of the College, as member;

- (j) The President of the Federation of Alumni Associations of the College, as member; and
- (k) Two (2) prominent citizens representing the private sector who have distinguished themselves in their professions or fields of specialization chosen from among a list of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee constituted by the President in consultation with the Chairperson of the CHED based on the normal standards and qualifications for the position as members.

The term of office of the President of the Federation of Faculty Associations, the President of the Federation of Student Councils, and the President of the Federation of Alumni Associations shall be coterminous with their respective terms of office, as set forth in their respective Constitutions and By-Laws. While the two (2) prominent citizens shall serve for a term of two (2) years from the date of appointment.

## **2. Manner of Appointments**

The GB Chair, Vice-Chair and the three (3) ex-officio regular members representing Congress and NEDA have the right to sit as Chair, Vice-Chair and members thereof *ipso facto* upon their assumption into office. (Sec. 7, RA 8292 IRR)

- ❖ The CHED Chairperson is authorized to designate a CHED Commissioner as Chair of the GB.
- ❖ In the absence of the Chairperson of the CHED, a Commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting with all the rights and responsibilities of a regular member: Provided, however, That during this meeting, the president of the College as vice chairperson shall be the presiding officer: Provided, further, That is proviso notwithstanding, the Chairperson of the CHED is hereby authorized to designate a CHED Commissioner as the regular chair of the Board of Trustees, in which case said CHED Commissioner shall act as the presiding officer.
- ❖ If the GB members from Congress cannot attend regular or meetings/sessions they may designate in writing their representatives. The other GB ex-officio members from the government shall personally attend the GB meetings and sessions. (Sec. 8, RA 8292 IRR)
- ❖ The duly elected President of the Faculty Association shall sit as member of the GB. The term of office shall be coterminous with the term of office in such capacity in accordance with the Association's Constitution and By-Laws. (Sec. 3-a-vi and 3-b, RA 8292 and Sec. 11, IRR)

- ✓ In multi-campus ASSCAT, the President of the federation of faculty associations shall be designated member of the GB. (Sec. 3, RA 8292 and Sec. 9, IRR)
  - ✓ To ensure equity of campus representation in the GB, the federation may adopt a scheme of rotation of campus representation.
- ❖ The President of the Federation of Student Councils of the University or the student representative elected by the student federation shall sit as member of the GB. (Sec. 3-a-vii, RA 8292)
- ✓ In the absence of a student federation president or a student representative elected, the SUC President shall schedule a one-week campaign and an election of a student representative. (Sec. 3-a-vii, RA 8292)
  - ✓ ASSCAT with multi-campus, the Students Councils shall be federated and the president of the federation shall be elected as member of the GB. This will be for a term of office which shall be co-terminous with the term of office in such capacity in accordance with the Constitution and By-Laws of the Federation of Student Councils. (Sec. 9 and 46, RA 8292 IRR)
  - ✓ In the event the student loses his/her status by way of graduation, dismissal, transfer, or other causes, the duly elected representative shall cease as member of the GB. (Sec. 11, RA 8292 IRR)
  - ✓ To ensure equity of campus representation in the GB, the Federation may adopt a scheme of rotation of campus representation.
- ❖ The President of the Federation of Alumni Associations duly elected shall sit as member of the GB. (Sec. 3-a-viii, RA 8292)
- ✓ ASSCAT with more than one campus, their respective Presidents shall cause the federation of their alumni associations and the President of the Federation to sit as members of the GB. (Sec. 9, RA 8292 IRR)
  - ✓ The term of office of the President of the Alumni Federation as member of the GB, shall continue until his/her term of office as President of the Alumni Federation expires. (Sec. 3-b, RA 8292)
  - ✓ Graduates of tertiary programs shall be given preference in electing the President of the Alumni Association. (Sec. 49, RA 8292 IRR)
- ❖ Two (2) prominent citizens shall be chosen to sit as members of the BOT, provided they meet the minimum qualifications and/or standards set by the BOT (Section 3-a-ix, RA 8292 and Section 19-j, IRR).

✓ A Search Committee composed of three (3) members shall be constituted by the SUC President and approved by the Chairperson of the CHED. The Search Committee shall elect from among themselves their Chair, provided that faculty and student sectors are represented (Section 22, IRR).

✓ The Search Committee shall submit the names of at least (5) nominees to the BOT within thirty (30) days from the inception of its search in accordance with the procedures laid down by the Search Committee (Section 3-ix, RA 8292).

✓ The BOT shall select two (2) private sector representatives from among the five (5) recommended/nominated by the Search Committee, taking into consideration their respective qualifications and the weight of their possible contribution arising from their knowledge, expertise and depth and breadth of experience to the realization of the mission of the SUC itself (Section 3-ix, RA 8292).

✓ The two (2) private sector representatives selected by the BOT shall be appointed through a resolution duly adopted by the BOR. (Section 3, RA 8292).

✓ The private sector representatives in the BOR shall serve for a term of two (2) years, (Section 3-b, RA 8292) subject to reappointment for another term only depending on the discretion of the BOR. (Section 23, IRR).

❖ The Board shall appoint a secretary upon the recommendation of the President who shall serve both the Board and the university and shall keep all records and minutes of proceedings of the GB. (Sec. 7, RA 8292 and Sec. 33 IRR)

✓ In the absence of a plantilla position, a Board Secretary may be designated/appointed/selected by the GB from among the academic rank holders and may opt to receive SG 24 or the SG of the academic rank held, whichever is higher. (DBM-CPCB Memorandum to DBM RO dated September 30, 1999)

✓ Upon recommendation of the SUC President, the GB may recommend to DBM the conversion of academic position(s) to Board Secretary at Salary Grade 24. Savings cannot be used as fund source for the creation of position pursuant to EO No. 292. (Ibid.)

✓ On the other hand, if the GB prefers that the Board Secretary shall be designated to be coterminous with the SUC President, the option is within the prerogative of the GB. (Ibid.)

### **3. Board Meetings**

#### **a. Regular Meetings**

- ❖ The Board shall regularly convene at least once every quarter. However, the chairperson of the Board may, upon three (3) day's prior written notice, call a maximum of four (4) special meetings whenever necessary ASSCAT Code, Book I, Sec 2.3; Sec. 12.2, RA 8292 IRR)
- ❖ The ASSCAT President shall be responsible for the needed preparations to ensure the smooth conduct of GB Regular Meetings. (Sec. 12.3, RA 8292 IRR)
- ❖ The Board Secretary shall issue the Notice of Regular Meetings at least seven (7) days before the scheduled meeting and shall furnish every GB member the proposed agenda and pertinent supporting documents authorized by the SUC President. (Sec. 7, RA 8292 and Sec. 33 IRR)
- ❖ The Board Secretary shall secure the confirmation of attendance one (1) day before the GB meeting.

#### **b. Special Meetings**

- ❖ The GB Chair or Vice-Chair may call special meetings whenever necessary, provided the members of the GB have been duly notified in writing at least three (3) days before the date of the special meeting. (Sec. 12.4, RA 8292 IRR)
- ❖ GB members may petition the Chair or Vice-Chair for a special meeting based on legitimate and urgent concerns requiring Board action and decision. (Sec. 12.4, RA 8292 IRR)
- ❖ The agenda of special meetings shall be limited to specific matters needing urgent action/resolution of the GB.
- ❖ Upon instruction of the GB Chair or Vice-Chair, the Board Secretary shall issue a Notice of Special Board Meeting and shall furnish every GB member the proposed agenda and pertinent supporting documents. (Sec. 7, RA 8292)

### **c. Presiding Board Meetings**

- ❖ The CHED Chairman or the Commissioner duly designated GB Chair shall preside over regular and special meetings. (Sec. 14 and 16, RA 8292 IRR)
- ❖ In the absence of a duly designated GB Chair, the SUC President who is the GB Vice-Chair shall preside over the scheduled regular or special meeting. (Sec. 3-c, RA 8292 and Sec. 14, RA 8292 IRR)
- ❖ Where the GB Chair or SUC President is not in attendance, the scheduled meeting shall be deferred and rescheduled to another date as agreed upon by the GB members.

### **d. Determining a Quorum**

- ❖ After the GB Chair has called the board meeting to order, the Board Secretary shall call the roll.
- ❖ Based on the number of GB members in attendance, the Board Secretary shall declare whether or not there is a quorum.
- ❖ A majority of 50% plus one (1) of all members holding office shall constitute a quorum, provided the GB Chair or SUC President is among those present in the meeting. (Sec. 3-c, RA 8292 and Sec. 13, RA 8292 IRR)
- ❖ If a quorum cannot be declared for reason that the attendance does not constitute the majority of the GB members, the GB Chair may convert the meeting into an executive session i.e. if the agenda is extremely urgent, provided that the actions taken shall be submitted for confirmation of the GB in the subsequent meeting.

### **e. Securing GB Authority/Approval Through Referendum(s)**

- ❖ In case of urgent matters requiring board action/resolution, the SUC President may secure a GB decision through a referendum i.e. if the GB cannot be convened for valid reasons.
- ❖ Operational board matters during a board meeting may be submitted through a referendum upon instruction of the GB.
- ❖ The GB shall promulgate policies pertaining to referendum(s) particularly on their scope and limitations.
- ❖ Generally, the referendums shall be limited to academic and administrative matters.

### **f. Preparing Agenda of Board Meetings**

- ❖ The SUC President shall initiate the submission of proposed agenda matters by the Vice-Presidents, Campus Directors/Heads, Integrated CSI Heads, if any, Deans, and other administrative officials at least twenty (20) days before the scheduled GB Meetings.
- ❖ The SUC President shall call an administrative meeting with foretasted officials and shall finalize the proposed agenda of board meetings based on

the agreements during the executive session with the SUC President organized.

#### **g. Preparing Minutes of Board Meetings**

- ❖ The Board Secretary shall transcribe the proceedings/ deliberations of the Board from a tape script.
- ❖ The Board Secretary shall prepare the Minutes of a Board Meeting based on the transcribed proceedings/deliberations following the order in the agenda and the format adopted/prescribed by the GB.
- ❖ The Minutes of Board Meetings shall highlight the following:
  - All lines in all pages of the Minutes shall be numbered consecutively at the right margin for citation expedience;
  - The width of the left and right margins shall be in accordance with the standards set by the GB;
  - All Resolutions shall be numbered and shall be consistent with discussions and deliberations. The action of the Board shall be indicated whether an agenda item is approved, confirmed, deferred or disapproved;
  - The Board Secretary shall sign the minutes as certified true and correct and the SUC President shall attest as to the truth and accuracy of the minutes. The GB Chairman shall give the final approval.

#### **h. Composing a Board Resolution**

- ❖ A resolution adopted/promulgated by the GB is a collective decision on an agenda item discussed and deliberated upon during board meetings.
- ❖ In composing the resolution, the Board Secretary shall observe the following:
  - After a thorough discussion and deliberation, a motion is filed stating the appropriate action to be taken;
  - The motion should be duly seconded before the GB Chair declares a division of the house or seeks a consensus of the Board;
  - The text of the resolution should be simple and straight-forward and should be consistent with the motion and the board deliberation;
  - The Resolutions shall be numbered accordingly;
  - The decision of the Board shall be indicated in the right bottom of the resolution;
  - A resolution deferring action on an agenda item shall clearly state the reason(s) for deferment/denial and/or conditions to be complied with.

- **Example:**

Upon motion of \_\_\_\_\_ and duly seconded, the Board passed:

**Resolution No. 01, s. 2019**

Authorizing the President to cause the bidding of the construction of (name and description of project) and allocating the sum of (amount) for the purpose.

**APPROVED**

- The Board Secretary shall disseminate resolutions passed by the GB to the Officials and parties concerned, subject to the approval of the President.

**i. Preparing and Releasing Excerpts of Board Resolutions**

- ❖ The Board Secretary shall prepare and release an excerpt of a specific Board Resolution upon a written request of the party concerned, stating thereto the purpose of the excerpt requested.
- ❖ The Board Secretary shall secure the approval of the SUC President for the release of excerpts of Board Resolutions.
- ❖ The party concerned shall be advised to pay to the cashier the authorized fee and the Official Receipt shall be presented to the Board Secretary.
- ❖ The Board Secretary shall record the Official Receipt Number in the record book and in the approved request before releasing the original excerpts and retaining the duplicate as office file.
- ❖ The excerpts of a particular Board Resolution shall contain the following:
  - Official Excerpt No., e.g. Excerpt No. \_\_\_\_-2003
    - Summary of discussion and deliberation
    - Text of the resolution
    - Action taken by the Board, (e.g. Approved, Confirmed, Disapproved or deferred) and Resolution Number, (e.g. Board Resolution No. \_\_\_\_-2003) to be indicated at the bottom of the text near the right margin.

**j. Organizing Committees of the Governing Board (GB)**

- ❖ The GB may organize Adhoc committees for purposes of (a) enhancing in-depth study and analysis of specific concerns presented to the Board and (b) ensuring maximum consultation with concerned stakeholders.
- ❖ The committees organized include curricular programs, research, faculty welfare, student welfare, infrastructure, resource generation, linkages, etc.
- ❖ The Board of Trustees may create committees, standing or special, as it may deem necessary for the proper performance of its functions.
- ❖ The President of ASSCAT shall be ex-officio member of all standing committees of the Board.

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

#### **k. Inducting/Orientating the New College President**

- ❖ The GB shall ensure a meaningful induction and orientation of a new SUC President by observing and implementing the following:
  - The outgoing ASSCAT President shall undertake a meaningful turn-over of the institution, its on-going programs and projects, finances, fixed assets, personnel profile and other concerns which the Board deems necessary. Non-compliance thereof shall mean no GB clearance.
  - As a matter of progressive practice, the incumbent ASSCAT President shall cause the preparation of legitimate turn-over of documents and term reports, six months before the end of the term, whether or not the incumbent is seeking a re-appointment for another term.

### **4. Powers and Duties of the Governing Board**

#### **a. General Powers**

- ❖ The GB shall have general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines. (Sec. 4, RA 8292)
- ❖ Basically, the GB is a policy-making body. As such, its prime concern on the administration of the SUC is the promulgation and implementation of policies in accordance with declared state policies and pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture, and sports, as well as the policies, standards, and thrusts of the CHED under RA 7722. (Sec. 5, RA 8292)

#### **b. Specific Powers and Duties**

- ❖ The twenty-four (24) specific powers and duties stipulated in Section 4, RA 8292 and Section 7, RA 9260 are as follows:
  - To promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university or college;
  - To receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine,

in its discretion, to carry out the purposes and functions of the university or college;

- To import duty-free economic, technical and cultural books and/or publications, upon certification by the CHED that such imported books and/or publications are for economic technical, vocational, scientific, philosophical, historical or cultural purposes, in accordance with the provisions of the tariff and customs Code, as amended; (Section 7-c, RA 9260)
- To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose of the same when necessary for the benefits of the University, and subject to the limitations, directions and instructions of the donor if any;

Such donations shall be exempted from the donor's tax and the same shall be considered as allowable deductions from the gross income in the computation of the income tax of the donor, in accordance with the provisions of the National Internal Revenue Code (NIRC), as amended: Provided, that such donations shall not be disposed of, transferred or sold. (Section 7-d, RA 9260)

- to fix the tuition fees and other necessary school charges, such as, but not limited to, matriculation fees, graduation fees, and laboratory fees as their respective boards may deem proper to impose, after due consultations with the involved sectors.
- Such fees and charges, including government subsidies and other income generated by the university or college, shall constitute special trust funds and shall be deposited in any authorized government depository bank. All interests that shall accrue therefrom shall form part of the same fund for the use of the university or college provided, that income derived from university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.
- Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university or college from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university or college, and may be disbursed by the Board of Trustees for instruction, research, extension, or other programs/projects of the university or college; provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

- If, for reasons beyond its control, the university or college, shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board of Trustees may authorize the use of said funds for any reasonable purpose which in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the university or college;
- to adopt and implement a socialized scheme of tuition and school fees for greater access for poor but deserving students;
  - to authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university or college through the Board of Trustees shall be exempt from all taxes and duties;
  - to appoint, upon the recommendation of the president of the university or college, vice-presidents, deans, directors, heads of departments, faculty members another officials and employees;
  - to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of the process of law;• to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
  - to set policies on admission and graduation of students;
  - to award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any other field of specialization within the academic competence of the university or college; and to authorize the award of certificates of completion of non-degree and non-traditional courses;
  - To establish and absorb non-chartered tertiary institutions within the Province of Palawan as branches and extension

centers in coordination with the CHED, and in consultation with the Department of Budget and Management (DBM), and to offer therein programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution; (Section 7-m, RA 9260)

- to establish research and extension centers of the SUC where such will promote the development of the latter;
- to establish chairs in the university or college and to provide fellowships for qualified faculty members and scholarships to deserving students;
- to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university or college as it may deem appropriate so as to expedite the administration of the affairs of the university or college;
- to authorize an external management audit of the institution to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- To collaborate with other governing boards of the state colleges and universities within the Province of Palawan or the region, under the supervision of the CHED and in consultation with the DBM, and work towards the restructuring of the University to become more efficient, relevant, productive and competitive; (Section 7-r, RA 9260)
- to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the college or institution, the proceeds from which shall be used for the development and strengthening of the college or university;
- to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;
- to develop academic arrangements for institutional capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information

technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;

- to establish policy guidelines and procedures for participative decision-making and transparency within the institution;
- to privatize, where most advantageous to the institution, management of non-academic services such as health, food, building or grounds or property maintenance and other similar activities; and
- To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated by the governing Board as outstanding, after unanimous recommendation by the search committee. (Section 7-y, RA 9260)

## **5. GB Actions/Resolutions; DBM and COA Clarifications/Guidelines on Specific Powers and Duties of the GB**

### **a. COA Guidelines and Procedures on Use of Income**

- ❖ COA Circular No. 2000-02, entitled "Accounting Guidelines and Procedures on the Use of Income of SUC to RA 8292" was issued/released on April 4, 2000 to provide guidelines and procedures on the utilization of income of ASSCAT's constituted into Special Trust Fund (STF) pursuant to Section 4(d) of RA 8292.
- ❖ General Guidelines
  - The following provisions of RA No. 8292 are hereby reiterated:
    - All income of College from tuition fees and other necessary charges such as matriculation fees, graduation fees, laboratory fees, medical and dental fees, library fees, athletic fees, and other similar fees shall be deposited in an AGDB and constituted as STF. All interests that shall accrue therefrom shall form part of the same Fund.
    - Income from hospitals shall be earmarked and used exclusively for the operating expenses of the hospitals.
    - All fiduciary fees shall be disbursed for the specific purposes for which they are collected.
    - In no case shall the STF be used for the payment of salaries and the creation of new positions.
  - The STF shall be used to augment the maintenance and other operating expenses and capital outlays of the university and to pay authorized allowances and fringe benefits to personnel and students who render services to the school.

- A special budget for the utilization of the STF, supported by a Certification from the Chief Accountant that sufficient income has been raised, collected and deposited with an AGDB, shall be approved by the BOT of the College.
- The approved special budget shall be used by the Chief Accountant as the basis for recording appropriations and allotments.  
A copy of the approved special budget shall be furnished to the DBM and the Accountancy Office, COA within ten days after approval.
- Any balance of allotments at the end of the year shall be reverted to the Cumulative Results of Operations Unappropriated (CROU).

#### **b. Specific Guidelines**

- Each university/college shall open a separate bank account for the STF wherein all income collections shall be deposited. All interests that shall accrue therefrom shall form part of the same Fund and shall be reported as interest income. A monthly bank reconciliation statement shall be prepared and submitted to the Accountancy Office, COA pursuant to COA Circular No. 92-125A.
- The Chief Accountant shall maintain a separate set of books of accounts for the STF using Fund Code 164.
- The Budget Officer shall prepare a special budget for the approval of the BOT to utilize the income deposited with AGDB.
- The Budget Officer shall also furnish the DBM and the Accountancy Office COA copies of the duly approved special budget within ten days after approval by the BOT.
- Upon receipt of the duly approved special budget from the Budget Officer, the Chief Accountant shall draw a Journal Voucher to set up the appropriations and record the allotments.
- No special budget shall be approved by the BOT unless it is supported by a certification signed by the Chief Accountant that available deposits are sufficient to cover its funding requirements.
- The Chief Accountant shall follow the accounting entries shown as Annex A hereof in recording financial transactions pertaining to the STF.
- At the end of the year, the Chief Accountant shall prepare a Detailed Schedule of Allotments and Obligations Incurred (Annex B) and Breakdown of Income (Annex C) as supporting schedules of the Preliminary Trial Balance.

#### **6. On GB Power to Receive and Appropriate Income (Sec. 4-(b), RA 8292)**

- ❖ Causes the deposit of all fees and charges collected in an authorized government depository bank (AGDB);
- ❖ Causes the opening of a Special Trust Fund (STF) account and all interests that shall accrue therefrom shall form part of the same fund;
- ❖ Causes the preparation of a special budget for the utilization of the STF in accordance with the Guidelines and Procedures issued by COA in Circular No. 2000-02;
- ❖ Authorizes the reprogramming of all unexpended balance of the STF at the end of the year for the support of programs and projects of the university or college;
- ❖ Directs the SUC President and the Accountant that all fiduciary funds shall be disbursed for the specific purpose for which they are collected.

#### **7. DBM Clarification on GB Power to Retain Collections (Section 2-(b) of RA 8292)**

- ❖ Pursuant to Section 2-(b) of RA 8292, the GB is empowered to retain all fees collected/generated and to deposit the collections as Special Trust Fund (STF) in authorized government depository banks (AGDB).
- ❖ The concerned SUCs shall inform the Bureau of Treasury (BT) regarding the collection deposited for monitoring purposes. (Joint Session of DBM, COA, CHED, and PASUC on August 20, 1997)

#### **8. COA Clarification on GB Power to Appropriate**

- ❖ Section 4-(d) of RA 8292 empowers the GB to appropriate the income of the SUCs and allocate funds with flexibility.
- ❖ The power of the GB to appropriate should be in accordance with law provisions and issuances of higher authorities (e.g. the President of the Philippines). The SUC GB does not have absolute power to grant benefits to faculty and employees if not covered by existing laws and issuances of higher authority.
- ❖ The GB may authorize the allocations of funds for personnel benefits authorized by the CSC which are incorporated in the institutional Employee Suggestion and Award System (ESIAS) or more recently, PRAISE like staff development, medical benefits, etc.
- ❖ The GB may allocate funds to implement personnel benefits authorized by DBM covered by national compensation circulars.

#### **9. On Power to Delegate Authority**

- ❖ Depending on the discretion of the GB, certain powers may be delegated to the SUC President. (Sec. 4-(o), RA 8292)

- ❖ All appointments and designations issued by the College President are to be submitted to the GB for confirmation.
- ❖ The power to appoint is delegated to the College President by the GB and is subject to the following conditions/limitations:
  - All appointments are duly processed and recommended by the Administrative Council;
  - The highest level of positions which the SUC President shall exercise to appoint, is stipulated in the Board Resolution; and
  - The level of positions, which the SUC President is not delegated to appoint but empowered to recommend to the Board, is specified in the Board Resolution.
- ❖ Under any condition and/or limitation, the signatory to all appointments is the SUC President in his/her capacity as CEO and the action of the Board is for confirmation of the appointments.
- ❖ If ASSCAT is accredited by the CSC, appointments issued by the ASSCAT President and confirmed by the GB are sent to the CSC for information and monitoring and not for approval or attestation.
- ❖ For expeditious action of the GB, all pertinent documents shall be available during the Board Meeting.
- ❖ The GB reserves the authority to hire, promote, reclassify or fire personnel as a general condition to the delegated power to the ASSCAT President to appoint.

#### **10. Power to Construct/Repair (Sec. 4-(f), RA 8292)**

- ❖ Most GBs also delegate the authority to construct and/or repair buildings and other infrastructure to the SUC President provided certain conditions are observed:
  - Prior authority to undertake the construction/repair project is secured indicating the available funds for the purpose;
  - Architectural and structural plans and specifications are presented and approved by the GB;
  - Prior authority of the GB to conduct Pre-Qualification of Bidders and the actual bidding process is obtained.
- ❖ The proposed contract together with the bidding result transmitted by the Pre-Qualification and Bids and Awards Committee (PBAC) is submitted to the COA Representative for review and to the GB for confirmation.
- ❖ The contract becomes executory only after the confirmation by the GB.

## **11. On Power to Approve or Confirm**

- ❖ All policies formulated are subject to the approval of the GB, e.g. curriculum, admission policy, full teaching equivalence (FTE), staff development, security matters, etc.
- ❖ All resolutions pertaining to collection of fees and other charges are subject to the approval of the GB, e.g. Tuition fee adjustments, miscellaneous fees, school paper, student government collections, rentals, etc.
- ❖ All budget proposals involving general funds and special budgets on use of special trust funds (STF) are subject to the approval of the GB, e.g. annual budget, use of income, etc.
- ❖ All resolutions pertaining to continuing and recurring operational transactions are subject to confirmation of the GB, e.g. appointments, graduates, MOA/MOU, bidding results, etc.
- ❖ All resolutions pertaining to transactions without prior authority of the GB are subject to confirmation of the GB, e.g. Infrastructure contracts, project implementation, etc.
- ❖ Other concerns presented to the GB which do not require approval or confirmation shall be recorded in the minutes as noted, e.g. report of the president, board examination results, miscellaneous success stories, etc.

## **ORGANIZATION AND ADMINISTRATION OF SUCs**

### **1. SUC Presidency**

#### **a. Term of Office of SUC President**

- ❖ The Administration of SUCs is vested in the university President who shall render full-time service. (Sec. 6, RA 8292 and Sec. 3, IRR)
- ❖ The ASSCAT President shall be selected and appointed by the GB upon recommendation of a duly constituted Search Committee for the Presidency. (SCP). (Sec. 6, RA 8292, Sec. 21 IRR)
- ❖ The term of office of the ASSCAT President shall be four (4) years with eligibility for reappointment for another term. (Sec. 6, RA 8292, Secs. 27 and 28, IRR)
- ❖ In case the incumbent is eligible and qualified per standard set by the GB for reappointment, no search shall be conducted. The GB may prescribe the terms and conditions under which the GB discretion may be exercised such as but not limited to an evaluation of the performance of the incumbent President. (Sec. 28, RA 8292 IRR)
- ❖ In case of vacancy by reason of death, resignation, removal for cause or incapacity of the SUC President to perform the function of his/her Office, the GB shall have the authority to designate an Officer-In-Charge within fifteen (15) days pending the appointment of a new President. The successor shall hold Office only for the unexpired term. (Ibid, Sec. 30)

#### **b. Qualifications of the University/College President.**

- ❖ The minimum qualifications of the University/College President shall be as follows:
  - Academically qualified; a holder of a learned doctorate degree in line with the mandate of the University;
  - Must be a natural-born Filipino citizen;
  - With relevant administrative experience;
  - With established track record on research and development and extension;
  - Possesses leadership and managerial skills within the purview of the needs, thrusts, goals and objectives of the University; and
  - Of proven moral integrity.
- ❖ The Board of Trustees may prescribe additional qualifications as it may deem fit.

#### **c. Search Committee for the Presidency (SCP)**

- ❖ Within six (6) months before the expiration of the term of office of the incumbent President, the GB shall constitute a SCP. (Sec. 22, RA 8292 IRR)

- ❖ The composition of the SCP shall be determined by the GB with representative from the academic community, private sector not connected or associated with the SUC, PASUC and CHED. (Sec. 22, RA 8292 IRR)
- ❖ The SCP constituted shall recruit and screen applicants and may devise its own procedure in undertaking the search. (Sec. 23, RA 8292 IRR)
- ❖ The SCP shall submit the names of at least three (3) nominees to the GB citing therein the strengths and weaknesses of the nominees for guidance of GB, as well as the enumeration and description of the criteria and procedures adopted in the search process. (Ibid, Sec. 24)
- ❖ The applicant for the SUC Presidency must possess the qualifications and/or standards set by the GB.
- ❖ The effectivity date of the appointment shall be specifically indicated.

**d. Appointment of New ASSCAT President**

- ❖ Based on the SCP recommendations, the GB shall select and appoint the new President.
- ❖ The appointment papers shall be signed by the GB Chairperson. (Ibid, Sec. 25)

**e. Reappointment and Tenure of Incumbents**

- ❖ Pursuant to Sec. 6, RA 8292, the SUC President shall be eligible for reappointment for another term of four (4) years, provided this provision shall not adversely affect the terms of the incumbents.
- ❖ In case the incumbent is eligible and qualified for reappointment per standards set by the GB and in accordance with RA 7722, no search need to be conducted. The GB may prescribe the terms and conditions under which the discretion may be exercised as such, but not limited to an evaluation of performance of the incumbent. (Sec. 28, RA 8292 IRR)
- ❖ Depending upon the discretion of the GB in accordance with Sec. 4 (x) of RA 8292, the incumbent SUC President may be reappointed for another term.

**f. Salary of the SUC President**

- ❖ The salary grade (SG) of the ASSCAT President is based on the level of SUCs, e.g. SG 27 for SUC Level I and SG 30 for SUC Level IV. (DBM Index of Occupational Services, Position Titles, and Salary Grades, Vol. III, 1997.)
- ❖ Under NCC No. 69, as amended by NBC No. 461 in June 1998, the SUC Presidents may opt to hold an academic rank and receive the corresponding pay, whichever is higher; provided that the academic rank is obtained in the same manner and process that the faculty undergoes for evaluation. (NBC No. 461, s. 1998)

#### **g. Powers and Duties of ASSCAT President**

- ❖ As Chief Executive Officer (CEO) of the university, ASSCAT President shall have general powers of administration and supervision similar to CEOs of private corporations.
- ❖ The overall administration of the University is vested on the President who must render full-time service and shall be selected and appointed by the Board of Trustees upon the recommendation of the Search Committee for the Presidency duly constituted by the Commission on Higher Education (CHED).
- ❖ He/ She shall perform specific powers and duties as follows:
  - He/ She shall have general supervision and control of all business matters, as well as all administrative and financial operations of the SUC;
  - He/ She shall be ex-officio head of all officers, members of the teaching staff, administrative and all other employees of the institution;
  - He/ She shall carry out the general policies laid down by the GB and shall have the power to act within the limits of the said general policies. He/ She alone shall direct or assign the details of executive actions;
  - He/ She shall have the power to determine and prepare agenda of all meetings of the GB, the Administrative Council, Academic Council and of the Research and Extension Council; provided, however, that any member shall have the right to suggest any matter for inclusion in the agenda;
  - He/ She shall preside at commencement exercises and other public affairs of the SUC and confer such degrees and honors as confirmed by the GB. All diplomas and certificates issued by the institution shall be signed by him/ her, by the College/ University Registrar and/or by the Dean/ Campus Director;
  - He/ She shall be the official link of communication between the faculty, personnel, and students of the institution on the one hand, and the GB or the Board of Visitors on the other;
  - He/ She shall and can appoint competent and qualified persons to fill all vacancies and new positions as delegated by the GB. He/ She shall have the authority to fill vacancies temporarily and to make such arrangements as necessary to meet all exigencies that may occur between the meetings of the GB so as not to unduly hamper the operations of the institution;

- He/ She shall have the authority to transfer faculty members and employees from one department or unit of the institution to another in accordance with existing laws and rules subject to the confirmation by the GB;
- He/ She shall have the authority to recommend to the GB the change of leave status of the faculty from teacher's leave to cumulative leave or vice-versa;
- He/ She shall hold all officers, faculty, and employees of the institution duty-bound to the full discharge of their respective duties. When necessity arises and in the interest of public service, he/ she shall, after consultation with the Dean or the Head of Office or Unit concerned, initiate the necessary proceedings for the separation from the service of the erring faculty members or administrative personnel;
- He/ She shall submit an annual report to the GB at the end of the school year, highlighting the work of the past year and the needs of the current year. He/ She shall also present to the Governing Board the proposed annual budget of the institution;
- He/ She shall execute and sign, on behalf of the institution all contracts, deeds, and all such other instruments necessary for the proper conduct of business of the institution. However, in recurring undertakings and transactions where the action is virtually ministerial, and the conditions and terms for which have been fixed in accordance with the existing regulations of the institution and general laws of the land, the specified cases may be made in his/her behalf, by the officers of the Administration or heads of office or units of the institution, subject to such safeguards as he/she may impose;
- He/ She shall have general responsibility and final authority over the enforcement of discipline on all faculty and administrative personnel in the institution and over the maintenance of satisfactory academic standards in all its units;
- He/ She shall have the authority to modify or disapprove any action or resolution of any college or school faculty or administrative section or both, if in his/her judgment the larger interest of the institution so requires. Should he/she exercise such authority, the ASSCAT President shall communicate his/her decision in writing to the body concerned, stating the reasons for his/her actions; and thereafter he/she shall accordingly inform the GB, which may take any action it deems appropriate in connection therewith;

- He/ She may invite from time to time, scholars of eminence, and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a series thereof; he/she may authorize honoraria for such service, to be taken from the SUC's budgetary allocation at such rates fixed by the GB;
- He/ She shall be authorized in case of brief absence, to designate a Vice-President and/or a ranking officer of the administration to act as Officer-In-Charge who shall carry out routine management of the institution in his/her name and in accordance to his/her instructions and the policies of the GB;
- He/ She shall have the power to reorganize the institution subject to the provisions of its Charter and other applicable laws. He/ She shall have the power to create and abolish new colleges, offices, units or reorganize them; and transfer offices or units with due respect to the security of tenure of all employees in accordance with existing laws and Civil Service rules and regulations, subject to the approval of the GB. (From Selected SUC Codes)

## **2. The Vice-Presidents**

### **Vice President for Academic Affairs (VPAA)**

- ❖ The ASSCAT President shall be assisted by a Vice-President for Academic Affairs (VPAA) who shall be appointed by the GB upon the former's recommendation without prejudice to the appointment of more than one Vice-President when so warranted. (Sec. 6, RA 8292)
- ❖ The designated VPAA shall possess the following qualifications:
  - Holder of appropriate doctorate degree;
  - With, at least, five (5) years of teaching experience; and
  - Five (5) years of administrative function, preferably, with, at least, one (1) year experience as Campus Director/Dean of ASSCAT.
- ❖ The general functions of the Vice President for Academic Affairs shall be as follows:
  - Assist the President in carrying out all educational policies, for implementing all programs and projects of the institution, and for supervising curricular, instructional, and other academic activities of the College;
  - Lead in academic program development and exercise general supervision of the overall academic units and programs of the University;
  - Recommend to the University President appropriate action on academic, disciplinary and related matters;
  - Administer the over-all execution of gender fair policies on instruction duly approved by the BOT;

- Coordinate the academic, research and extension programs of the different units of the College for effective implementation;
- Represent the College on matters relevant to academic, research and extension functions with appropriate agency, body or office whether in country or overseas when so designated by the College President;
- Act as Vice Chair of the Academic Council; and
- Perform other related functions as may be directed by the President.

#### **Vice President for Administration and Finance (VPAF)**

- ❖ The Vice-President for Administration and Finance (VPAF) shall be appointed by the GB upon the recommendation of the President. He/she shall be directly responsible to the President on all administrative operations, planning, and finance matters.
- ❖ The designated VPAF shall possess the following qualifications:
  - Holder of at least Master's degree in the field of human resource management, administration, leadership or finance; and
  - Five (5) years of administrative function, preferably, with the administrative and finance offices of the College
- ❖ The general functions of the Vice President for Administration and Finance shall be as follows:
  - Assist the President in the general supervision of the fiscal and administrative affairs of the College in accordance with existing government and College policies, guidelines, rules and regulations.
  - Supervise, coordinate and monitor the activities of the administrative and support services officials and employees of the university and the affiliate agencies/institutions operating within the campus;
  - To represent the university in conferences, seminars and other similar meetings on matters affecting administrative programs and activities if so authorized by the College President;
  - To get help and undertake activities that will keep the College abreast with recent developments;
  - Act as Vice Chair of the Administrative Council; and
  - Perform other related functions as may be directed by the President.

#### **Vice President for Research, Development and Extension (VPRDE)**

- ❖ The Vice-President for Research, Extension and Development (VPRDE) shall be appointed by the GB upon the recommendation of the President. He/she shall be directly responsible to the President on matters pertaining to research, development, innovation, extension services, training activities.

- ❖ The designated VPRDE shall possess the following qualifications:
  - Holder of doctorate degree;
  - With, at least, five (5) years of research and extension experience; and
  - With, at least five (5) years of administrative experience.
  
- ❖ The general functions of the Vice President for RDE shall be as follows:
  - Exercise the general supervision and coordination of all programs, projects and activities of the various units under his Office;
  - Recommend and implement policies and guidelines governing research, development and extension affairs of the College;
  - Plan programs for research, development and extension activities which are geared towards the growth and development of the College and the region;
  - Direct the implementation of research and development programs and extension work of the College;
  - Coordinate, monitor, and appraise the performance of the various research, development and extension units of the College;
  - Plan, promote, and carry out close working relations with partner government agencies and people's organizations;
  - Act as Vice Chair of the Research, Development and Extension Council; and
  - Perform other related functions as may be directed by the President.

In the absence of plantilla positions for VPAA, VPAF, and VPRDE, the GB shall designate the vice presidents from among the faculty and staff upon recommendation of the SUC President. (NCC No. 12, 12(a) and 12(b)). The designated VP for Administrative and Finance Affairs may not necessarily be a member of the faculty (Section 6 of CMO No. 12, s. 2018).

Designation of VPs shall be valid and effective for one (1) year without prejudice of renewal of designation or replacement. This scheme encourages rotational leadership and ensures institutional harmony and stability. (Ibid)

Designated VPs shall be entitled to receive the salary and other benefits enjoyed by appointed VPs holding plantilla positions or the salary corresponding to SUC level of the university/college pursuant to DBM-CHED Joint Circular No. 1, series of 2016, otherwise known as, "The FY 2016 SUC Levelling Results and the Implementation Thereof"

### **'3. The College/Board Secretary**

- ❖ The GB shall appoint a secretary who shall serve both the Board and the university or college and shall keep all records and proceedings of the Board. He/ She shall communicate notices of meetings to each member of the Board. (Sec. 7, RA 8292 and Sec.33, IRR)
- ❖ The Secretary of the College shall have the following functions.
  - Record and prepare the minutes and records or proceedings in meetings of the Board and such other meetings as may be presided over by the College President.
  - Submit minutes of all meeting to the President and providing the same to other concerned College officials.
  - Issuance of all notices for the regular and special meetings called by the President.
  - Prepare the consolidate annual report of the College.
  - Formulate and implement policy guidelines on the maintenance, retrieval and disposition of all original records and documents of the various offices of the College.
  - File and maintain the records and documents of the College; and
  - Perform other functions assigned by the President and the Board of Trustees.

### **4. The Treasurer**

The Treasurer of the Philippines shall be the ex-officio Treasurer of the College.

### **5. Administrative, Finance, Business Management and Auxiliary Offices**

- ❖ The Division Heads shall be appointed by the GB upon recommendation of the President who shall each handle the Divisions of Administrative, Finance, Business Management and Auxiliary Services. They shall provide supportive and facilitative services to all personnel and units of the College. They shall directly be responsible to the Vice-President for Administration.
  - The **Administrative Services Division** shall be the main responsibility of the Chief Administrative Officer who shall be appointed by ASSCAT President and approved by the GB. He/she shall supervise services of the Human Resource Management Office, General Services, Security Services, Records Office, Supply Office, Procurement Office, and Health and Wellness Office, and other sections/units that may be created by the College President in accordance with its organizational structure.

- The **Finance Management Division** shall be headed by a Financial Management Officer who shall be designated by the College President and confirmed by the GB. He/she shall directly supervise the services delivered by the Accounting Office, Budget Office, and Cashiering Office, and other sections that may be created by the College President in accordance with the organizational structure of the institution.
- The **Business Management Division** shall be headed by a Director for Business Management who shall be designated by College President and confirmed by the GB. He/ she shall be responsible in the overall supervision of the income generation projects of the College.
- The **Auxiliary Services Division** shall be headed by a Director for Auxiliary Services who shall be designated by College President and confirmed by the GB. He/ She shall be responsible for the effective planning and undertaking of all kinds of services done and/or rendered by ASSCAT other than academic, such as cafeteria, printing press, bookstore, and other services of the College.

## THE COUNCILS

### '1. The Administrative Council (AdCo)

- ❖ There shall be an Administrative Council whose duty is to review and recommend to the Board the policies governing the administration, management and development of the University for appropriate action (Section 9 of RA 8292).
- ❖ The College/Board Secretary shall be the Ex-Officio Secretary of the Council, unless another official is designated by the College President to assume the position. As such, he/she shall discharge the duties and functions provided. In the absence of the College President, the Vice-President for Administration Finance, and in the absence of both, the Vice President for Academic Affairs may preside. (PASUC Manual of Operations)

#### **Powers and Functions of Administrative Council**

- ❖ To review and recommend to the Board of Trustees, policies governing the administration, management and development planning of the College for appropriate action;
- ❖ To implement policies approved by the Board of Trustees by formulating pertinent rules and regulations to that effect; and,
- ❖ To perform such other powers and functions as may hereinafter be granted by the Board of Trustees and by subsequent laws and regulations.

#### **Meetings and Quorum**

- ❖ The Administrative Council shall hold at least one regular meeting every quarter without prejudice to the promulgation of internal rules set for the specific provision on the matter. A majority of all Council Members constitutes a quorum of the Board for transacting business. Special meetings of the Council maybe called by the College President at any time, or upon the written request of one-third of the members of the council, provided that all members are properly notified of the venue and time. A quorum shall consist of fifty percent (50%) plus one of all the members.

#### **Composition of AdCo**

- ❖ There shall be an Administrative Council (AdCo) consisting of the president of the College as chairperson, vice presidents, deans, directors and other officials of equal rank as members, whose duty is to review and recommend to the Board the policies governing the administration, management and development planning of the University. (Se. 9, RA 8292)

- ❖ In case of SUCs which have multi-campus, a campus AdCo may be established, provided that these campuses shall have equal representation in the university AdCo. (Sec. 36, RA 8292 IRR)
- ❖ The Chairperson, or the President, shall be the presiding officer of the Administrative Council. The presiding officer shall vote only to break a tie in the event of decision -making.
- ❖ In the event of the inability of the President to preside at a Council session, the Vice President for Administration and Finance shall temporarily preside over the meeting. In the absence of both officials, the Vice President for Academic Affairs may preside.
- ❖ The College/Board Secretary as ex-officio Secretary of the Council shall have the duty to issue notices for meetings of the Council, keep the minutes of its proceedings, send a copy of such minutes to each member and furnish each a copy of the order of business of every regular meeting at least three (3) days in advance.

## **'2. The Academic Council**

- ❖ There shall be an Academic Council of the College consisting of the College President as Chairperson, the Vice-President for Academic Affairs as Vice-Chairperson, other Vice Presidents, Directors and Deans and other officials and all faculty members with the rank of **Assistant Professor 1 or higher** as members.

### **Powers and Functions of the Academic Council**

- ❖ To review and recommend academic programs, curricular offerings, and rules on discipline of the College;
- ❖ To fix the requirements for admission, placement and retention of students well as, the requisites for graduation and conferment of degrees;
- ❖ To review and recommend the graduation of students, the conferment of the title Honoris Causa upon persons in recognition of their outstanding contribution in the field of ASSCAT's competence and the award of certificates of completion of degrees and non-degree programs;
- ❖ To review the findings of the committee assigned to investigate academic related problems, within the limits of the rules of student discipline prescribed by this Code and by subsequent rules and regulations; and
- ❖ To perform such other powers and functions as may be delegated by the Board.

## Meetings and Quorum

- ❖ The Academic Council shall meet at such time as the College President may determine, provided that there shall be at least one (1) regular meeting each semester. A special meeting may be called by the College President as may be necessary or upon the written request of at least one-fifth (1/5) of the total members of the Council, specifying the agenda within the ambit of any function of the Academic Council. Attendance in all its meetings shall be required of every member. A member who shall be absent from the Academic Council Meeting must file the appropriate leave of absence at least a day before the said meeting. Two absences incurred in an academic year without leave of absence by any member shall be a ground for the Human Resource Management Officer (HRMO) to require from the member an explanation of the absence and to reprimand him/her when warranted. The explanation and findings shall be entered in the Civil Service Commission (CSC) 201 file of the subject member.
- ❖ The quorum of Academic Council meetings shall consist of majority of all its members who are currently holding the academic rank, excluding those on leave of absence or official travel.
- ❖ A majority vote of all its members present shall be required to dispose of a question or to decide on an issue. The presiding officer shall vote only to break a tie.

## Composition

- ❖ There shall be an Academic Council of the College consisting of the College President as Chairperson, the Vice-President for Academic Affairs as Vice-Chairperson, other Vice Presidents, Directors and Deans and other officials and all faculty members with the rank of **Assistant Professor 1 or higher** as members.
- ❖ The College President shall be the Chairperson and presiding officer of the Academic Council. The Vice-President for Academic Affairs shall be the Vice-Chairperson. The Vice Chairperson shall act as the Presiding Officer in the absence of the chairperson. In the absence of both and upon the instance of the College President, the Vice President for Administration and Finance, the Vice President for Research Development and Extension, in that order, shall preside over the meeting of the Council.
- ❖ The College Secretary shall be the Secretary of the Academic Council, unless another official is designated by the College President to assume the position. The Secretary shall be the custodian of the records of the Council. Upon the direction of the Vice President for Academic Affairs and in consultation with the College President, the Secretary shall prepare the agenda of the Academic Council meeting and shall cause the issuance of the corresponding notice at least two (2) days before the conduct of the said meeting except for emergency meetings.

### **'3. The College Research and Extension Council (CREC) and its Composition**

- ❖ The CREC is composed of the College President, Vice President for RDE, Vice President for Academic Affairs, Director for Research and Extension, Chairpersons for College Research and Extension, and all Deans and faculty researcher's representative.
- ❖ Representative of government and private research development and extension institutions/agencies may be invited to participate in the council meetings.

#### **Functions of CREC**

The CREC shall have the following functions:

- ❖ To determine the research, development and extension priorities of the College.
- ❖ To allocate available funds for research, development and extension activities.
- ❖ To initiate appropriate actions for the establishment of institutional linkages with other foreign or local institutions for the development of research and extension activities of the College.
- ❖ To recommend to the Board of Trustees all formulated policies, guidelines, rules and regulations governing research, development and extension.

#### **College President**

- ❖ In addition to the responsibility of the President, he/she shall preside all meetings of the College Research and Extension Council.

#### **Vice President for RDE**

- ❖ Coordinate in all research and extension activities in the college.
- ❖ Monitor the progress of the research and extension activities in the college.
- ❖ Endorse the research and extension plans prepared by the R&E office.
- ❖ Create environment that will encourage the faculty to conduct research.

#### **Director for Research**

- ❖ To exercise general supervision and coordination of all programs, projects and activities of the research units.
- ❖ To recommend and implement policies and guideline governing research affairs.
- ❖ To plan programs for research activities which are geared towards the growth and development of the college.
- ❖ To direct the implementation of research programs of the College.
- ❖ To coordinate, monitor and appraise the performance of the various research and extension units of the college, including those of research centers/ established in the college and other affiliate research agencies/colleges.

- ❖ To plan, promote, and carry out close working relation and linkages with appropriate government research and development agencies and non-governmental organizations.
- ❖ Acts a Liaison officer between the Director for Research and Development of the respective College on R & D related matters;
- ❖ Coordinates and collects research proposals from each department in consultation with the dean of the college to be submitted to the Research Committee for technical review, evaluation and recommendation.
- ❖ Consolidates, prepares and submit to the R&E director a summary of all completed and quarterly progress reports for on-going researches in the college.
- ❖ Prepares the summary of research endeavors of students and faculty members to be included in the college annual reports.
- ❖ Monitors and checks research outlines and final research reports in terms of standard format/style and check if there is duplication of researches in the college.
- ❖ Keep copies of research reports of students and faculty members.
- ❖ Performs a major role in accreditation related to research concerns.
- ❖ Accommodates students, faculty members and other researchers in their research related queries and need. Sits in the thesis defense (proposal and manuscript) sessions as needed.
- ❖ Facilitate the conducts of annual-in-house review.
- ❖ Coordinates workshops in the college for the preparation of research proposals and prioritization of researches and other research-related undertakings.
- ❖ Facilitates the publication and promotion of research results through popularized articles and monographs.
- ❖ To perform other related functions as may be directed by the President and other competent higher authorities.

### **Director for Extension**

- ✓ To exercise general supervision and coordination of all programs, projects and activities of the extension units.
- ✓ To recommend and implement policies and guideline governing extension affairs.
- ✓ To plan programs for extension activities which are geared towards the growth and development of the college.
- ✓ To direct the execution of extension services of the College.
- ✓ To coordinate, monitor and appraise the performance of the extension.
- ✓ To plan, promote, and carry out close working relation and linkages with appropriate government relative to extension programs and activities.
- ✓ To perform other related functions as may be directed by the President and other competent higher authorities.

### **College Research Coordinator**

- ❖ Coordinates with the Deans and Director for Research of all researches in various Colleges.
- ❖ Coordinates and monitors undergraduate and faculty researches of all College.
- ❖ Assist the College Deans in the preparation of budget, annual development plan and submit accomplishment report to the Director for Research of the College.
- ❖ Performs critical checking on the format and style of undergraduate thesis. Assist students in preparation of thesis defense. Evaluate the preparedness of the undergraduate students prior to outline and final defense;
- ❖ Coordinate with the advisers, panel members and examining committee of the undergraduate students prior to defense;
- ❖ Responsible for the reproduction and distribution of all college research forms;
- ❖ Undertakes other functions related to research activities of all colleges as specified by the Dean and Director for Research.

### **College Extension Coordinator**

- ❖ Coordinates with the Deans and Director for Extension of all extension in various Colleges.
- ❖ Coordinates and monitors the faculty extension of all College.
- ❖ Assist the College Deans in the preparation of budget, annual development plan and submit accomplishment report to the Director for Extension of the College.
- ❖ Undertakes other functions related to extension activities of all colleges as specified by the Dean and Director for Extension.

### **Faculty Researchers**

- ❖ The faculty researches shall perform their usually duties as instructors. Their functions as researchers are:
  - ✓ Endeavor to conduct researchers in their own field of specialization.
  - ✓ Prepare and submit research proposals observing the steps in the flow charts for the processing of research proposals for funding.
  - ✓ Submit quarterly progress and annual reports of their researchers including the budgetary expenditures to the Dean and to the College Research Chairperson.
  - ✓ Write and submit the results of their completed researchers to ensure the availability of their research findings to end-users/clientele.

### **Research Assistant**

- ❖ Assist in the conduct of experiments/studies according to the approved proposal.
- ❖ Provide assistance to research staff in field and day-to-day activities and/or problems related to the study and insure smooth communication and relationship between and among other members.
- ❖ Gathers data needed in the experiment and helps analyze and interpret results.
- ❖ Supervises research aides and laborers in the efficient conduct of their activities.
- ❖ Reports to the study leader the status of the experiments and problems encountered.
- ❖ Undertakes solutions to problems suggested to him/her by the study leader.
- ❖ Performs other duties and responsibilities as may be required by the study/project leader.
- ❖ To conduct research on relevant field as specified by Research Chairperson, Director for Research and Extension and other competent authorities.

### **Research Aide**

- ❖ Assist the research assistant in the conduct of experiments and collection of data.
- ❖ Keeps file and records of all data collected.
- ❖ Performs such duties as may be required by the researcher and other competent authorities.

### **Technical staff**

- ❖ Responsible in the technical aspects of clientele needs.
- ❖ They are technical person from different colleges.
- ❖ Assists clientele in planning and operation.
- ❖ Submit monthly accomplishment to the research by the R&E Director and other competent authorities.

### **Office Clerk**

- ❖ Responsible in the office procedure.
- ❖ Acts as secretary during the staff meeting.
- ❖ Act as accounting clerk.
- ❖ Assist during the conduct of the training/workshop.
- ❖ Do other functions as may be required by the R&E Director and other competent authorities.

### **Project Leader**

- ❖ Carries out/ proposal especially assigned to make necessary reports on activities undertaken.
- ❖ Supervises study leaders in the conduct of their activities.
- ❖ Submits progress terminal report.
- ❖ Performs other duties related to the conduct of Research and Extension jobs required by the VP for Research, Development and Extension and Director for Research.

### **Study Leader**

- ❖ Supervises Research assistant and laborers in the conduct of their activities.
- ❖ Submits progress and terminal reports.
- ❖ Perform other duties related to the conduct of Research and Extension jobs required by the VP for Research, Development and Extension and Director for Research and other competent authorities.

### **Meetings of the CREC**

The CREC shall conduct bi- monthly regular meeting which may be called by the President or upon the written request of the VP for Research, Development and Extension.

### **Reference: Research and Extension Manual of Operations**

## **'4. Project Management Board/Council**

The PMB/C is composed of five members who shall be designated by the SUC President representing various disciplines such as administration, fiscal management, business and economics, research and extension, and other expertise as needed by the kinds and nature of IGPs being undertaken. The PMB/C is headed by the President as Chairperson.

Specifically, the functions of the PMB/C are as follows:

- ❖ Formulate policies and programs to be approved by appropriate authorities of the College;
- ❖ Formulate plans, projects and guidelines/regulations relative to the proper management and operations of all IGPs;
- ❖ Govern, manage, operate and supervise all IGPs of the College to complement and interface instruction, research and extension programs;
- ❖ Determine investment priorities in IGPs and develop/promote such projects in accordance with acceptable investment criteria;
- ❖ Set performance objectives and standards in the management of the IGPs;

- ❖ Prepare and recommend for approval and implementation an incentive scheme commensurate to the performance of IGP personnel and support staff;
- ❖ Reviews, evaluates and recommends for approval annual project plans and operating budget;
- ❖ Recommends the suspension and/or termination of the operation of non-viable projects;
- ❖ Recommends to the SUC President the appointment, designation of lower level personnel and dismissal of the same from the IGP for causes after due process;
- ❖ Formulates and approves credit terms and policies upon consultation with and recommendation of the IGP Director.

### **Project Management Board/Council Chairperson**

The Board/Council Chairperson has following functions:

- ❖ To preside over all meetings of the PMB/C;
- ❖ To ensure that the PMB/C performs its primary task of formulating policies, rules and regulation; and
- ❖ To represent the PMB/C in all meetings and fora inside and outside of the school that has something to do with the IGPs of the Institution.

### **Board Secretary**

The Board Secretary has the following functions:

- ❖ To take and keep records of all proceeding of meeting of the PMB/C;
- ❖ To assist in the preparation of reports and outgoing communications of the PMB/C; and
- ❖ To perform other related duties as may be delegated by the PMB/C Chairperson and/or higher authorities.

### **Income Generating Projects (IGP) Director**

- ❖ Assumes direct responsibilities in the overall operations and management of the Income Generating Program and in the implementation of policies and guidelines to achieve targets with efficiency;
- ❖ Promotes sense of responsibility, commitment, accountability, harmonious camaraderie, cooperation and to establish linkages for the smooth functioning of all the projects;
- ❖ Prepares and submits semi-annual and annual reports to the administration regarding the operations of the IGP;
- ❖ Initiates/coordinates planning and organizes manpower resources and activities of all IGPs for efficiency in production;
- ❖ Delegates/assigns duties, responsibilities, authority and power to colleagues and subordinates as may be allowed by existing policies;

- ❖ Conducts meetings with IGP managers and personnel on operations, projects or any subject relevant to the IGP;
- ❖ Conducts annual strategic planning with project managers, preferably at the start of business year to discuss/agree on the plans and targets, accomplishments and other matters related to IGP operations;
- ❖ Recommends the appointment of Project Managers;
- ❖ Conducts evaluation study of the records, activities and programs of the various projects; and
- ❖ Performs other duties delegated/assigned by higher authorities.

### **Project Managers**

The Project Managers are the direct implementers of the IGPs. They are designated by the SUC President upon recommendation of the PMB/C.

- ❖ Exercises direct supervision and management of the project;
- ❖ Prepares project proposals/business plan;
- ❖ Devises strategies for the marketing of the IGP products;
- ❖ Implements IGP policies;
- ❖ Supervises project personnel/staff;
- ❖ Prepares and submits regular/periodic reports to the PMB/C and the IGP Director;
- ❖ Processes requisition forms/vouchers for supplies and materials needed;
- ❖ Records transactions and activities concerning the project;
- ❖ Recommends the hiring of project workers to the PMB/C; and
- ❖ Performs other functions as maybe assigned by higher authorities.

### **Facilitative Staff, COA Resident Auditor and Other Project Personnel**

The IGP facilitative staff is composed basically of the following: Budget Office staff, Accounting Office staff, Cashiering Office staff, Supply Office staff and COA staff. The duties and responsibilities of these personnel are:

#### **Budget Office**

- ❖ Programs the funding requirements of the various IGPs within the budget structure of the school based on the Fiscal Year Work and Financial Plan;
- ❖ Prepares consolidated financial plans and annual budgetary requirements of the different projects;
- ❖ Makes recommendations and representations to top management/PMB as to the demand and priority needs of the IGPs financial operation;
- ❖ Evaluates IGP financial transactions; and
- ❖ Performs other duties as maybe assigned.

**Accounting Office**

- ❖ Takes the responsibility/accountability of the financial transaction records and other documents related to the projects;
- ❖ Prepares financial reports and requirements related to the projects;
- ❖ Sees to it that all financial transactions are in accordance with accounting, auditing and other related rules and regulations;
- ❖ Assigns checker/inspector of all purchases (i.e. supplies and materials and equipment) for use in the IGP operation;
- ❖ Monitor financial cash flow; and
- ❖ Performs other duties as maybe assigned.

**Cashiering Office**

- ❖ Takes responsibility in the collection, deposits and disbursements of the project funds;
- ❖ Maintains cash bank book and cash collection book; and
- ❖ Prepares collection and disbursement reports.

**Supply/Property Office**

- ❖ Handles and keeps records of all IGP properties;
- ❖ Takes charge (if possible) of the purchase of IGP semi-expendable supplies and
- ❖ Materials, equipment and other needs of the projects;
- ❖ Prepares inventory reports of IGP equipment and other assets; and
- ❖ Performs other duties as maybe assigned.

**COA Resident Auditor**

- ❖ Post-audits the financial transactions of the IGPs; and
- ❖ Evaluates the system and its operations.

**Other Project Personnel**

These may include consultants, project analyst, marketing analyst, a monitoring and evaluation officer who maybe hired on a case to case basis upon recommendation of the PMB to provide technical assistance or services on the operation and management of the IGPs.

The consultants who are specialists and under the employ of the Institution as faculty/staff member maybe called upon to provide policy and technical advice to the PMB and project managers regarding the operation of the income generating program in general and the projects in particular. On policy matters, the consultant responsibility is to evaluate the yearly operation of IGP basis for consultant will have to identify and

determine the problems encountered by the project and recommends possible solutions to these problems (i.e. crops and livestock, pests and diseases and the like).

A project analyst maybe hired to assist the project managers in the (1) preparation of project plan and budget (2) preparation, evaluation, analysis of feasibility studies and/or prospective investment plans, and (3) evaluation of the project's financial statements and conduct of business productivity analysis.

The marketing analyst, if hired, shall have the responsibility to (1) collect and collate market information (prices, supply, demand and competitors, etc.) on the products, (2) act as liaison between IGP and input dealers and product outlet, (3) recommend to PMB or IGP Director the most appropriate market outlet of the products, and (4) recommend to the PMB or IGP Director policies on how to improve marketing efficiency.

The monitoring and evaluation officer, on the other hand, may be hired to provide continuing feedback information relative to IGPs operation and performance. Said officer's responsibility consists of (1) monitoring all project operations in coordination with the PMB members and officers, (2) coordinating statistical work, research analysis and economic evaluation of data and forecast and trend, and (3) participating in the planning process undertaken by the PMB and IGPs.

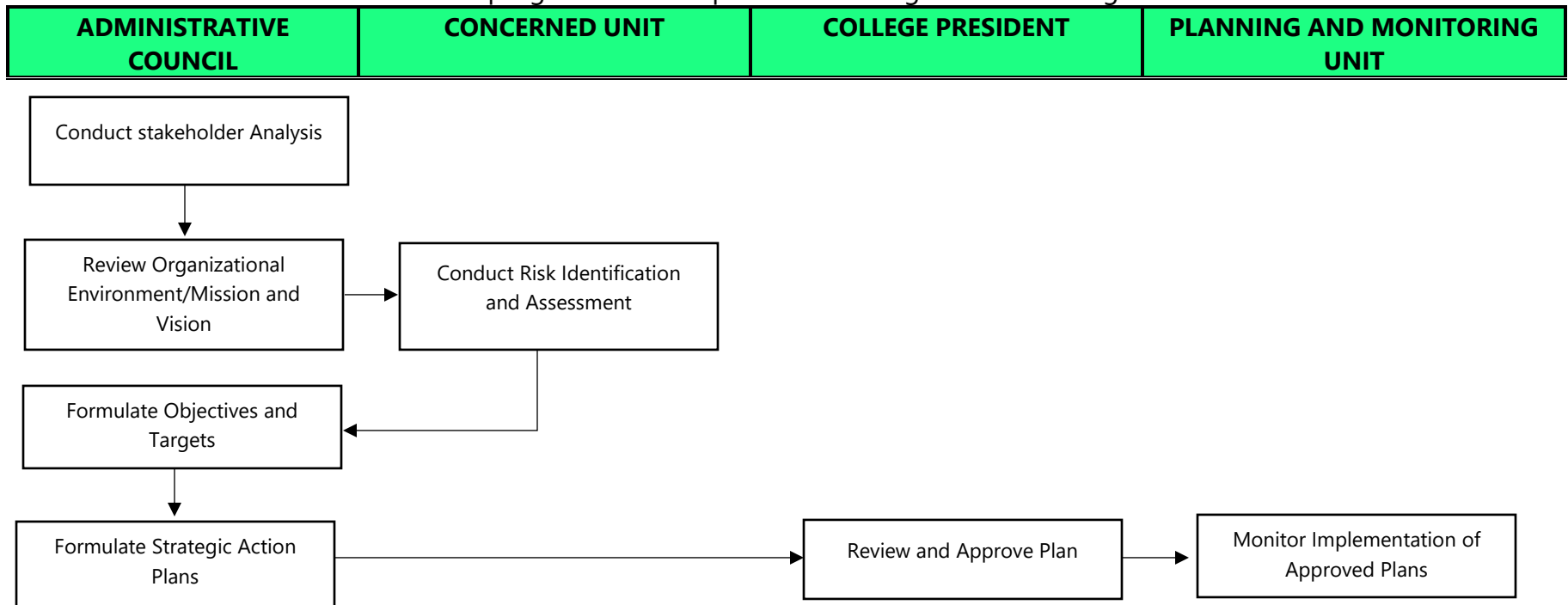
### **Reference: Manual of Operations of Income Generating Projects**

## THE UNITS UNDER THE OFFICE OF THE PRESIDENT

### 1. Planning and Monitoring Office

The Planning and Monitoring Office shall be headed by a Director to be designated by the College President, subject to confirmation by the Board of Trustees. The Director for Planning, Monitoring and MIS shall perform the following functions:

- ❖ To prepare and evaluate the planning and development activities of all sectors of the College;
- ❖ To initiate the preparation of project/program plans and proposals;
- ❖ To serve as data bank for all the information needed for the development of the College;
- ❖ To ensure the participation of work in development planning and program implementation; and
- ❖ To monitor and evaluate progress of accomplishment of targets of the College.



**Figure 2. Flow of Procedures for Setting of Objectives and Targets**

## **'2. External and International Affairs Office**

The International Affairs Office is headed by a Director designated by the College President subject to the confirmation by the Board of Trustees. He/she shall perform the following functions:

- ❖ Execute the policies on international affairs and the coordination of international academic exchange;
- ❖ Initiate the drafting of internationalization framework, policies and strategies concerning international relations and planning for the development of programs involving international affairs of the College;
- ❖ Disseminate relevant information on international opportunities and activities to students and the personnel;
- ❖ Provide advice and information such as foreign scholarships, international symposiums and conference, research, internship and other forms of international collaboration and exchanges;
- ❖ Monitor and evaluate on-going international linkages;
- ❖ Facilitate drafting of memoranda of understanding with foreign institutions as well as proposals for joint international undertakings;
- ❖ Promote international collaboration with other institutions and organizations in terms of its four-fold functions: instruction, research, extension and production;
- ❖ Facilitate international exposures of officials, faculty and staff, students for academic benchmarking, OJT and internships; and
- ❖ Provide assistance to foreign students and staff for passports, booking and referral services.

## **'3. Alumni Affairs Office**

### **Vision**

The ASSCAT Alumni Affairs envisions to be the lead unit in building a broad alumni community that supports the College and the community.

### **Mission**

The Office shall undertake programs to inform, engage and inspire alumni to support and contribute to the development concern of the College.

The Alumni Affairs is headed by a Coordinator designated by the College President subject to the confirmation by the Board of Trustees. He/she shall perform the following functions:

- ❖ To build a lifelong relationships with alumni in support of the ASSCAT;
- ❖ To facilitate an open communication between the alumni and ASSCAT;
- ❖ To advocate and promote the programs and activities of ASSCAT; and
- ❖ To participate in the formulation of the policies of ASSCAT.

#### **4. Legal Affairs Office**

The legal services of the College is provided by a private counsel authorized and approved by the Office of the Solicitor General concurred by the Commission on Audit subject to the availability of budget of the College as stipulated in the Contract of Service. The private counsel act as technical consultant for the College subject to the Memorandum from the Office of the Solicitor General on Deputation of Private Lawyers (Annex C).

The Office of the Board Secretary and the Office of the Vice President for Administration facilitates the processing of documents which need to be consulted to the private counsel.

#### **5. Quality Management Representative Office**

The Quality Management Representative Office is headed by a QMR designated by the College President subject to the confirmation by the Board of Trustees. He/she shall perform the following functions:

##### **QMR Roles and Responsibilities**

The Quality Management Representative (QMR) serves as the Head Facilitator of the Quality Management System. A QMR has the following authorities and responsibilities:

##### **Authorities:**

- ❖ Recommend and disapproves recommendations for changes/improvements in the QMS
- ❖ Assign appropriate responsibilities to relevant personnel to ensure the proper implementation of the system
- ❖ Approve/disapprove recommended corrections, corrective actions and corrective action impacts
- ❖ Approve/disapprove reproduction of manuals
- ❖ Review recommended document revision, deletion and creation of documented information
- ❖ Ensure that QMS principles are observed
- ❖ Facilitate further improvements to the system
- ❖ Recommend personnel movement within the QMS Team
- ❖ Send relevant personnel to training relevant to the improvement of the QMS

##### **Responsibilities:**

- ❖ Serve as a liaison to the Top Management and other interested parties on matters relating to the QMS
- ❖ Oversee the efficiency and effectiveness of the implementation of the system

- ❖ Formulate calendar of activities to monitor the efficiency and suitability of implementation of the QMS
- ❖ Ensure the effective implementation and completion of corrective actions
- ❖ Help facilitate the Management Review
- ❖ Promote the implementation and helpfulness of the QMS
- ❖ Perform other relevant tasks that may be assigned from time to time

### **Document Controller Roles and Responsibilities**

The Document Controller serves as the Head Overseer of the QMS Documented Information. A Document Controller has the following authorities and responsibilities:

#### **Authorities:**

- ❖ Enforce the proper implementation of effective document management practices
- ❖ Recommend the creation, revision and deletion of documented information
- ❖ Recommend approval/disapproval of reproduction of the QMS Manuals

#### **Responsibilities:**

- ❖ Establish appropriate controls on internal and external documented information
- ❖ Facilitate changes in the documented information through document revision, deletion and creation
- ❖ Ensure the uniformity of formatting of documented information
- ❖ Monitor the implementation of the DMT
- ❖ Implement college-wide practices to ensure the proper archiving, document storage, retrieval and confidentiality and accessibility controls
- ❖ Regularly check the reproduction of documented information to ensure adherence to the Master Copy
- ❖ Ensure the similarity of the different electronic and hard copies of the Manuals and controlled forms, including those uploaded in the website, database, cloud etc.
- ❖ Control the distribution of copies of the manuals
- ❖ Implement appropriate practices for the effective management of document storage, protection, accessibility, archiving and disposal
- ❖ Be subjected to regular performance evaluation
- ❖ Perform other relevant tasks that may be assigned from time to time

### **Encoder Roles and Responsibilities**

The Encoders of the Documentation Team serve as the QMS Documented Information formatting group. The Document Team has the following authorities and responsibilities:

**Authorities:**

- ❖ Correct/recommend correction of improper formatting of a documented information
- ❖ Recommend the controlling of uncontrolled documented information

**Responsibilities:**

- ❖ Help the Document Controller in distributing the controlled copy of documented information to the respective Process Owners
- ❖ Ensure the uniformity of documented information format
- ❖ Document the minutes of meeting during Management Review
- ❖ Be subjected to regular performance evaluation
- ❖ Perform other relevant tasks that may be assigned from time to time

**Process Owner Roles and Responsibilities**

A Process Owner is the Overseer of his/her assigned process. A Process Owner has the following authorities and responsibilities:

**Authorities:**

- ❖ Recommend changes in the documented information through document revision, deletion and creation
- ❖ Recommend improvements to other processes
- ❖ Report observed non-conformities and opportunities for improvement to the QMS Team within or outside his/her process

**Responsibilities:**

- ❖ Identify and prepare appropriate procedures needed for the effective implementation of his/her process
- ❖ Implement consistently agreed forms, procedures and work instructions
- ❖ Conduct orientation to incoming process owners/staffs on approved procedures and work instructions
- ❖ Ensure that all branches or subdivisions of his/her process exercise the same procedure of a specific activity
- ❖ Communicate to all relevant personnel of his/her process all changes made in the process
- ❖ Ensure that the Process Approach is appropriately exercised in the implementation of his/her process
- ❖ Coordinate with other Process Owners regarding activities that may affect them
- ❖ Identify risks and opportunities in his/her process
- ❖ Identify and monitor the implementation of the actions to treat the risks and opportunities
- ❖ Submit accomplishment of targets regularly to ensure the effectiveness of his/her process

- ❖ Conduct a root cause analysis on non-conformities raised against his/her process
- ❖ Identify and oversee the implementation of corrections, corrective actions and corrective action impacts assigned in his/her process
- ❖ Prepare and implement all mandatory forms required from his/her process
- ❖ Identify all relevant legal and applicable requirements to his/her office and proactively comply to them
- ❖ Be subjected to regular quality audits
- ❖ Perform other relevant tasks that may be assigned from time to time

The **Internal Auditor** has the following authorities and responsibilities:

- ❖ Assess the organization's consistent conformance to ISO 9001:2015 requirements
- ❖ Report nonconformities and opportunities for improvement and recommend further investigation to nonconformities
- ❖ Help the Process Owner in sustaining and implementing the Quality Management System
- ❖ Prepare and issue the conformance report and evaluates effectiveness of corresponding corrective action
- ❖ Assist the Process Owner during external audits
- ❖ Be subjected to regular performance evaluation
- ❖ Perform other relevant tasks that may be assigned from to time

The **Lead Auditor** has the following additional responsibilities:

- ❖ Prepare the Audit Plan a month before the scheduled audit
- ❖ Facilitate in the assigning of auditors to specific processes ensuring there is no potential conflict of interest between them
- ❖ Conduct the opening and closing meeting
- ❖ Help facilitate the Management Review
- ❖ Orient newly trained auditors of their responsibilities
- ❖ Be subjected to regular performance evaluation
- ❖ Oversees the 5S Patrol Group and the implementation of 5S
- ❖ Perform other relevant tasks that may be assigned from to time

**5S Patrol Group** has the following duties and responsibilities:

- ❖ Ensure that all offices are implementing 5S to sustain Quality Management System
- ❖ Conduct periodic 5S inspection
- ❖ Report to the 5S Chairman for the noncompliance of 5S implementation
- ❖ Identify the recommended actions to correct a 5S finding
- ❖ Facilitate the uniform application of 5S throughout all offices
- ❖ Perform other relevant tasks that may be assigned from time to time

## **6. Public Information and Community Relations Office (PICRO)**

### **Vision**

To be the lead office in bridging ASSCAT and its stakeholders in cyber-physical world.

### **Mission**

The PICRO shall provide appropriate and balance information for transparency and advance the good relations of ASSCAT to its internal and external stakeholders.

### **Principle**

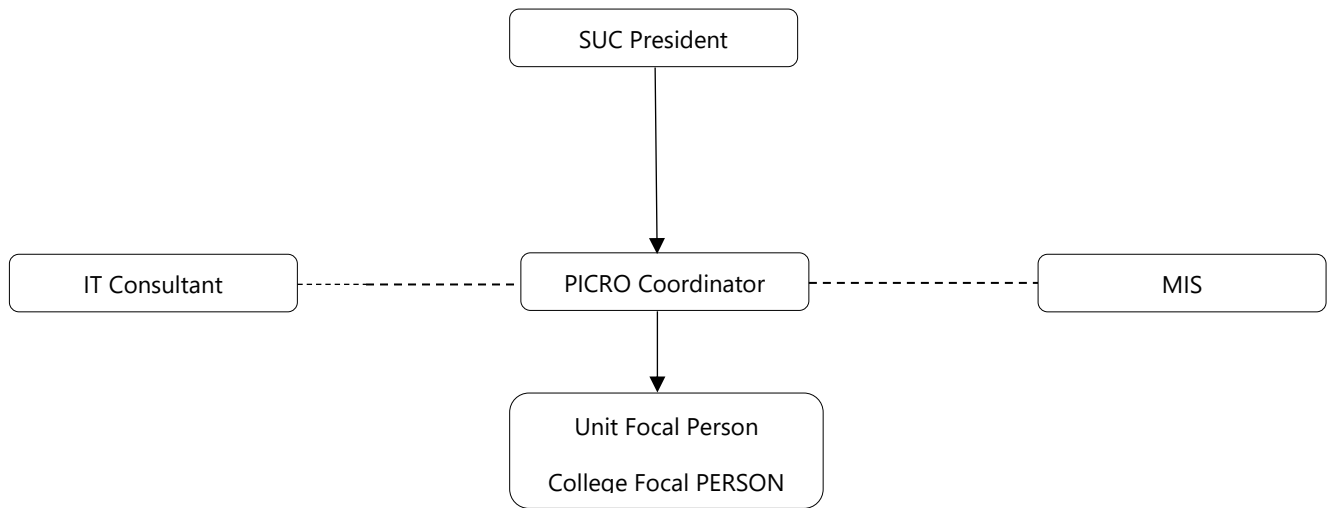
The PICRO is created to inform the stakeholders in cyber-physical world in the soonest possible real-time about the undertakings of the College.

### **Goals**

- ❖ To bridge ASSCAT and its stakeholders in cyber-physical world.
- ❖ To provide appropriate information in soonest possible time for transparency.
- ❖ To advance the good relations of ASSCAT to its internal and external stakeholders.

### **Objectives**

- ❖ To publish information about ASSCAT to students, alumni, parents, and the community using print and non-print media;
- ❖ To disseminate current official activities of ASSCAT through the PICRO staff;
- ❖ To consistently publish accurate and reliable information using real-time and recognize stakeholders who are beneficiaries and contributor to the success of the activities.



**Figure 3. Organizational Chart of PICRO**

The Unit/college focal persons will submit reports to PICRO Coordinator for posting. Then, the PICRO Coordinator seeks approval from the SUC President before posting reports on website or social sites. The MIS and the IT Consultant shall assist the PICRO Coordinator.

## 5.1 PICRO Citizen's Charter

### 5.1.1 Citizen's Charter for Cyber World

Schedule of Availability of Service: 8:00 am – 5:00 pm: Monday to Friday

Clients: Students, Parents, Alumni, and other Stakeholders

Processing Time: Within one (1) day

**Table 3. Citizen's Charter of PICRO for Cyber World**

Step	Customer/Client	Service Provider	Duration of Activity	Fee	Person Responsible	Forms
1	Posts queries/complaints online	Provide answer or comments to queries/complaints	10 minutes	None	PICRO Coordinator/members	None
2	Receives answer to queries/complaints online	Ensure that clients are satisfied with the answer or comments	10 minutes	None	PICRO Coordinator/members	None
3	Agrees on the answer or comments	Send reply with quotation of utmost courtesy	10 minutes	None	PICRO Coordinator/members	None

### 5.1.2 Citizen's Charter for Physical World

Schedule of Availability of Service: 8:00 am – 5:00 pm: Monday to Friday

Clients: Students, Parents, Alumni, and other Stakeholders

Processing Time: Within one (1) day

**Table 4. Citizen's Charter of PICRO for Physical World**

Step	Customer/Client	Service Provider	Duration of Activity	Fee	Person Responsible	Forms
1	Seeks answer to queries or complaints	Provides answer or suggestion to queries or complaints.	10 minutes	None	PICRO Coordinator/members	None
2	Listens to the answer or suggestions	Ensure that clients are satisfied with the answer or suggestion	10 minutes	None	PICRO Coordinator/members	None
3	Agrees on the answer or comments	Reply with utmost courtesy	10 minutes	None	PICRO Coordinator/members	None

## 5.2 Content Management System for ASSCAT Official Website

### Definition of Terms

**Content Management** - is a process that gives the University control of its many Web pages, and thus produces a unified website displaying accurate information with a consistent appearance.

**Official ASSCAT Website** - The official ASSCAT website includes pages/sites which fall under the domain of [www.asscat.edu.ph](http://www.asscat.edu.ph). These pages/sites will be subject to oversight by the Office of the President through the Public Information Community Relations Office (PICRO) in coordination with the Web Administrator.

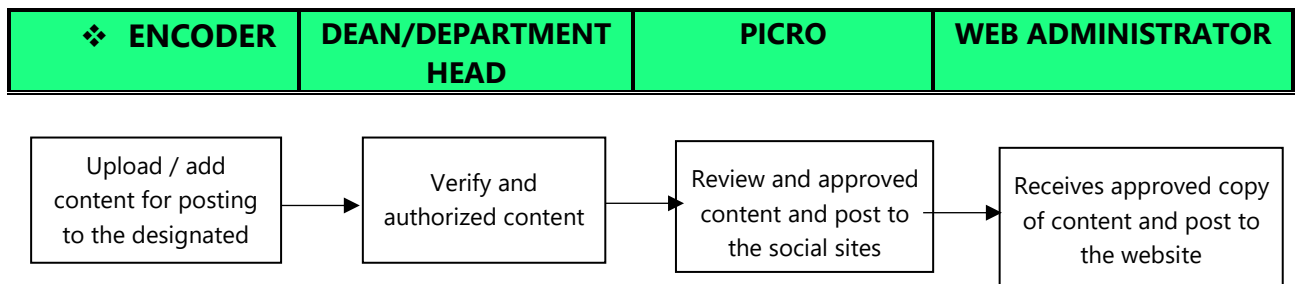
**Web Administrator** - The Web Administrator's activities include resolving user interface issues. He or she also serves as a resource for any department wishing to control its content via an Encoder. He or she shall establish rules for the look and feel of pages which are considered and approved by the Website Development Committee. Testing for broken links and user issues are the responsibility of the Web Administrator.

**Encoder** - is a recognized individual within an academic or administrative department, office or organization who adds/uploads content in the college/office/department's sites, with proper approval of his or her Dean/Head of Unit.

### Procedure

- ❖ All contents on the official ASSCAT website is subject to continuing review by the Office of the President through the Public Information Community Relations Office.
- ❖ The University PICRO will notify involved parties of any problems. All parties will cooperate to resolve outstanding issues.
- ❖ An Encoder can only upload/add content to his/her college/department's site when approved/authorized by the Dean or Head of the Unit.
- ❖ The Dean/Head of Unit/Department shall see to it that content for uploading in the site has passed through proper editing and verification of facts, as appropriate.
- ❖ Except for calendar of events, achievements, and ordinary advisories and announcements, all contents such as, but not limited to, news write-ups, schedule of fees, offering of news programs and projects, shall first be approved by the PICRO for uploading in the website. To do this, the Dean/Head of Unit/Department will write or email the PICRO indicating the content for uploading and the section where the content will be uploaded. Once approved, the PICRO will notify the Dean/Head of Unit, copy furnished the Web Administrator.
- ❖ The PICRO should always be updated of any revision/addition made.
- ❖ The following contents will not be allowed for uploading in the site:

- ✓ Those that directly or indirectly advertise/promote the use of liquor, cigarettes, and other substances injurious to the health, the environment, the safety and welfare of the people;
  - ✓ Materials with lewd or indecent pictures and language; and those that are offensive, obscene or hateful, or which other users are likely to consider offensive, obscene or hateful, and discriminatory; infringe intellectual property rights; and defame or threaten other people or organizations;
  - ✓ Libelous articles or those that may injure the reputation of any member of the Academic community;
  - ✓ Seditious articles and/or those that may incite the ASSCAT community to rebel against authorities;
  - ✓ Propaganda materials; and
  - ✓ Notices, news and other materials that have grammatical errors.
- ❖ The Office of the President through the PICRO reserves the right to change, alter, amend, add or remove any contents on the Website.



**Figure 4. Flow of Procedures for Content Management System in ASSCAT Website and Social Sites**

### 5.3 Posting of Information

Announcement is a public formal statement with the intention to circularize for information purposes. The posting of announcements of the varied groups are allowed such as:

- ❖ Administration and Academic Councils
- ❖ Recognized Students' Organization
- ❖ All colleges/offices of the ASSCAT
- ❖ All students of ASSCAT
- ❖ Government agencies

## 5.4 General Policies

- ❖ All materials for posting are subject to approval by the Public Information and Community Relations Office (PICRO) except for the following announcements from:
  - ✓ Deans of the Colleges;
  - ✓ Administrative and Academic Councils; and
  - ✓ Recognized student organizations posted on respective information boards.
- ❖ Announcements from faculty members may only be posted on bulletin boards near their faculty office and only upon approval of their respective College Deans.
- ❖ Announcements in the form of posters or tarpaulins of organizations/institutions outside of ASSCAT may be posted within the campus premises but only on designated posting areas as determined by the PICRO.
- ❖ Posting of announcement should be affixed to bulletin boards with thumbtacks or push pins. Staples, nails or masking tapes and other forms of adhesive are not allowed. This is to prevent the smearing of wall paints and minimize costs for repainting.
- ❖ The bulletin boards are the only designated posting areas. No posting of announcements shall be made on walls, window panes and doors. Posters placed on walls, doors, windows, or any other non-approved location will be removed.
- ❖ The location of posting of tarpaulin for activities of the College shall likewise be determined by the PICRO and coordinated with the General Services Unit.
- ❖ Announcements, posters, and/or tarpaulins must be removed as soon as the activity is done.

The following publications are prohibited for posting:

- ❖ All publications that directly or indirectly advertise/promote the use of liquor, cigarettes, and other substances injurious to the health, the environment, the safety and welfare of the people;
- ❖ Materials with lewd or indecent pictures;
- ❖ Libelous articles or those that may injure the reputation of any member of the ASSCAT community; and
- ❖ Propaganda materials.

## **7. Management Information System (MIS) Office**

### **Vision**

The office catapults the institution into the realm of cyber and virtual decision making for higher education institutions.

### **Mission**

The MIS Office is entrusted to provide information to the top management as a tool for decision making, planning, organizing and basis on risk and opportunity assessment. It is also responsible to achieve a secure compilation of electronic data, interactive query systems, collecting documents, storing, retrieving and transmitting information to the end users of the College.

### **Goals**

- ❖ To build and maintain a complete and adequate system of information for the entire College.
- ❖ To establish an information system to collect documents, store, retrieve and transmit information to the end users of the College.

### **Objectives**

- ❖ To develop and enhance the manual process of every department by creating information systems that will cater to their needs.
- ❖ To provide information for decision making on planning, initiating, organizing and collecting the procedure of all subsystems in the College.
- ❖ To ensure confidentiality, integrity, and availability of the data accessible through the College's information system
- ❖ To generate accurate personal, academic, and financial records.
- ❖ To maintain the interoperability of information systems in all units of the College.

### **Principle**

The office operates under the principle of informed decision making.

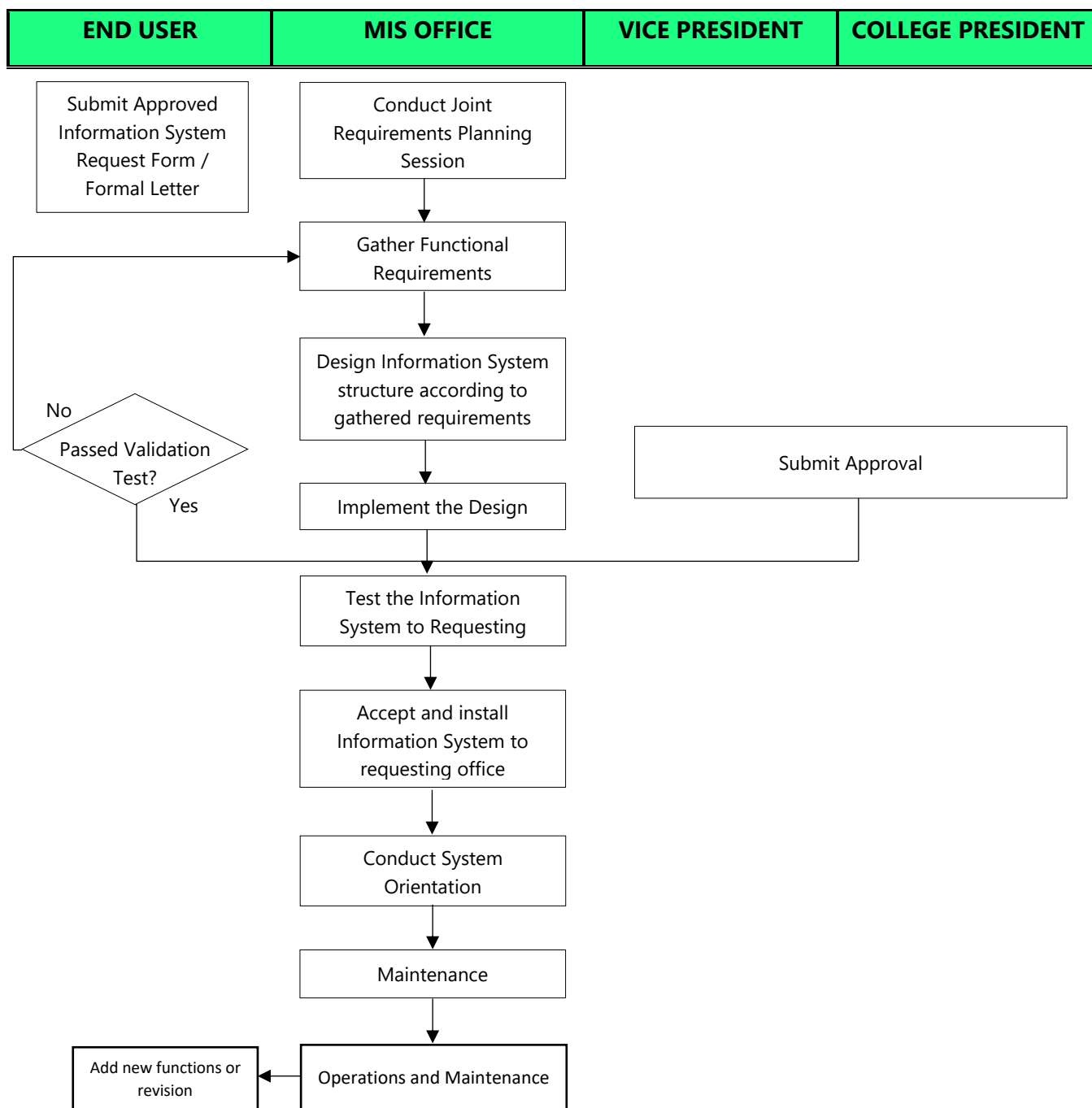
### **Procedure**

- ❖ **System Development**
  - ❖ The concerned office will submit an Information System Request Form or formal letter approved by the College President stating the need of the information system and initial description of its functionalities.

- ❖ The System Analyst will check the department's procedures, practices, identify objectives and targets to analyze the needs of management information system.
- ❖ The System Analyst will conduct a Joint Requirements Planning (JRP) session to draw out user requirements through joint planning sessions of software users and management information system personnel. These informal sessions are workshops that provide an open environment for people to discuss what they do, how they do it, and what critical information they need to support their job responsibilities.
- ❖ The system analyst will gather the following details during the session:
  - Confirm the general requirements for the system, including the scope, goals and objectives.
  - List the main processes (activities) within each functional area.
  - Identify the information needed for supporting the processes.
- ✓ The System Analyst will formulate initial system design according to the gathered requirements that include the Database, Network, Screen, and reports designs.
- ✓ The System Developer together with the System Analyst will discuss the design implementation specifically on:
  - the type of platform the system will run like desktop application, web application, mobile application or other platforms;
  - security access levels; and
  - network access.
- ✓ The timeframe of development depends on the scope and complexity of the system. There may be some changes in the timeline during development.
- ✓ The System Analyst will conduct system testing to the requesting office. During this stage, end-user may articulate some issues of the system like functionality, screen design, reports, and security.
- ✓ In the event that the end-user is completely satisfied with the implementation test, submission of approval letter to the SUC President will proceed. Otherwise, the System Analyst will gather the issues commented by the end-user and re-design the system.
- ✓ The System Analyst will submit an approval letter address to the SUC President stating the facts on the need of the requesting office of an information system, that

the system has been tested and validated by the requesting office. The attachment to the approval letter are the forms and relevant documents during system development, which may include the following: Process Flowchart, Data Flow Diagram, ERD, Network Layout, Screen Design, Reports, Gantt Chart, User Manual, Source Codes, and Acceptance and Deployment Certificate

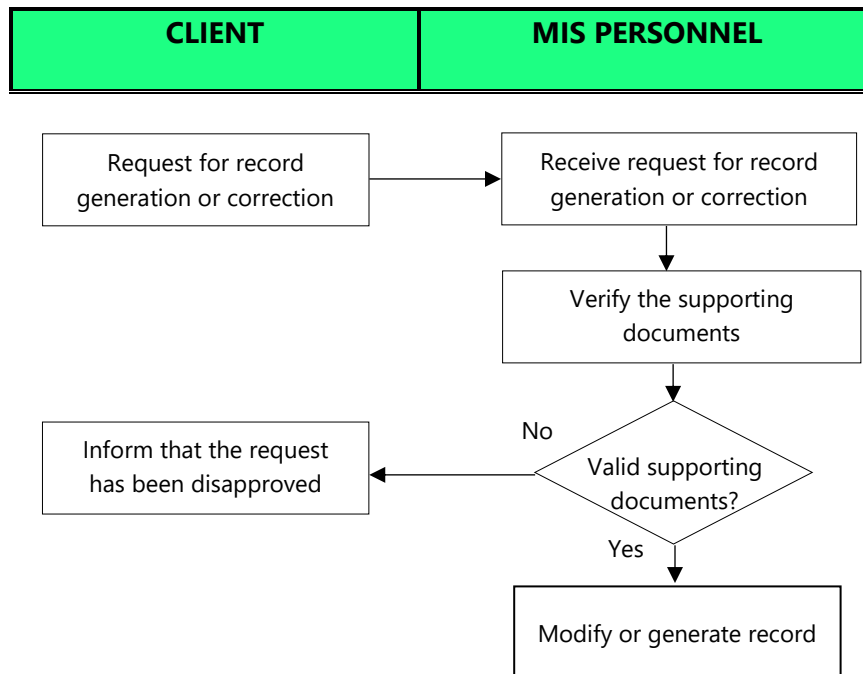
- ✓ Once approved, the System Analyst will install the system to the requesting office, and then the head of the requesting office will sign the Acceptance and Deployment Certificate. In this stage, it is understood that the system complied all the requirements, free of errors, and functioning very well the transactions operated by the end-user.
- ✓ The System Analyst will conduct an orientation to the end users for the functions and features of the new Information System. The Manual will also be given as a guide for the implementation.
- ✓ System maintenance will commence upon the end of the system orientation. A maintenance check occurs in the event of system failure like lost connection to the database server, system errors, network access errors, and minor changes on the system functionality.



**Figure 5. Flow of Procedures for Request for Information System**

❖ **Handling Request for Record Generation and Correction**

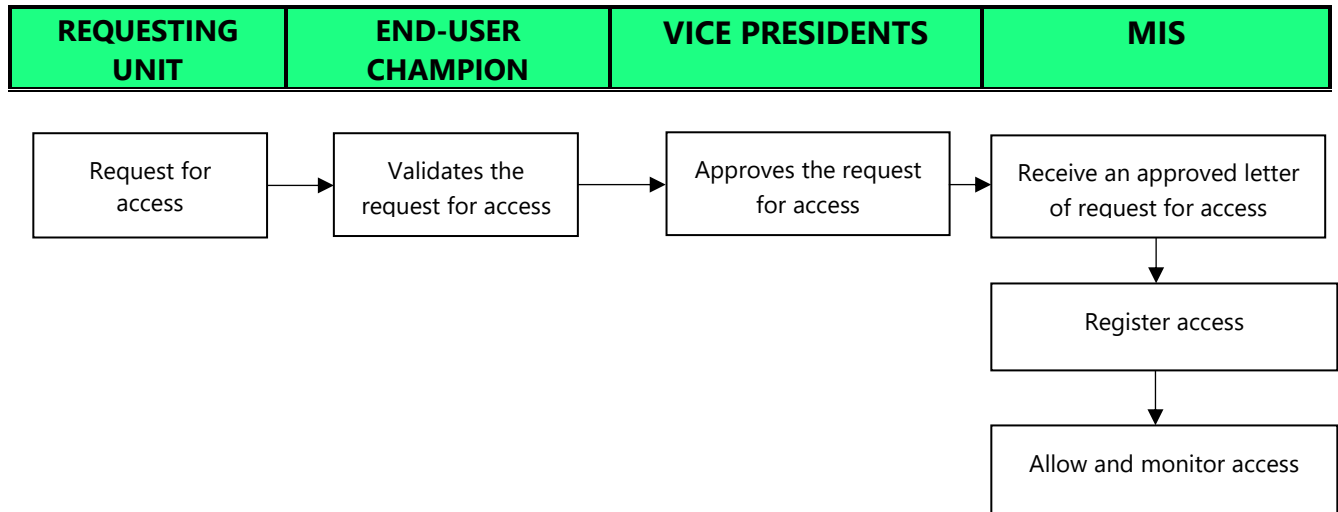
- ✓ The employees or students will fill-up the MIS Record Request Form to state what records to modify or reports to generate. The request letters and communication letters are also acceptable to facilitate the request.
- ✓ Attach a copy of the record to be corrected and other supporting documents or template to the request form for verification.
- ✓ If the supporting documents presented were not valid for modification, then the MIS Personnel will inform the client that the request has been disapproved.
- ✓ The MIS personnel will modify the record when the clients present valid supporting documents.
- ✓ The MIS personnel will generate the requested report when the client presents an approved request form signed by the Information System Administrator.



**Figure 6. Flow of Procedures for Handling Request for Record Generation and Correction**

❖ **Access Control to Information System**

- ✓ The head of office sends request for access to the end-user champion for validation and seeks an approval from the Vice President for Administration or Vice President for Academic Affairs for access in specific information system.
- ✓ If the request is approved, the MIS personnel will register, allow and monitor access to the requesting office.
- ✓ The MIS personnel will provide the list of end-users form to be filled-up by the requesting users for system monitoring and end-user inventory.

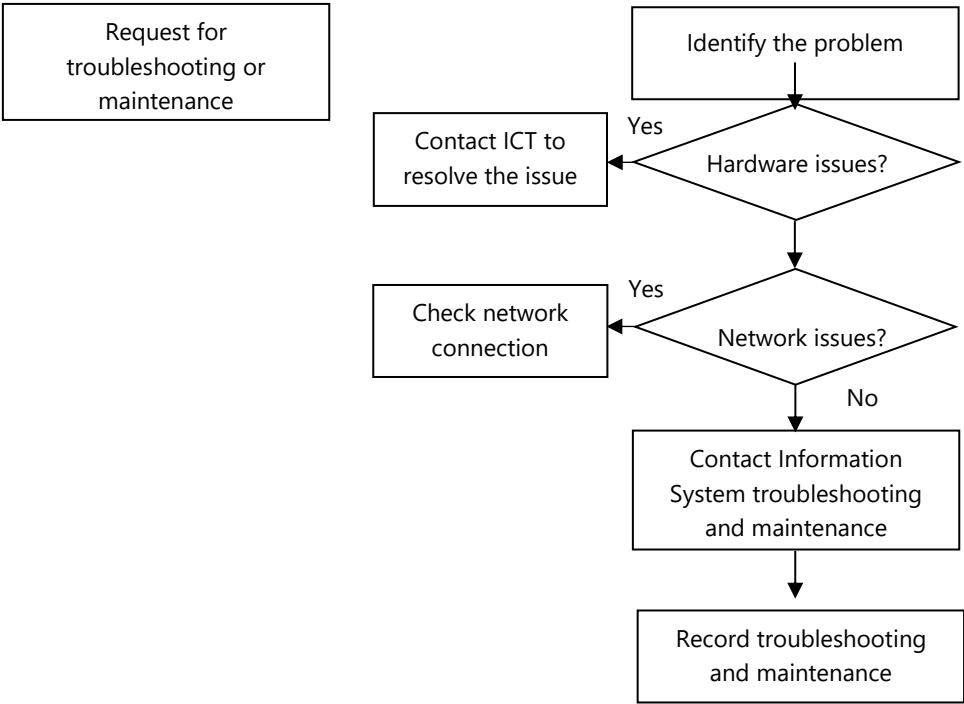


**Figure 7. Flow of Procedures for Access Control to Information System**

❖ **Troubleshooting and Maintenance**

- ✓ The concerned office calls for assistance to troubleshoot problems encountered while using the information system.
- ✓ The MIS personnel will identify the issues encountered to take an appropriate action.
  - If the findings obtained caused by hardware replacement, reinstallation, and repair, this will be turned over to the ICT to perform further actions. If the findings are related to the functionality of the main server due to hardware malfunctions, the MIS personnel will be the one to take action.
  - If the findings obtained caused by failing to connect to the server, then the MIS personnel must check the physical connections of the network and verify the network connectivity by checking the IP addresses and other network settings.
  - If the findings are related to the information system use by the requesting office, the MIS personnel is then in-charge to conduct diagnosis and perform troubleshooting and maintenance checks like verifying the system dependencies if these are present and properly installed.
- ✓ The MIS personnel will record the details of the conducted troubleshooting and maintenance in Information System Troubleshooting and Maintenance Log. He or she will also file a Corrective Action Form to unresolved issues and state some recommendations for review of the MIS Director.

REQUESTING UNIT	END-USER CHAMPION
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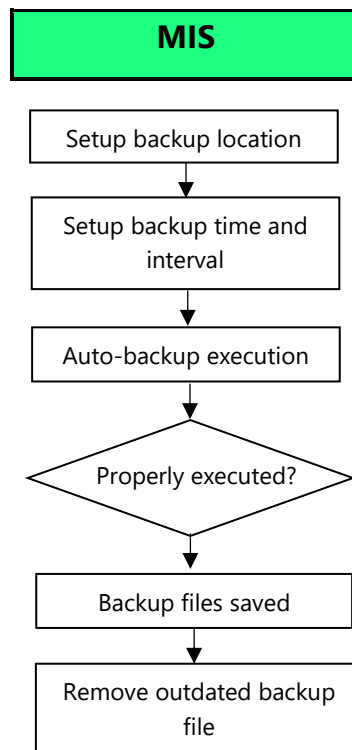


**Figure 8. Flow of Procedures for Request for Troubleshooting and Maintenance**

### ❖ Auto-Backup

The auto-back up is important in securing copy of all updated database used in all information systems.

- ✓ The Database Administrator is responsible for setting up database backup and other related tasks.
- ✓ The Auto-Backup must be configured together with the desired file location after execution.
- ✓ The backup file location might be in the remote computer or in a storage device connected to the same network in the server.
- ✓ Auto-Backup may be executed repeatedly within a day. The system can be set to execute the auto-backup when it fails from the given time of execution.
- ✓ When the set time of execution happens, a black window will appear on the screen that states the status of auto-backup. The window must remain open until it prompts that the backup was successfully done.
- ✓ If the remote computer was off during the set time of backup process, it will still execute when the computer turns on.
- ✓ The backup file is automatically saved in the storage device after a successful execution.
- ✓ The database administrator may remove the outdated backup files one month backward from the current date.



**Figure 9. Flow of Procedures for Setting-up Back-up Location of Files**

## **8. Gender and Development (GAD) Office**

### **Vision**

A gender-sensitive and gender-friendly learning institution.

### **Mission**

The Gender and Development Office shall promote gender equality among men and women stakeholders. It assures an inclusive, equal and just society free from gender discrimination and marginalization.

### **Goals**

- ❖ To establish a gender-based learning institution and mainstream gender and development in the area of instruction, research, extension, production, and administration.
- ❖ To be responsive in achieving gender equality and empowerment of women, girls, children and other groups.

### **Objectives**

- ❖ To develop curricula which facilitates integration of gender and development.
- ❖ To conduct research, consultancy and extension activities which incorporate the issues of women and men stakeholders.
- ❖ To engage women and men as experts in the production function of the College.
- ❖ To promote partnerships among academic community and other sectors which focuses on ending violence and discrimination of women.
- ❖ To seek balance of opportunities between women and men in the policy formulation, decision making and scholarship.
- ❖ To disseminate issues and information related to gender and development through orientation, meeting, seminar and training.
- ❖ To ensure statement of gender-fair language in all correspondence, manuals and other issuances of the College.
- ❖ To conduct capacity building among faculty and staff on programs related to gender and development.

### **Principle**

The College upholds the principle of equality between women and men where both are deemed to be respected, protected and recognized in the developmental programs of the government hence, gender biases in all regulations and systems shall be removed.

## **General Functions**

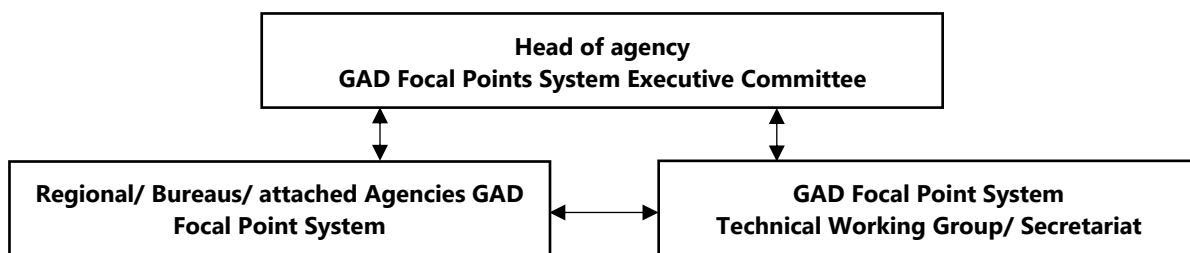
The Gender and Development Office spearheads the implementation of the activities stated in the Gender and Development Plan and Budget (GADPB) duly endorsed by the Philippine Commission on Women (PCW) as follows but not limited to:

- ❖ Capacity building of the students, personnel and extension beneficiaries of the College in terms of orientation, seminar and livelihood training.
- ❖ Spearhead the annual celebration of the Women's Month and End-Violence Against Women (End-VAW).
- ❖ Recognition of the faculty and staff as gender-responsive and gender-sensitive in the discharge of duties.
- ❖ To tighten the security measures among women and men in the campus.
- ❖ To issue GAD newsletter annually.
- ❖ To formulate GAD Plan and prepare GAD Accomplishment Report.

## **Specific Functions and Responsibilities**

The guidelines for the creation and institutionalization of the GAD Focal Point System (GFPS) is stipulated in PCW Memorandum Circular No. 2011-01 dated October 21, 2011.

- ❖ The GFPS shall be composed of the Agency Head and Executive Committee (ExeCom), and a Technical Working Group (TWG). (Refer to Figure 1)
- ❖ The Technical Working Group (TWG) may be chaired by a member of the ExeCom; or the head of the agency may designate a Chair outside of the ExeCom. The TWG composed of representatives from various divisions or offices from both operations and support units within the agency, such as but not limited to planning, finance, human resource, senior technical officer from each bureau/ division/ office and where feasible, the statistics and management information office and /or whichever is applicable in the organization.  
The Technical Working Group may designate a secretariat.
- ❖ The structure and composition of the GAD Focal Point System may be modified based on the organizational structure of the agency or office. When necessary, may be reconstituted in accordance with item (a) above.
- ❖ For SUCs, the GFPS shall create a TWG composed of the heads or deans of the different colleges or other campuses, policy and planning, budget, finance, human resource, research and extension offices and representatives from the students and the faculty. The GFPS shall be chaired by the highest official or her/ his designate.



**Figure 10. GAD Focal Point System Structure**

The GFPS shall perform the following functions:

- ❖ Lead in mainstreaming gender perspective in agency/ department policies, plans and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the agency based on the priority needs and concerns of constituencies and employees and the formulations of recommendations including their implementation;
- ❖ Assist in the formulation of new policies such as the GAD Code in advancing women's status, such as in the case of LGUs;
- ❖ Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review and updating the sex-disaggregated data or GAD database to serve as basis in performance-based gender responsive planning;
- ❖ Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
- ❖ Spearhead the preparation of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM, and NEDA in the Joint Circular 2012-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the department/agency, and as needed, in responding to PCWs comments or requests for additional information.
- ❖ Lead in monitoring the effective implementation of GAD-related policies and policies and the annual GAD Plans, Programs and Budget;
- ❖ Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;
- ❖ Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of Governance;

- ❖ Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of the development planning cycle, giving special attention to the marginalized sectors; and
- ❖ Ensure that all personnel of the agency including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on gender and development for its employees as part of and implemented under its regular human resource development program.

**The GFPS Chairperson or Head of Agency shall:**

- ❖ Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and
- ❖ Approve the GAD Plan, program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working group, and ensure its implementation.

**The Executive Committee shall:**

- ❖ Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;
- ❖ Direct the identification of GAD strategies, programs, activities and projects based on the results of the gender audit, gender analysis and according to the identified priorities of the agency in response to the gender issues faced by its clients and employees;
- ❖ Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
- ❖ Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;
- ❖ Build and strengthen the partnership of the agency with PCW's GAD experts, advocates, women's group and other stakeholders in pursuit of gender mainstreaming;
- ❖ Recommend approval of agency GAD Plans and Budgets and GAD Ars; and
- ❖ Recommend awards and recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members;

**The Technical Working Group (TWG) or Secretariat shall;**

- ❖ Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- ❖ Formulate agency GAD Plans, Programs and Budget in response to the gender gaps and issue faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and /or review of sex disaggregated data;
- ❖ Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the human resource development office on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the Department or Agency, as the case may be;
- ❖ Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the central agency shall coordinate with the GFPS of its attached agencies, bureaus and regional offices specially on the preparation, consolidation and submission of GAD Plans and Budgets;
- ❖ Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
- ❖ Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation to GAD PAPs and GFPS activities;
- ❖ Prepare and consolidate agency GAD accomplishment reports; and
- ❖ Provide regular updates and recommendations to the head of agency or ExeCom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.

**GAD Planning and Budgeting**

At least 5% of the total agency budget appropriations authorized under the annual GAA shall correspond to activities supporting GAD plans and programs. It is understood that the GAD budget does not constitute an additional budget over an agency's total budget appropriations (PCW-NEDA-DBM Joint Circular No. 2012-01).

- ❖ GAD planning shall be conducted annually as part of all programming and budgeting exercises of agencies.

- ❖ Mainstreaming gender perspectives in agency PAPs to attain the desired outcomes for GAD shall be a priority in GAD planning and budgeting. Using the 5% GAD budget for gender mainstreaming is a way for agencies to influence the entire agency program, plan and budget. To aid gender mainstreaming, agencies shall perform gender analysis using existing tools, such as Harmonized Gender and Development Guidelines (HGDG) to ensure that the different concerns of women and men are addressed equally and equitably in their PAPs.
- ❖ Agency GAD Focal Point System (GFPS) shall take the lead in mainstreaming gender in agency PAPs.
- ❖ The priority gender issues or the GAD-related policies and plans maybe derived from a review of national GAD related policies, result of gender analysis using sex-disaggregated data or information and gender gaps or issues faced by the women and men employees, results of PAPs and evaluation findings in terms of benefits to target beneficiaries, and review of audit results and previous year's GPB and GAD Ars to surface remaining issues that have not been addressed in earlier GPBs.
- ❖ The College shall submit the formulated GAD Plan and Budget for the PCW to endorsed it prior to implementation.
- ❖ The College shall prepare GAD Accomplishment Reports based on PCW-endorsed GPB every January.

## COMMITTEES OF THE COLLEGE

The various committees in the College shall be created whenever a need arises.

### 1. Faculty and Staff Development Committee (FSDC)

In order to enhance the capability and competence of the faculty and staff to discharge their functions and responsibilities, the Faculty and Staff Development Committee is hereby created to facilitate such workforce development in terms of scholarships and fellowship. The policies on faculty and staff development was approved per BOT Resolution No. 38, s. 2012 on April 27, 2012.

#### Functions

As a committee, it shall have the following functions:

- ❖ To regularly review the existing policies and guidelines relating to faculty and staff development;
- ❖ To administer the faculty and staff development program of the College;
- ❖ To continuously assess the priority concern of each college;
- ❖ To determine the number/percentage of grantees per year;
- ❖ To submit semestral report to the Office of the President on the progress and activities of the scholars;
- ❖ To establish data bank for faculty and staff development program;
- ❖ To prepare the endorsement of the list of qualified grantees to the Office of the College President for approval;
- ❖ To keep and maintain custody of the records of the scholarship applicants;
- ❖ To conduct monitoring and evaluation on the progress and performance of the scholars; and
- ❖ To perform all other related functions duties and responsibilities.

#### Composition

The FSDC is composed of the following:

- ❖ VP for Academic Affairs (for faculty)/VP for Administration (for staff)– Chair
- ❖ Budget Officer
- ❖ Accountant
- ❖ Deans/ Unit Heads where the application emanates
- ❖ Human Resource Management officer (HRMO) as Ex-officio member and Secretariat

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

The head of agency or authorized representative shall be responsible in overseeing the PRAISE system and the Human Resource Management Office shall serve as the Secretariat. This system is governed by the CSC Memorandum Circular No. 01, series of 2001 which is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contributes to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest. From the HRD funds, at least 5% is allocated for the implementation of PRAISE which shall be incorporated in the College's annual work and financial plan and budget.

### **Functions**

The PRAISE Committee shall have the following functions:

- ❖ To be the prime responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency;
- ❖ To establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- ❖ To formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- ❖ To determine the forms of awards and incentives to be granted;
- ❖ To monitor implementation of approved suggestions and ideas through feedback and reports;
- ❖ To prepare plans, identify resources and propose budget for the system on an annual basis;
- ❖ To develop, produce, distribute a System policy manual and orient the employees on the same;
- ❖ To document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- ❖ To submit an annual report on the awards and incentives system to the CSC on or before the 30th day of January;
- ❖ To monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
- ❖ To address issues relative to awards and incentives within fifteen (15) days from the date of submission.

## **Composition**

The Committee constitutes the following:

- ❖ President/Vice President for Administration or designated representative;
- ❖ Head of Finance Division or Unit or Equivalent;
- ❖ Head of Planning Division or Unit or Equivalent;
- ❖ Highest HRMO or the career service employee directly responsible for personnel management; and
- ❖ Two (2) representatives of the career rank-and-file employees from the academic and non-academic staff who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).

### **3. Committee on Decorum and Investigation (CODI)**

A Committee on Decorum and Investigation shall be created in all national or local agencies of the government, state colleges and universities, including government-owned or controlled corporations with original charter pursuant to the provisions of the Administrative Disciplinary Rules on Sexual Harassment Cases, Resolution No. 01-0940, Section 7 of Rule IV,

## **Functions**

The CODI shall perform the following functions:

- a. Receive complaints of sexual harassment;
- b. Investigate sexual harassment complaints in accordance with the prescribed procedure;
- c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
- d. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

## **Composition**

In an educational or training institution, the Committee shall be composed of the following:

- ❖ one (1) representative each from the management,
- ❖ one (1) representative from the accredited union, if any,
- ❖ one (1) representative from the second level employees,
- ❖ one (1) representative from the first level employees, duly selected by the unit concerned.

## **4. Grievance Committee**

A Grievance Committee is hereby created and shall be responsible with the implementation of the policies and guidelines set by the CSC and the College (CSC MC No. 02, series of 2001). A grievance machinery is established to address grievance between and among government officials and employees. Grievance refers to the work-related issues giving rise to employees' dissatisfaction.

## **Functions**

It shall have the following functions:

- ❖ To act on work-related cases such as:
  - ✓ Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;
  - ✓ Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them;
  - ✓ Physical working conditions;
  - ✓ Interpersonal relationships and linkages; and
  - ✓ Protest on appointment and other personnel actions.
- ❖ To submit reports to the College President.

## **Composition**

The Committee constitutes the following:

- ❖ Highest HRMO as Chairperson;
- ❖ VP for Academic Affairs;
- ❖ VP for Administration;

- ❖ Two (2) representatives of the career rank-and-file employees from the academic and non-academic staff who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose or designated by the registered union in the absence of an accredited union (one from the first level and one from the second level).

## **5. Bids and Awards Committee (BAC) (2016 IRR RA 9184, SEC. V)**

Each procuring entity shall establish in its head office a single BAC to undertake the functions specified in Section 12 of the 2016 IRR in order to facilitate professionalization and harmonization of procedures and standards. In line with the standardization of procurement procedures and the thrust towards strengthening the procurement function to increase operational efficiency and effectiveness, Heads of Procuring Entities shall aim to consolidate or unify all procurement activities of the organization, whether locally-funded or foreign-assisted, and whether pertaining to goods, infrastructure projects, or consulting services.

However, to expedite the procurement process for practical intents and purposes, the Head of the Procuring Entity may create separate BACs where the number and complexity of the items to be procured shall so warrant. The BACs may be organized either according to: (a) geographical location of PMO or end-user units of the procuring entity; or (b) nature of procurement. Similar committees for decentralized and lower level offices may also be formed when deemed necessary by the Head of the Procuring Entity.

### **Composition**

The Head of the Procuring Entity who is the Governing Board duly represented by the College President shall designate at least five (5) but not more than seven (7) members to the BAC of unquestionable integrity and procurement proficiency.

The BAC shall be composed of the following:

#### **Regular Members:**

- ❖ Chairperson, who is at least a third ranking permanent official of the procuring entity;
- ❖ An officer, who is at least a fifth ranking permanent official, with knowledge, experience and/or expertise in procurement who, to the extent possible, represents the legal or administrative area of the procuring entity, provided that in the case of bureaus, regional offices and sub- permanent personnel;
- ❖ An officer, who is at least a fifth ranking permanent official, with knowledge, experience and/or expertise in procurement who, to the extent possible,

represents the finance area of the procuring entity, provided that in the case of bureaus, regional offices and subregional/district offices, BAC members shall be at least a third ranking permanent personnel;

- ❖ An officer, who is at least a fifth ranking permanent official, with knowledge, experience and/or expertise in procurement who, to the extent possible, represents the finance area of the procuring entity, provided that in the case of bureaus, regional offices and sub regional/district offices, BAC members shall be at least a third ranking permanent personnel;

#### **Provisional Members:**

- ❖ An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, has knowledge, experience and/or expertise in procurement; and
- ❖ A representative from the end user unit who has knowledge of procurement laws and procedures.

The Chairperson and the Vice- Chairperson shall also be designated by the Head of the procuring entity. Moreover, the Vice- Chairperson shall be a regular member of the BAC. For purposes of this IRR, the term "permanent" shall refer to a plantilla position within the procuring entity concerned (RA 9184, 2016 Revised IRR).

#### **Functions**

The BAC shall have the following functions:

- ❖ advertise and/or post the invitation to bid/request for expressions of interest;
- ❖ conduct pre-procurement and pre-bid conferences;
- ❖ determine the eligibility of prospective bidders;
- ❖ receive bids;
- ❖ conduct the evaluation of bids;
- ❖ undertake post-qualification proceedings;
- ❖ resolve motions for reconsideration;
- ❖ recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative;
- ❖ recommend the imposition of sanctions in accordance with Rule XXIII;
- ❖ recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XVI hereof; and
- ❖ perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool

of technical, financial, and/or legal experts to assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post-qualification.

### **Responsibilities**

The BAC shall be responsible for ensuring that the procuring entity abides by the standards set forth by the Act and this IRR, and it shall prepare a procurement monitoring report in the form prescribed by the GPPB. The procurement monitoring report shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. The procurement monitoring report shall be approved and submitted by the Head of the Procuring Entity to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester.

### **Meetings**

The Chairperson or, in his absence, the Vice-Chairperson, shall preside at all meetings of the BAC. The decision of at least a majority of those present at a meeting at which there is quorum shall be valid and binding as an act of the BAC: Provided, however, that the Chairperson or, in his absence, the Vice-Chairperson shall vote only in case of a tie.

### **Quorum**

A majority of the total BAC composition as designated by the Head of the Procuring Entity shall constitute a quorum for the transaction of business, provided that the presence of the Chairperson or Vice-Chairperson shall be required.

### **BAC Secretariat**

The BAC Secretariat as designated by the HOPE serves as the main support unit of the BAC. The Secretariat shall have the following functions and responsibilities:

- ❖ Provide administrative support to the BAC;
- ❖ Organize and make all necessary arrangements for BAC meetings and conferences;
- ❖ Prepare minutes of meetings and resolutions of the BAC;
- ❖ Take custody of procurement documents and other records;
- ❖ Manage the sale and distribution of Bidding Documents to interested bidders;
- ❖ Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;

- ❖ Assist in managing the procurement processes;
- ❖ Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- ❖ Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Section 7 of this IRR; and
- ❖ Act as the central channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public

#### **6. Other Committees**

The College President shall create other committees whenever the necessary in response to the needs.

# **ADMINISTRATIVE POLICIES**

## **1. Records Management Office**

### **Vision**

The Records Office aspires to develop and establish excellence in record management system that will be recognized for its customer-centered environment.

### **Mission**

The Records Office is the central and official repository of College records and shall provide comprehensive, efficient, accurate and systematic records and information management system to ensure information transparency and provide easy access to official records, while protecting the privacy and security of the records in any form.

### **Goals**

- ❖ To promote proper record management and systematic control of information in the College which include recordkeeping, retrieving, retention and disposal processes.
- ❖ To develop records management procedure for the retention and disposal of records.

### **Objectives**

- ❖ To appoint or designate full-time Records Officer of the College.
- ❖ To compile all records related to the operation and management of the college.
- ❖ To provide easy and efficient access to records while ensuring privacy and security of the information.
- ❖ To formulate Records Management Manual pursuant to the internal policies and statutory requirements.
- ❖ To implement the Records Management Manual as approved by the Board of Trustees.

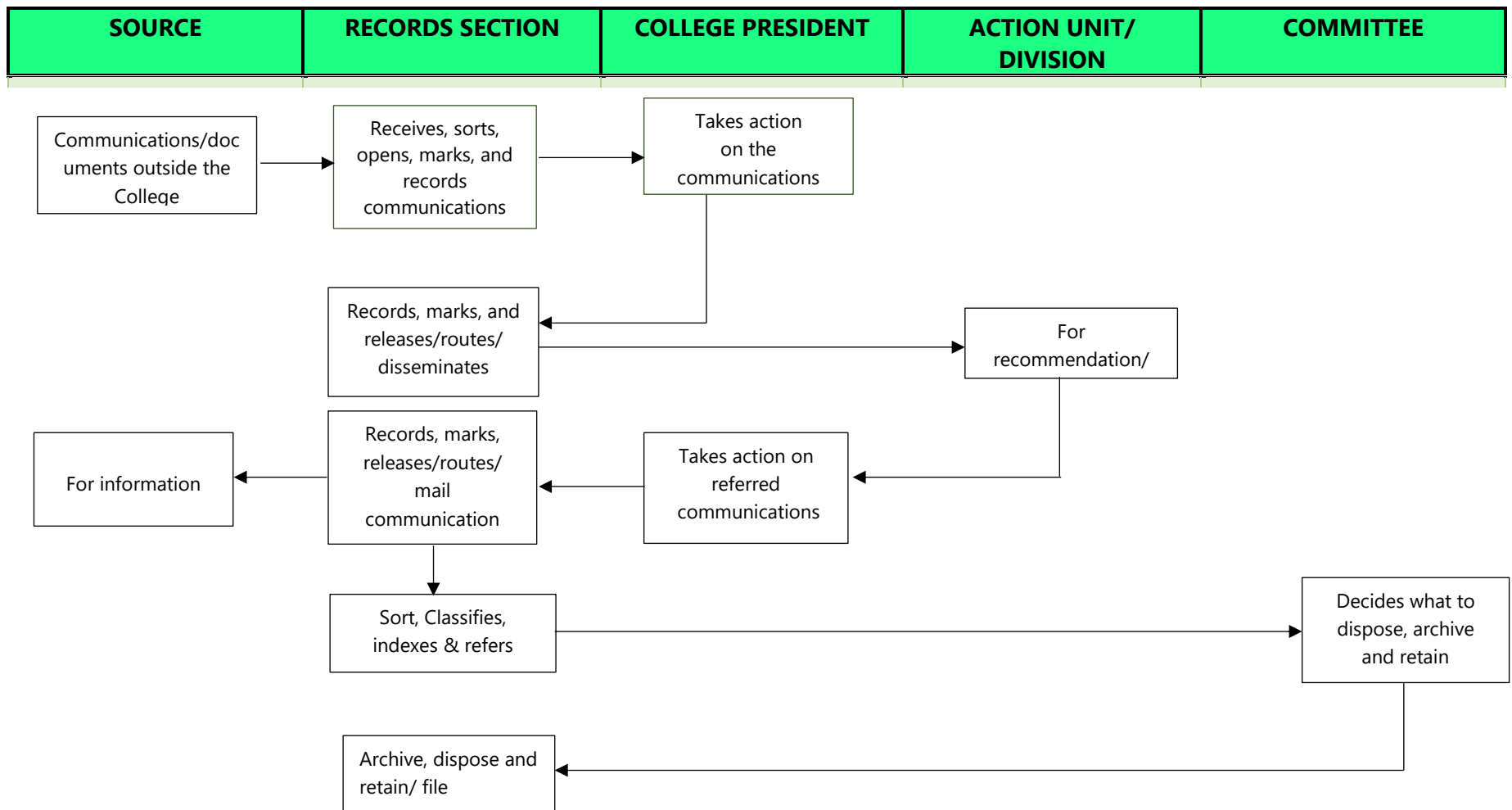
### **Principle**

The Records Office uphold the value of protection of privacy and freedom of information services throughout the College.

## **Policies on the Flow of Communication**

The flow of communication shall be strictly observed to facilitate action by the College President and that the colleges, offices, and units provide the completed staff work for every application or request submitted.

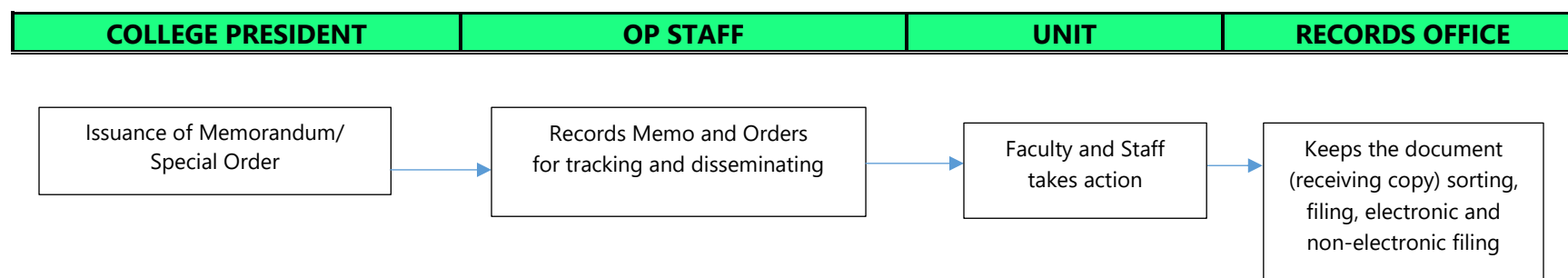
- ❖ All incoming communications shall bear the date stamped and signed by the Records Office for proper tracking, before it reaches the Office of the President.
- ❖ The College President will then take action on the communication and shall refer back to Records Office for proper dissemination.
- ❖ The Records Office shall log the details of communications and shall endorse it to the concerned unit for recommendation/referral.
- ❖ Communications with recommendations/referral from concerned unit shall be brought back to the College President for final action and shall be endorsed back also to the Records Office for release but keep original files for reference purposes. It is understood that attachments are complete.
- ❖ For records that are being identified as inactive or with lapsed retention period, or is subject for disposal shall be brought to the attention of the Records Management Committee for proper retention, and disposal.
- ❖ The records or communication shall be classified, indexed, and filed to specific file folders/filing cabinets/ storage.



**Figure 11. Flow of Procedures for Communication**

## 1.1 Downward Flow of Communication

Communication from superiors to subordinates in a chain of command is a downward communication or top to bottom flow. These type of communications are authoritative such as information regarding policies, procedures, and significant notices that are pertinent to the organization. Employees require this information for performing their jobs and for meeting the expectations of their managers. Downward communication shall ensure that the message is accurate, specific and clear.

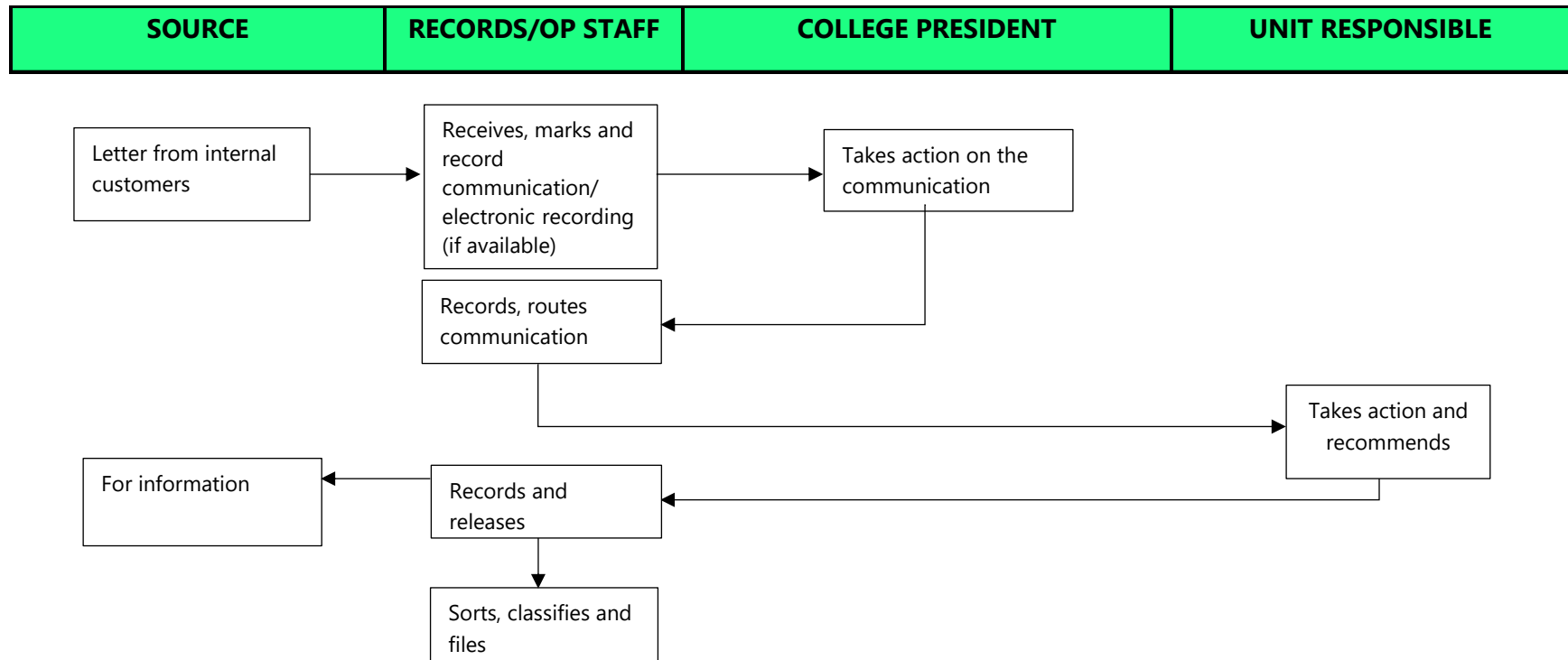


**Figure 12. Flow of Procedures for Downward Communication**

The issuance of memorandum, special order, office order or any other communication shall be coming from the Office of the President for dissemination and appropriate action of the unit or person responsible. The Record Office shall be responsible in sorting and filing documents for reference purposes.

## 1.2 Upward Flow of Communication

Upward communication occurs when information flows from lower level to higher levels of the organization. This form of communication allows employees to initiate interaction with executives and managers. This is characterized by informing upper management of suggestions, complaints, or innovative ideas that could be utilized in their department. It provides feedback on how well the organization is functioning.



**Figure 13. Flow of Procedures for Upward Communication**

The communication from the concerned personnel or customer will flow as follows:

- ❖ The letter or communication shall apply the principle of completed staff work which append the supporting documents and signatures of the proper authorities such as deans, directors or administrative unit heads are secured.
- ❖ The staff of the Records Office or OP staff shall receive and record communication and indicate the file number for easy reference.
- ❖ The communication will be forwarded to the College President for action.
- ❖ After the action of the College President, the Records Office shall release and disseminate information and retain files for reference.

### **1.3 Communication System and Communication Process Flow**

#### **Non-Routinary Document Process Flow (Office of the President)**

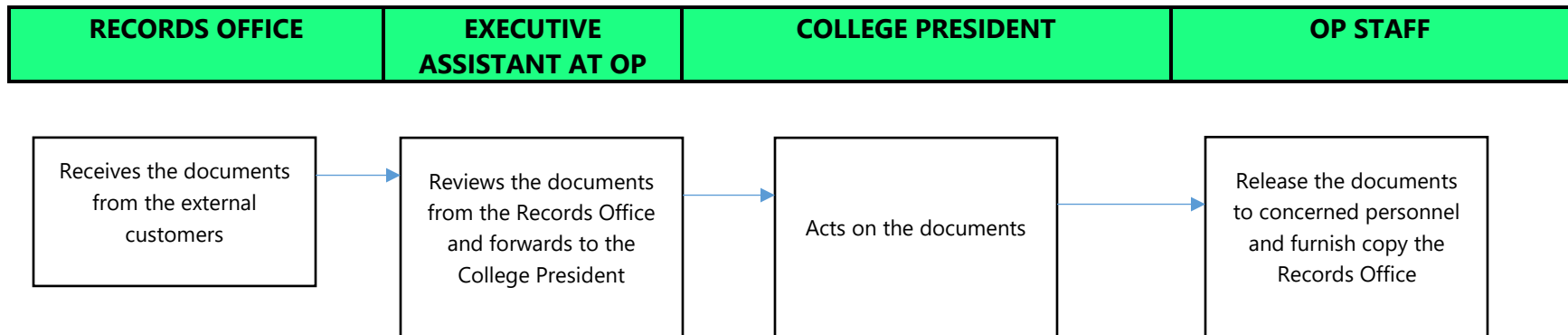
- ❖ Receiving of non-routinary documents by the OP staff;
- ❖ OP staff forwards the document to Executive Assistant;
- ❖ EA reviews the document and when necessary;
- ❖ EA forwarded to the College President for decision-making;
- ❖ The President acts on the document; (Refer the document to the VPs or Unit Heads for recommendatory action, if necessary)
- ❖ Return to the OP staff for recording; and
- ❖ Release the document to the concerned personnel.

#### **Routinary Document Process Flow (Office of the President)**

- e. Receiving of routinary documents by the OP staff;
- f. OP staff forwards routinary documents to the President;
- g. The President acts on the document;
- h. Return to the OP staff for recording; and
- i. Release the document to the concerned personnel.

#### **Document Process Flow—Documents from External Agencies**

- ❖ The Records Office receives the document from the External Agency;
- ❖ The EA reviews the document from the Records Office;
- ❖ The EA forwards to the College President for decision-making;
- ❖ The President acts on the document; (Refer the document to the VPs or Unit Heads for recommendatory action, if necessary)
- ❖ Return to the OP staff for recording;
- ❖ Release the document to the concerned personnel; and
- ❖ A copy of the released document will be forwarded to the Records Office.



**Figure 14. Flow of Procedures for Communication from External Agencies**

## **'2. The Human Resource Management and Development Office**

Human Resource Management and Development (HRMD) is the coordination of an organization's people to achieve specific business objectives, fulfill staffing needs, and maintain employee satisfaction. The Human Resource Management and Development Office (HRMDO) focuses on the internal parts of the organization rather than on its external environment. The HRMDO is concerned with the management of employees from recruitment to retirement.

### **Vision**

The Human Resource Management and Development Office is the core responsible office in ensuring that the College shall have a high performing and capable workforce in order to help the Institution live-up to its aim of providing global excellence in the field of Agro-industrial Higher Education.

### **Mission**

The Human Resource Management and Development Office exists to recruit, produce, develop and retain an effective workforce through training and development to effectively undertake the College's Mission, Vision, Goals and Objectives and to continually provide individual improvement and organizational effectiveness.

### **Goals**

- ❖ To recruit the most qualified and competent workforce for the College.
- ❖ To sustain and update the College workforce on recent advancements in their respective fields of competence.
- ❖ To design and develop retirement programs to ensure continued productive engagement of retired faculty and personnel in their respective communities.

### **Principle**

The Human Resource Management and Development Office operates on the principle of merit and fitness.

### **1. Recruitment and Selection of Employee**

ASSCAT shall employ its human resources on the basis of merit and fitness and the principle of putting the right person in the right place. While in the service, the employee will be accorded the opportunity to pursue personal and professional growth and consequently contribute to organizational development.

The Human Resource Management and Development Office is charged with the very important role of attracting the best candidates for vacant positions through competency-based recruitment and selection process.

❖ **General Guidelines for Recruitment.** The following general guidelines shall govern recruitment in the College:

- ✓ The merit and fitness of employees shall first be determined by the minimum standards of education, training, experience, and eligibility required and/or relevant to the position being filled. The CSC- approved qualification standards shall be the minimum standards of education, experience, training, and eligibility for non-teaching personnel.
- ✓ There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.
- ✓ The Human Resource Management Personnel Selection Board (HRMPSB) shall assist in the screening of at least 5 applicants to vacant positions

❖ **Personnel Requisitions.** Personnel requisitions shall be well-planned and shall describe personnel needs with the appropriate qualifications and competence, personal qualities and characteristics desired of the prospective appointees.

The designated heads of offices are responsible in justifying their personnel requisitions, whether this be filling up of existing vacant positions or proposing additional positions. In order to professionalize services, the generic classifications of non-teaching positions shall be used. This provides a wide range of possibilities like proposing changes in the position description or enriching the duties and responsibilities of a position when the positions are vacated.

- ✓ **Publication of Vacancy.** Publication and posting requirements for vacant positions are intended to inform and provide equal opportunity to those interested in applying for vacant positions. Exempted from the publication requirement (RA 7041) are highly technical positions, positions that are policy determining; positions co-terminus with the Appointing Authority or limited to the duration of the project; primarily confidential positions, and positions to be filled by existing employees in case of reorganization.

- Publication of vacancy and posting in three (3) conspicuous places in the College shall be observed for all vacant positions in the career service for a period of ten (10) calendar days.
- Positions of temporary appointments shall be published every six (6) months.

- Positions in non-career service such as casuals, contractuels, job orders, and contracts of service shall also be published to invite qualified and competent applicants.
- The requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

- ✓ **Sources of Applicants.** Applicants may be from within or outside the College. Applicants who are qualified incumbents of next-in-rank positions identified in the system of ranking are automatically considered for promotion.

Other applicants include non-regular appointees of the College; pre-listed qualified applicants and walk-in applicants responding to published notice of vacancy; top graduates and top board passers of other state universities and colleges.

- ✓ **Selection Procedures.** The three (3) stages in the recruitment and selection of qualified applicants shall be followed. These are:
  - **Pre-selection.** The Human Resource Management Office prepares the selection list of candidates who meet the minimum qualification standards for education, training, experience and eligibility requirements of the vacant position. Those initially found qualified shall undergo further assessment such as written examination, skills test, psychological evaluation, background investigation from previous employers, character references, and other forms of evaluation. A selection line-up shall be submitted to the Selection Board for its deliberation.
  - **Screening by the Selection Board.** The Selection Board shall make a systematic assessment of the competence and qualifications of the candidates for appointment. These shall guide the College President in choosing the applicant who can efficiently and effectively perform the duties and responsibilities of the position to be filled. The evaluation report shall include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled.

The responsibilities of the Personnel Selection Board are:

- To provide a systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of a position.
  - To ensure that the candidates are comparatively at par based on predetermined reasonable difference or gap between point scores.
  - To conduct deep selection of candidates for appointment who are not next-in-rank but possess superior qualifications and competence.
  - To determine the potential and the psycho-social attributes or characteristics or traits of candidates including the way they perceive things, ideas, beliefs and understand how they relate to these and to others in social situations.
  - Selection by the Appointing Authority
    - For positions from Salary Grade 1 to 18, the College President, as Appointing Authority, shall assess the merits of the Selection Board's evaluation report of the candidates screened for appointment, selects from the top five (5) ranking candidates the best qualified candidate. The exercise of wide latitude and discretion is not absolute but subject to existing Civil Service Law and rules.
    - For appointment to positions from salary grade 19 and above, the College President shall recommend the appointees to the Board of Trustees.
- ✓ **Issuance of Appointment.** An employee who is selected by the Appointing Authority shall be issued an appointment (CS Form 33) adopted from the Civil Service Commission.
- ✓ **Posting of Appointments.** The Human Resource Management Office shall immediately post a notice announcing the appointments for at least fifteen (15) days from the issuance of the appointment, especially the promotional appointments. This is to inform the public of the appointments and give opportunity for any aggrieved qualified next-in-rank candidates to submit a protest should there be any grounds to do so.
- ✓ **Appointment Status.** An appointment differentiates the terms and conditions of employment by the status indicated in an employee's appointment.

- **Permanent**

- This appointment is issued to a faculty member who meets the qualification standards established for the academic rank and who shall have successfully completed the probationary period of four semesters.
- This is immediately issued to a non-teaching employee who meets all the qualification requirements of the position but who shall serve a six (6) months probationary period from initial appointment. While on probation, the employee is observed and evaluated and is either retained or dropped from the service based on the result of the evaluation before the expiration of the 6-month period.
- The security of tenure for a permanent appointee is based on performance.

- **Temporary**

- This is issued to an employee who does not meet the education, training, or experience requirements of the position due to dearth of applicants. The appointment shall be for a period of 12 months.
- A temporary appointee does not have security of tenure and may be separated from the service, with or without cause after the 30-day written notice prior to termination.
- The employment or services of appointees may be terminated without necessarily being replaced by another.
- Appointees may also be replaced within the 12-month period by qualified and eligible persons or even by non-eligibles.

- **Contractual**

- This appointment is issued to an employee who is hired in accordance with a special contract for a specified period and with a definite expected output and employed to undertake a particular work or project and whose hiring creates an employee-employer relationship between employee and the College.
- The contractual personnel shall be paid compensation of an equivalent position but not to exceed the salary of the immediate superior. The contract shall provide the basic salary of the position chargeable against personal services.

They shall also be entitled to authorized allowances and other benefits that regular employees receive.

- The inclusive period covered by the appointment is indicated for purposes of crediting the services of the employee.
- Hired individual professional consultants, as differentiated from contractual personnel, are experts in a field of special knowledge or training and are contracted through service contracts to render particular outputs or services primarily advisory in nature requiring highly specialized or technical expertise which cannot be provided by regular staff. Such hiring creates no employer-employee relationship between the consultant and the College and the remuneration of individual professional consultants are charged against the Maintenance and Other Operating Expenses.

- **Substitute**

- This appointment is issued to appointee who will take the place of a regular employee who is on scholarship or study leave, on vacation or sick leave, or on maternity leave.
- A substitute appointment is effective until the return of the regular incumbent who is temporarily unable to perform the duties of his/her position.
- The leave of absence of the regular incumbent is at least three (3) months, except members of the faculty where the leave of absence may be less than 3 months.

- **Casual**

- This is issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service.
- The appointee meets the civil service eligibility of the position.
- The wages are charged against the lump sum appropriation for the purpose.

- **Job Orders/Contract of Services**

- Hiring of employees on job order or contract of services shall be made on the basis of outputs or work to be accomplished, urgency, and availability of funds. The head concerned must submit to the College President a request for job order specifying the nature of work and desired outputs, and duration of employment, and attach recommendation of the Immediate Supervisor upon recommendation of the Vice President.
- Appointees who are hired under job orders/contract of services shall sign contracts that will stipulate the terms and conditions of their employment.
- The job orders/contract of services cover piece work or intermittent job of short durations; or lump sum work or services as janitorial, security, or consultancy services where no employer-employee relationship exists.
- Services rendered under job orders/contract of services are not considered government service. The employees involved in the contracts do not enjoy the benefits enjoyed by government employees such as personnel economic relief allowance, additional compensation allowance, and representation and traveling allowance, and others.
- The job orders/contracts of services are not covered by Civil Service Law, Rules, and Regulations, but covered by Commission on Audit rules. Job Orders/Contract of services need not be submitted to the Civil Service Commission.
- Claims for payment of wages shall be supported by accomplishment reports and submitted to the Compensation, Benefits, and other Obligations Office for the preparation of payrolls.

- ✓ **Probationary Period for New Employees**

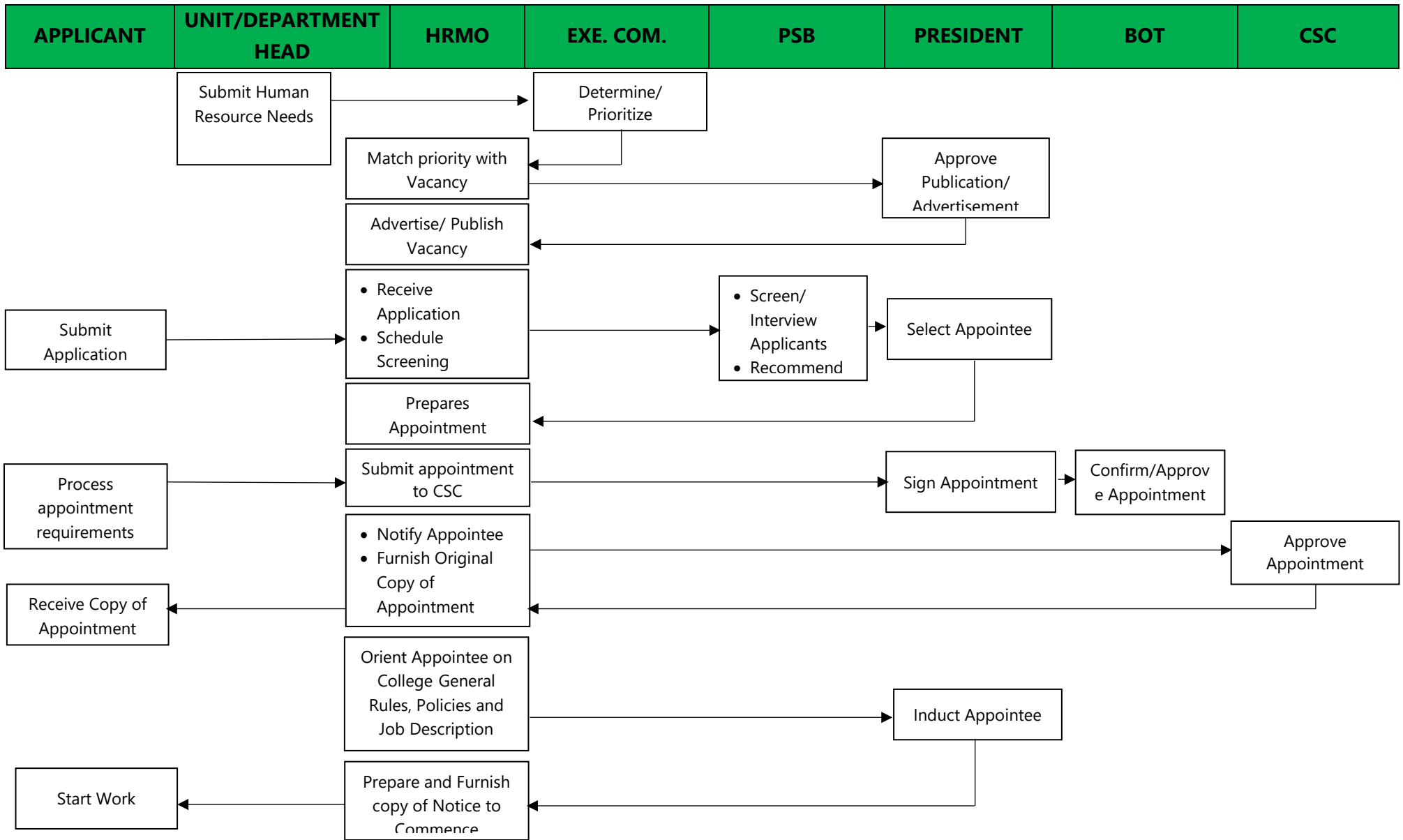
- Probationary period refers to the period of actual service following the issuance of an original and permanent appointment to an employee wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the position description form (PDF).
- The period of probation is six (6) months. Immediate supervisors of new employees shall assist their respective staff and shall observe the following guidelines:

- The immediate supervisor shall regularly gather feedback on the appointee's performance to determine appropriate interventions to improve the appointee's performance.
- The performance evaluation shall be done at least twice during the probationary period and the performance review conducted within 10 days after the end of every rating period.
- The critical factors to be reviewed shall be based on the performance dimensions indicated in the College Performance Evaluation System and may include the following: aptitude, learning ability, work quality, human/public relation, attitude, service orientation, accountability, courtesy, initiative, loyalty; and job-related critical incidents such as habitual tardiness and continuous absence from work.
- The immediate supervisor shall record critical incidence such as habitual tardiness and absenteeism, leaving the workplace without permission, loafing, unusual behaviors such a rumor-mongering, scandal-mongering, ego-tripping, arrogance, abrasive behavior, bullying, and the like.
- The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer.
- Unsatisfactory work performance and conduct shall be corrected through mentoring and coaching, appropriate counseling, constructive criticism, and specific training provided by the immediately supervisor. A written warning shall be furnished the probationer that unsatisfactory work performance and behavior must be corrected immediately and that failure to do so shall mean termination of service during the probationary period.
- The permanent status of the new appointees shall continue after the completion of the probationary period provided that the average rating obtained in the last 2 performance rating periods is at least very satisfactory and the Appointing Authority has approved the continuity of the permanent appointment based on the recommendation of the immediate supervisor; or no notice of termination of service is issued

during the probationary period or within ten (10) days after its completion due to unsatisfactory conduct or want of capacity.

- The notice of termination of service shall be immediately executory, pending appeal subject to the provisions of CSC MC No. 03, s. 2005, dated January 6, 2005 or other existing issuances.

- ✓ **Part-time Appointment.** The College may employ professionals and members of the faculty on a part-time basis to maintain the quality of education in specific teaching areas, provided that they meet the requirements as a faculty.



**Figure 15. Flow of Procedures for Recruitment and Selection of Employee**

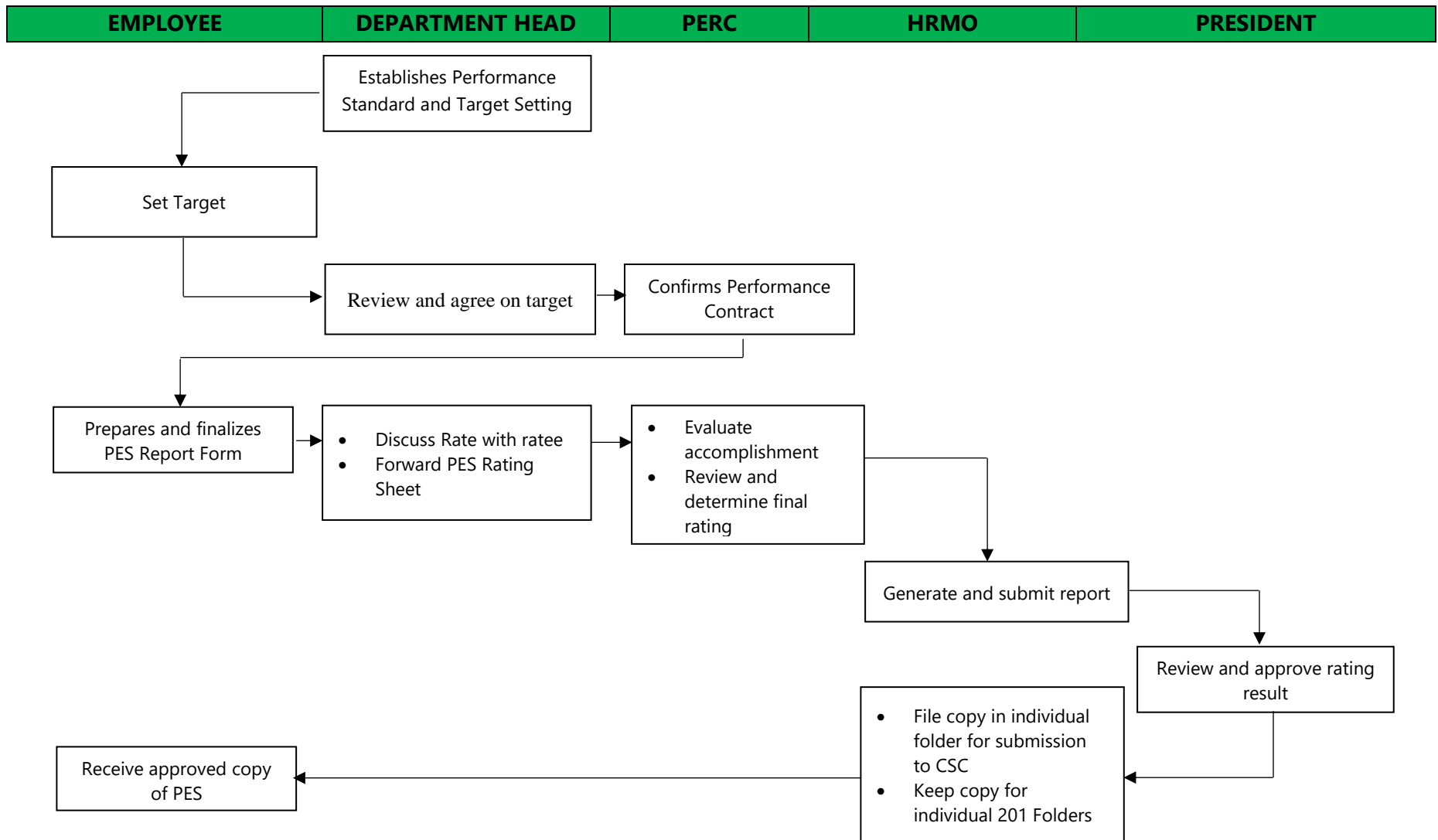
## **Performance Evaluation and Appraisal**

The College shall establish and implement the Strategic Performance Management System (SPMS) based on directives and guidelines issued by the Civil Service Commission. The system shall be administered to continuously foster improvement of employee performance and efficiency; to enhance organizational effectiveness and productivity; and to provide an objective performance rating which shall serve as basis for incentives and rewards, promotion, training and development, personnel actions and administrative sanctions.

The SPMS shall provide for the identification of outputs as well as the job- related behaviors and the corresponding performance standards of quantity, quality, and time which shall be agreed upon between the supervisor and the subordinate.

- ❖ **Uses of Performance Ratings.** Performance ratings are used as basis for performance-based personnel actions, eligibility or qualification for rewards and incentives, and especially security of tenure. Promotion, for instance, requires a very satisfactory rating.

Applications for scholarship and training, sabbatical leave and performance-based employee benefits like the Productivity Incentive Benefit, Collective Negotiation Agreement Incentive, and other performance-based personnel actions that may require a minimum rating for entitlement.



**Figure 16. Flow of Procedures for Performance Evaluation System**

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

Pursuant to Civil Service Commission issuances the College hereby establishes a College Program on Awards and Incentives for Service Excellence (PRAISE). The program shall encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials and employees individually or in group for their suggestions, inventions, superior accomplishment, extraordinary acts or services, and other personnel efforts that contribute to the efficiency, economic or other improvement in government. The details of the program shall be contained in a separate document.

At least five (5) percent of the HRD Funds shall be allocated for PRAISE and incorporated in the College's Annual Work and Financial Plan and Budget.

## **Promotion**

Promotion is defined as an advancement of an employee from one position to another with an increase in duties and responsibilities, and usually accompanied by an increase in salary. The promotion of non-teaching employees shall be governed by the *College Merit Selection Plan and System of Ranking Positions*.

The promotion of academic rank holders shall be in accordance with the provisions of National Budget Circular No. 461, as amended, of the Department of Budget and Management. The evaluation and review of the documents for promotion among faculty members are assigned to an *Evaluation Committee* and a *Review Committee*, respectively. Promotional appointments are issued to qualified faculty members to implement the corresponding salary adjustments.

❖ **General Policies on Promotion.** The policies and procedures on promotion shall apply to non-teaching personnel and as far as practicable to the members of the faculty.

- ✓ An employee must have at least very satisfactory service for the last rating period in present position before being considered for promotion.
- ✓ In so far as practicable, the College President shall appoint from among the top five (5) ranking applicants. The President may promote an employee who far exceeds the requirements of the position compared to one who merely meets the minimum requirements of the position.
- ✓ In cases where the qualifications and competence of two or more employees are comparatively at par, preference shall be given to the candidate found in the organizational unit where the vacancy is or already in the College, in the case of second level positions.

- ✓ In filling supervisory positions the Personnel Selection Board shall develop criteria for supervision and leadership which shall constitute one of the instruments for selection of candidates for promotion.
- ✓ An employee who is on local or foreign scholarship or training grant, or on maternity leave, or on secondment may be considered for promotion, provided that the effectivity of the promotional appointment shall be after the scholarship, training, maternity leave, or secondment, or upon assumption to duty.
- ✓ Failure to file a protest, appeal, motion for reconsideration or petition for review within the prescribed period shall be deemed a waiver of such right and shall render the subject action/decision final and executory.
- ✓ Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
- ✓ The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
- ✓ Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

#### ❖ **Determining Next-in-Rank Positions**

- ✓ A position is said to be next-in-rank to a vacant non-teaching position when it is in the nearest degree of relationship taking into consideration the following:
  - organizational structure
  - classification and functional relationship of position
  - salary grade allocation
  - geographical location
- ✓ An employee who holds a next-in-rank position and who is deemed the most competent and qualified, possesses an appropriate civil service eligibility, and meets the other conditions for promotion may be promoted to the higher position when it becomes vacant.
- ✓ The Appointing Authority may promote an employee who is not next-in-rank but who has superior qualifications and competence compared to a next-in-rank employee who merely meets the minimum requirements of the position.

- ❖ **System of Ranking Positions (SRP).** The system of ranking positions identifies the position, salary grade, location, the next-in-rank position/s, salary grade, and location of every non-teaching position in the College. The SRP is an attachment to the Merit Selection Plan (MSP) of the College.

❖ **Basis of Selection List for Promotion.** The HRMO shall maintain a qualification index/database of all employees from which the selection list may be drawn:

- ✓ Record of performance and outstanding accomplishments
- ✓ Successful completion of education and training
- ✓ Honors and other academic awards or recognition
- ✓ Training and/or scholarship grants
- ✓ Relevant work experiences acquired from public or private sector
- ✓ Designations as additional work assignments, reports of accomplishments
- ✓ Results of examination of psycho-social attributes and personality traits

❖ **Comparative Assessment of Candidates.** The comparative degree of competence and qualification of employees shall be determined by the extent they meet the following requirements:

✓ **Performance and Outstanding Accomplishments**

- For appointment by promotion, the performance rating of the appointee for the last rating period prior to the effectivity date of the appointment should be at least very satisfactory.
- For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office should be at least very satisfactory.
- This shall include record of accomplishments worthy of special commendation.

✓ **Education and Training** – include educational background, successful completion of training courses scholarships, training grants and others which must be relevant to the duties of the position to be filled.

✓ **Experience** – include occupational history, relevant work experience acquired either from the government or private sector and additional assignments such as designated special assignments, involvement in projects, ad hoc committees and task forces.

✓ **Psycho-social Attributes and Personality Traits** – refers to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to other and in social situations.

- ✓ **Potential** – refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.
- ❖ **Grounds for Recall of Appointment.** Notwithstanding the initial approval of an appointment, the same may be recalled on any of the following grounds:
  - ✓ Non-compliance with the procedures/criteria provided in the Merit Selection Plan
  - ✓ Failure to pass through the Personnel Selection Board
  - ✓ Violation of the existing collective agreement between management and employees relative to promotion
  - ✓ Violation of other existing civil service law, rules, and regulations.

### **Staffing Modifications**

Staffing modifications shall be proposed by the Vice-Presidents, recommended by the College President, and approved by the Board of Trustees.

The DBM Staffing Pattern for State Universities and Colleges, as a basis for staffing modifications, establishes the position title, salary grade, number of positions and the corresponding indicators such as level of the College, number of regular positions, amount of appropriation, number of students, buildings, equipment, and others.

- ❖ **Forms of Staffing Modifications.** Staffing modifications may take any of the following forms:
  - ✓ *Conversion/Abolition* of vacant non-coterminous positions for the reclassification and creation of positions according to the following priorities:
    - 1<sup>st</sup> - Creation of Instructor I positions
    - 2<sup>nd</sup> -Reclassification of positions
    - 3<sup>rd</sup> - Creation of non-faculty positions.
  - ✓ *Conversion of vacant co-terminus* items to Instructor I positions
  - ✓ *Transfer of positions* from one organizational unit to another provided that said transfer is warranted and necessary.

❖ **Requirements for Staffing Modifications.** The following are the requirements for staffing modifications:

- ✓ The conversion/reclassification/upgrading of non-coterminous vacant positions should not require additional funds.
- ✓ The conditions prescribed in the creation, conversion or reclassification of positions as contained in the pertinent Special Provisions in the GAA shall be strictly observed.
- ✓ The upgrading of faculty positions shall be in accordance with the provisions and limitations stipulated under National Budget Circular No. 461 dated June 1, 1998, subject to the availability of funds for the purpose.
- ✓ The conversion/reclassification/creation involving Instructor I and non-teaching positions shall be in accordance with the prescribed faculty-student ratio and the staffing standards for such positions as contained in the Organization and Staffing Standard for State Universities and Colleges issued by DBM.
- ✓ The reclassification of positions shall be subject further to rules and regulations that may be issued jointly by DBM and the Civil Service Commission.

❖ **Procedures for Reclassification of Positions**

- ✓ The request to reclassify positions shall be recommended by the College President as justified by the sector heads concerned to the Board of Trustees for approval, then submitted to the Department of Budget and Management, together with the following:
  - Duly accomplished Position Description forms (PDFs);
  - Organization, functional and position charts;
  - Justification for the reclassification of the positions;
  - A certification that the incumbent fully meets the qualification standards requirement for the position as reclassified, pursuant to CSC rules and regulations.
- ✓ If no amount is appropriated specifically for the reclassification of positions, a proposal to implement the “scrap and build” policy, i.e., funded vacant positions are to be offered for abolition which shall be used as funding source for the said purpose.
- ✓ Justification for the abolition of the funded vacant positions shall consider the effects on the operation of the affected units.

- ✓ Should the request of the College be denied by the DBM, either via a Notice of Organization, Staffing and Compensation Action (NOSCA) or through a DBM letter, a request for consideration may be made within thirty (30) calendar days after receipt of the NOSCA/DBM action.
- ✓ The College may reclassify filled positions provided that the incumbent fully meets the CSC's qualification standards requirement for the position, pursuant to CSC law, rules and regulations; that such are in accordance with the position classification standards. Any additional funding requirement shall be sourced out of the abolition of funded vacant positions.

### **Other Personnel Actions**

Other personnel actions pertain to personnel movements within or outside the College at anytime during the employment of the employees. The other personnel actions are described as follows:

- ❖ **Designation.** A designation is a management prerogative adjunct to an appointment and issued to an employee to assume positions whose incumbent cannot temporarily perform the duties of the position due to vacation or sick leave, study leave, scholarship, maternity leave, or special assignments.

Designations shall be made through an office order from the College President under the following existing guidelines of the Civil Service Commission:

- ✓ The designation shall not exceed one (1) year and shall be synchronized with the absence of the incumbent of the position. For positions without incumbents, a designation may be made only for a maximum of one (1) year.
- ✓ Employees to be designated shall hold permanent appointments to career positions. Designees can only be designated to positions within the level they are currently occupying. First level personnel cannot be designated to perform the duties of second level positions. However, division chiefs may be designated to perform the duties of third level positions.
- ✓ Designees cannot be granted the salaries of the position they are being designated to, except allowances that go with performance of the functions, such as RATA
- ✓ The members of the faculty are given designations to perform functions in administration, research, extension, and production. A designation shall be assigned an equivalent teaching load that shall form part of the regular faculty workload or full-time equivalent. The determination of the

teaching load shall be in accordance with the approved modified workload scheme. An office order shall specify the period covered by the designation.

- ❖ **Job Rotation.** This involves the sequential or reciprocal movement of an employee from one office to another or from one division to another as a means for developing and enhancing the potentials of personnel by exposing them to the other work functions of the College. The duration of the job rotation program shall not exceed twelve (12) months.
- ❖ **Reassignment.** Reassignment of personnel shall be made through an office order. It is presumed to be regular and made in the interest of public service. The maximum period is one year if the place of work is specific on the face of the appointment and may be done without the consent of the employee. Reassignment does not constitute constructive dismissal in this case.
  - ✓ Constructive dismissal exists when an employee quits his/her work because of top management's unreasonable, humiliating, or demeaning actuations which render continued work impossible. Hence, the employee is deemed to have been illegally dismissed. This may occur although there is no diminution or reduction of salary of the employee. It may be a transfer from a position of dignity to a more servile or menial job.
  - ✓ Sufficient reasons to warrant the continued reassignment of the employee and performance of functions other than those attached to the position must be established. Heads of offices shall submit valid reasons for recommending reassignment of employees.
  - ✓ Reassignment of small salaried employees is not permissible if it causes significant financial dislocation.
- ❖ **Detail.** Detail is a temporary movement of an employee of the College to another government agency which does not involve a reduction in rank, status, or salary.
  - ✓ The detail shall be allowed only for a maximum period of one (1) year. Details beyond one year may be allowed provided it is with the consent of the employee.
  - ✓ Detail will not require issuance of an appointment but only an office order to be issued by the College President. The detailed employee to another government agency shall receive salary from the College.
  - ✓ Administrative supervision is relinquished to the receiving agency such as directing performance of duties, restraining commission of acts, and review, approve, reverse or modify acts or decisions of the detailed employee.

- ✓ The receiving agency has the responsibility to monitor the punctuality and attendance of the employee, approve requests for leave, evaluate performance, grant authority to travel and exercise other acts necessary to effectively supervise the employee.
  - ✓ If the employee believes that there is no justification for the detail, he/she may appeal case to the proper office of the Civil Service Commission. Pending appeal, the detail shall be executory unless otherwise ordered by said CSC Office.
  - ✓ The College shall furnish the certification of available vacation and sick leave credits to the receiving agency.
  - ✓ The College shall have the authority to discipline the detailed employee such as determining the existence of a prima facie case against him/her, issuance of a formal charge, order of preventive suspension, conduct of formal investigation, and rendering of the decision on the administrative case.
- ❖ **Secondment.** Secondment is a personnel movement that is temporary and may or may not require the issuance of appointment, with increase or decrease in compensation and benefits. It covers employees occupying managerial, professional, technical, or scientific positions.
- ✓ The memorandum of agreement (MOA) includes the purpose of secondment, terms, continuity of employment, benefits, appraisal arrangement, termination and renewal of secondment.
  - ✓ College personnel who are seconded to another agency or office shall be on leave without pay for the period of secondment.
- ❖ **Change of Status.** This is a nature of appointment that is issued to a temporary employee when he/she acquires the appropriate eligibility or becomes fully qualified for the position to which he/she is appointed.
- ❖ **Reappointment.** Reappointment is the issuance of an appointment to a person who has been previously appointed to a position in the career service and who has, through no delinquency or misconduct, been separated therefrom, or to one who has been exonerated of the administrative charges unless the decision exonerating the person specifies restoration to the previous position. It is understood that one who has been exonerated or who has been illegally terminated is deemed not to have left the service.

- ❖ **Demotion.** Demotion is movement from a higher position to a lower position. There shall be a written consent of the demoted employee if this is non-disciplinary. Pertinent salary rules shall be applied in demotion.
- ❖ **Re-employment.** Re-employment occurs when an employee who was separated from the government service as a result of reduction in force, re-organization and/or voluntary resignation, is re-employed. The salary of a re-employed employee shall be paid the hiring rate or the 1<sup>st</sup> step of the new position.

The reasons or causes for separation of those who were reemployed in the College under permanent status shall be verified or validated with their previous employers particularly on the issues on performance and conduct, including critical job-related behavior dimensions.

- ❖ **Transfer.** Transfer is a personnel movement from one government department or agency to another or from one organizational unit to another within the same agency. An employee shall obtain written permission from the College President, upon the recommendation of the heads concerned, stating the effective date of transfer which shall be the day following the employee's last day of service in the College. This shall be filed at least one (1) month before the date of effectivity.
  - ✓ Transfer is deemed approved after a lapse of thirty (30) days from the date of notice to the College President.
  - ✓ For failure to transfer on the specified date the employee is considered resigned; the reemployment is at the discretion of the College President.
  - ✓ Transfer of officials with oversight functions is prohibited.

## **Work Hours**

The College shall have its internal rules on work hours especially among the members of the faculty that shall be consistent with the required forty (40) hours of service each week, exclusive of time for lunch, and regardless of work schedule.

- ❖ **Basic Policies on Work Hours**
  - ✓ It shall be the duty of the heads of units, department chairpersons, deans, directors, division chiefs, and sector vice-presidents to require their respective faculty and staff to strictly observe the required office hours.
  - ✓ The immediate supervisors shall be responsible in reviewing workloads of their respective subordinates and to reckon these with the work hours rendered.

- ✓ When the head of the department, dean, director, or head of office in the exercise of discretion, allows personnel to leave the office during office hours not for official business, to attend social events/function and/ or wakes/ interments, the same shall be reflected in their daily time record and charged against their leave credits.
  - ✓ Each head of department, unit, or shall require a daily record of attendance of all the employees under him/her to be kept on the proper form and, whenever possible, registered through finger scanning or on verifiable recording system. In addition, the head of office or immediate supervisor shall also monitor the punctuality and actual presence of their respective faculty and staff.
  - ✓ When the interest of public service so requires, the daily hours of work of an employee may be extended by the College President, upon recommendation of the heads concerned, which extension shall be fixed in accordance with the nature of the work; Provided, That work in excess of eight (8) hours must be properly compensated by monetary or non-monetary scheme, upon the expressed authority of the President.
  - ✓ The colleges or units concerned shall recommend mechanisms of accountability with appropriate sanctions to non-regular personnel who are covered by contract of service or job order.
- ❖ **College Work Hours.** The regular normal work hours are from 8:00 AM to 12:00 noon and from 1:00 PM to 5:00 PM, eight (8) hours a day, from Monday to Friday, or a total of 40 hours a week. Employees shall be allowed a 15-minute break for snacks once in the morning and another 15-minute break in the afternoon.

The heads of offices and their staff shall provide clients of the College continuous service with such schemes as "no lunch break", work scheduling, or employee shifting to attend to clients during peak hours like enrollment period, work assignment or special projects that require immediate completion.

**Table 5. The Categories of Work Hours**

<b>Work hours</b>	<b>Prescribed Hours</b>	<b>Employees Covered</b>
a) Official Work hours	Between 8:00 A.M and 5:00 P.M.	All employees, except utility workers, security guards and others who report beyond the NORMAL work hours, may start work at 7:00 A.M. or end work at 7:00 P.M. for a total of 40 hours a week.

b) Faculty Official Time	7:30 A.M. to 11:30 A.M. 1:00-5:00 P.M.	Plantilla faculty are required to render 40 hours a week with minimum 21 units load per week.
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❖ **Additional Guidelines on Work hours**

- ✓ Flag ceremony/flag retreat is part of government office hours. All other activities immediately held after the flag ceremony before employees report to their respective workstations constitute part of employees' work hours.
- ✓ Lunch break is not included as a work hour. However, lunch break shall not be less than thirty (30) minutes. The employees who shall avail of the 30-minute lunch break shall duly inform the Human Resource Management Office, together with the approved request and justifications.
- ✓ Cutting of official hours to give way to non-official activities is not allowed. To ensure continuous and smooth delivery of services to the public, there shall be a skeletal staff to attend to clients.

❖ **Flexi-time Schedule.** The work hours in a week may be fixed provided employees obtain express authority from the President; provided further, that the flexible working hours will not prejudice the smooth and efficient delivery of service and the required forty (40) hours shall not be reduced.

- ✓ Heads of offices who have two or more employees may recommend to the President flexible work hours for them and to adopt a system of flexible work hours that is most suitable and convenient to them.
- ✓ The heads of offices shall authorize flexible working hours for their respective staff, attending to students at lunch break during enrollment or other activities.
- ✓ A general flexi-time schedule from 7:30 A.M. to 11:30 A.M. and from 12:30 P.M. to 4:30 P.M. shall be granted to employees who observe the normal work hours of 8:00 A.M. to 5:00 P.M.

❖ **Irregular Work Schedule.** Deviations from prescribed work schedule or work less than the required five (5) days may be allowed subject to the rendition of forty (40) hours a week and provided the public is assured of the complete work hours of eight in the morning to five in the afternoon continuously for the duration of the entire work-week

Requests for deviations from work schedule shall be made in writing and recommended by the heads concerned to the President.

❖ **Daily Time Record (DTR)**

- ✓ Recording of daily attendance shall be required of all College personnel through the prescribed mode of finger scanning, including use of logbooks as back-up.
- ✓ The generated daily time record (DTR) shall support claim for payment of salary, wage, or monetary benefit, subject to verification of the immediate supervisor and submission of supporting documents.
- ✓ Alternative evidence of service other than the DTR shall also be monitored by the heads concerned.
- ✓ Violations pertinent to punctuality and attendance shall be reported to authorities concerned.

❖ **Habitual Absenteeism**

- ✓ An employee is considered habitually absent if he/she incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credits for at least three (3) months in a semester or at least three (3) consecutive months during the year.
- ✓ Where an employee incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credits for at least 3 months in a semester or at least 3 consecutive months during the year, the penalty, after due process, shall be:
  - 1<sup>st</sup> offense – suspension of 6 months 1 day to 1 year
  - 2<sup>nd</sup> offense – dismissal

❖ **Tardiness.** Tardiness is incurred when an employee does not report for work on time or at a prescribed time set for each workday.

- ✓ Tardiness shall be deducted from the vacation leave credits or the salary of the employee if the vacation leave credits had already been exhausted.
- ✓ Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions of habitual tardiness (CSC MC No. 17, s. 2010).
- ✓ An employee who incurs tardiness regardless of the number of minutes per day, ten (10) times a month for two (2) consecutive months in a year or two (2) months in a semester shall be subject to disciplinary action.

- ❖ **Undertime.** Undertime is incurred when employee leaves or quits work earlier than the prescribed number of work hours in a day; it also refers to the deficiency in completing the required hours in a day or the prescribed 40 hours in a week.

Undertime is not classified as tardiness but since this has effect to public service, the following guidelines shall be observed:

- ✓ Any undertime or deficiency in completing the prescribed work hours shall be deducted from the vacation leave credits or the salary of the employee if the vacation leave credits had already been exhausted.
  - ✓ If undertime is for health reasons, it shall be deducted from sick leave credits provided it is supported by medical certificate and leave application.
  - ✓ Any officer or employee who is absent in the afternoon is considered to have incurred undertime.
  - ✓ Any officer or employee incurs undertime regardless of the number of minutes/hours, ten (10) times a month for at least two (2) months in a semester shall be liable for Simple Misconduct and/or Conduct prejudicial to the Best Interest of the Service, as the case maybe.
  - ✓ Any officer or employee incurs undertime regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/or Conduct prejudicial to the Best Interest of the Service, as the case maybe.<sup>25</sup>
- ❖ **Absence During Suspension of Work Hours**
    - ✓ Employees who fail to report for work on a day when work hours are suspended shall be deducted the number of hours corresponding to the time when the employee's prescribed work hours start up to the time the suspension of work is announced.
    - ✓ The equivalent amount shall be deducted from salary if the employee has no sufficient leave credits.
    - ✓ Work suspension in case of inclement weather, calamity or other similar cases shall be dealt with under certain terms and conditions.

### **Non-Monetary Remuneration for Overtime Services**

Availment of compensatory time-off in lieu of overtime pay pursuant to Section 1 of A.O No. 103 "Directing the Continued Adoption of Austerity Measures in the Government" shall be allowed. It covers incumbents of positions of chief of division and below under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee.

❖ **Compensatory Overtime Credit (COC).** Compensatory Overtime Credit (COC) refer to the accrued number of hours earned beyond regular work hours, and/or services rendered on Saturdays, Sundays, Holidays on scheduled day/s without benefit of overtime pay. Employees must first earn Compensatory Overtime Credits (COC's) before they can avail of Compensatory Time-Off.

✓ Procedures. The following procedures shall be observed in the rendition of overtime services and availment of compensatory time off:

- The heads concerned determine the need for overtime services specifying its purpose, the date and time for the rendition of such. They recommend to the College President the grant of COC's for the tasks to be rendered as overtime services. The College President shall issue the corresponding OFFICE ORDER authorizing the rendition of overtime services, should he find the request proper;
- Upon completion of the stipulated overtime services, the concerned head submits a report to the Human Resource Management Office that shall, in turn, prepare the summary of overtime services rendered in a month, and the computation of the equivalent COCs;
- The College President issues the COCs specifying the number of COCs earned in a month;
- The employee requests approval from the College President of the Compensatory Time-Off Schedule;
- Upon approval, the employee avails of the CTO.

✓ Overtime services may be authorized for the following activities:

- Additional work related to school graduation/registration
- Seasonal work preparation of budget/annual reports with deadlines
- Special/financial reports required by proper authorities (Congress, OP, COA, DBM, NEDA)
- Legal services (cases/resolutions/decisions)
- Services of drivers/other immediate staff of officials who are required to keep same work hours as their superiors
- Special programs/projects with deadlines
- Preparation/administration of government examinations
- Basic and essential services during emergencies
- Infrastructure and other projects with set deadlines
- Relief/rehabilitation/reconstruction work (calamities/disasters)

- Unpaid overload teaching of faculty members on vacation and sick leave status
  - Other activities to be determined by the College President, upon the recommendation of heads concerned.
- ✓ Computation of COC. The COC is expressed in number of hours, computed thus:
- For weekdays or scheduled work days:  
COC= Number of hours of overtime services x 1.0
  - For weekends, holidays, or scheduled days off:  
COC= Number of hours of overtime services x 1.5
- ✓ Accrual of COC's
- COC's shall not be more than 40 hours in a month and the unexpended balance shall not exceed 120 hours.
  - COC's are non-cumulative. They shall be used as time off within two (2) years the COC's are earned; thereafter, any unutilized COC's shall be deemed forfeited.
  - COC's are considered as official time for compliance with compensation rules (like PERA, YEB, and other benefits received on a regular basis), and computation of service hours for entitlement to vacation and sick leave credits, and step increments due to length of service.
- ✓ Availment of COC's
- In blocks of four (4) or eight (8) hours for alternative work schedules to either a half or a full day leave.
  - Continuous up to a maximum of five (5) consecutive days per single availment or staggered basis within the year.
  - With prior approval of the College President, availment of COC's may be subject to cancellation/rescheduling within the year until the immediately succeeding year.

- ✓ Limitation on the Use of COC's
  - COC's cannot be used to offset undertimes or tardiness during regular working days.
  - COC's are non-commutative or cannot be converted to cash.
  - COC's are non-cumulative or cannot be added to accumulated leave credits
- ✓ Effect of Unutilized COC's
  - Unutilized COC's shall be deemed forfeited in case of resignation, retirement, separation from the service and cannot be transferred to another agency in case of detail, secondment, or transfer.
  - An employee retains accrued COC's in case of promotion except when promotion to a position that is not qualified to receive overtime pay.

#### ❖ **Compensatory Time-Off**

- ✓ Compensatory Time-Off (CTO) is a non-monetary remuneration for overtime services rendered in lieu of overtime pay pursuant to the provisions for the adoption of austerity measures.<sup>28</sup>
- ✓ CTO refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. CTO covers incumbents of division chief positions and below regardless of appointment status.
- ✓ Earned COC's shall be utilized for compensatory time-off.

### **Leave Administration**

Leave administration is the responsibility of the Human Resource Management Office. The personnel directly in-charge of leaves shall be fully trained in all the aspects of leave administration to ensure the integrity of the leave records, accuracy, and transparency.

Leave administration in the College shall be as contained in the Revised Omnibus Rules on Leave promulgated by the Civil Service Commission in implementation of Book V of Executive Order No. 292 otherwise known as the Revised Administrative Code of 1987.

### ❖ **Entitlement to Leave of Absence**

- ✓ Leave of absence is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in existing rules and policies.
- ✓ An employee who has a valid appointment, whether permanent, temporary, or casual shall earn one (1.25) day vacation leave credit and one (1.25) day sick leave credit per month of actual service. Actual service is the period of continuous service since the appointment of the employee including the period/s covered by any approved leave with pay.
- ✓ Members of the faculty who shall be designated to perform non-teaching functions and who shall render the same hours of service as non-teaching employees and are qualified under modified faculty workload scheme shall be entitled to vacation and sick leave.

### ❖ **General Guidelines on Vacation Leave**

- ✓ Vacation leave is contingent upon the needs of the service and subject to the discretion of the College President.
- ✓ Employee has the option to choose when to avail of vacation leave, provided he/she files leave application 5 days in advance whenever possible of the effective date of the vacation leave or may even choose not to take a vacation leave and preserve said vacation leave credits.
- ✓ Vacation leave of one (1) day or more shall be filed five (5) days in advance whenever possible, of the effective date of vacation leave.
- ✓ Half-day absence in the morning is tardiness while a half-day absence in the afternoon is undertime and said absence shall be deducted from vacation leave credits. Deduction from vacation leave credits is anchored on the premise that the employee is not in the office to render service.
- ✓ Employee may cease reporting for work until the exhaustion of accrued vacation and sick leave credits, and thereafter be deemed separated from the service.
- ✓ Employees on approved irregular schedule must not be precluded from enjoying holidays; they are not required to file leave applications when the chosen working days fall on a regular or special holiday.
- ✓ Leave of absence without pay other than illness is not counted as part of the actual service rendered; authorized sick leave, with or without pay, is therefore considered actual service.

❖ **General Guidelines on Sick Leave**

- ✓ Sick leave of one (1) day or more must be filed immediately upon return of employee from sick leave, provided a prior notice of absence is sent to the immediate supervisor and/or College President.
- ✓ Sick leave is granted only on account of illness or disability on the part of the employee or any member of employee's immediate family. Immediate family refers to the spouse, children, parents, unmarried brothers and sisters, and any relative living under the same roof or dependent upon the employee for support.
- ✓ The medical certificate shall be required for sick leave in excess of five (5) successive days; it is also required for sick leave of absence filed in advance, or in case of doubt regardless of the number of days sick leave. And in case of doubt and justifiable reasons, medical certificate may be required for less than (5) days sick leave.
- ✓ When an employee has already exhausted sick leave credits, employee can use available vacation leave credits, but if vacation leave credits are exhausted the sick leave credits can be used. (Sec. 56, CSC Omnibus Rules).

❖ **Supporting Documents for Leave Processing.** The supporting documents and related information about leave applications are outlined in the following table:

**Table 6. Information on Leave Application**

<b>KIND OF LEAVE</b>	<b>NO. OF DAYS</b>	<b>WHEN TO FILE REQUIRED DOCUMENTS</b>
a) Vacation Leave	1-29 days	Filed 5 days in advance of the date of effectivity. CS Form 6
b) Vacation Leave	30 days and above	Filed 5 days in advance of the date of effectivity. CS Form 6, Clearance
c) Sick Leave	1-5 days	Filed upon return to duty or in advance at the advice of physician. CS Form 6
d) Sick Leave	6 days and above	Filed upon return to duty or in advance at the advice of physician. CS Form 6, Medical Certificate from a practicing physician in good

		standing employed in government or private sector
e) Leave without pay	At least one (1) month	Filed in advance of the date of effectivity. CS Form 6, Clearance
f) Maternity Leave	60 days on each delivery	Filed before or after actual period of delivery; maternity leave enjoyed in a continuous and uninterrupted manner. CS Form 6, Clearance, Medical Certificate; Copy of Decree of Adoption, for adoptive parents
g) Paternity Leave	7 days maximum	Filed anytime during the period of maternity leave of wife. CS Form 6, Birth Certificate of child
h) Parental Leave	7 working days	Filed at least one (1) week prior to availment except in emergency cases. CS Form 6, SOLO Parent ID valid for 1 year from issuance and renewed yearly, certified copies of birth certificate of child
i) Special Leave Privilege	3 days maximum a year	Filed in advance of the date of effectivity CS Form 6
j) Rehabilitation Leave	Period of disability with full pay not to exceed 6 months	Letter of application filed within one (1) week from time of accident, except if longer period is warranted and based on recommendation of medical authority. CS Form 6, Medical Certificate, Evidence showing that wounds or injuries were incurred in the performance of duty
k) Monetization	10-30 days every year	50% of sick leave credits after exhaustion of vacation leave credits.

		Upon approval of the College President, subject to availability of funds, and compliance with annual 5-day vacation leave. CS Form 6
l) Special Leave Benefits under the Magna Carta for Women	2 months a year	Filed when the medical certificate is obtained from physician CS Form 6, medical certificate certifying the gynecological disorder
m) Terminal Leave	All accumulated leaves	Upon retirement or resignation/separation from the service, subject to confirmation of leaves earned by the DBM CS Form 6, Leave Ledgers, Clearance, Designations, Special Orders on grant of service credits, SALN

#### ❖ Approval of Leave Application

- ✓ Any leave application not acted upon by the College President or the duly authorized representative within five (5) working days from receipt is deemed approved.
- ✓ Approval of sick leave is mandatory, whether with pay or without pay, if employee is actually sick, or if proof of illness or disability is attached to the application.
- ✓ While the incumbent is on approved vacation or sick leave with or without pay, his/her position is not vacant.

❖ **Absence without Official Leave (AWOL).** An employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice.

However, when it is clear under the obtaining circumstances that the employee has established a scheme to circumvent the rule by incurring substantial absences though less than thirty working days three times in a semester such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified.

- ❖ **Leave of Absence Without Pay (LWOP).** All absences in excess of accumulated or earned vacation and sick leave, or when vacation and sick leave credits are not enough to cover the number of days leave of absence shall be without pay. If leave balances are not sufficient to offset leaves, the number of days of leave of absence without pay shall be deducted from salary.
- ✓ Leave without pay shall not be granted whenever an employee has available earned leave credits, except in the case of secondment.
  - ✓ Approved vacation leave without pay does not earn vacation and/or sick leave credits.
  - ✓ Employee who is detained in jail is considered on automatic leave of absence without pay. He/she could not expected to file corresponding leave application because he could not possibly report for work. He/she is not entitled to claim salaries nor leave credits during the period of his detention.<sup>32</sup>
  - ✓ Faculty members shall file applications for leave of absence of one (1) month to one (1) year at least one (1) month prior to the effectivity of leave consistent with the "Student First Policy," and to give ample time to recruit a substitute, if necessary.
  - ✓ Leave without pay not exceeding one (1) year may be granted, in addition to the vacation and/or sick leave earned. If an employee who is on leave without pay for one (1) year fails to report for work at the expiration of one year from the date of such leave, he/she shall be considered automatically separated from the service.
- ❖ **Transfer of Leave.** Transfer of leave credits may be exercised if there are no gaps in service and the transfer is within one (1) year from date of employee's transfer to a new government agency. A gap of not more than one (1) month may be allowed provided it is not the employee's fault.
- ❖ **Exhaustion of Accrued Vacation and Sick Leave Credits.** An employee may cease reporting for work until the exhaustion of accrued vacation and sick leave credits and thereafter be deemed separated from the service. It is understood that the intention is to use all leave credits prior to the effectivity of the resignation such that the employee would remain in the payroll instead of monetizing said leave credits.

However, the employee concerned must inform the College President in writing that he/she is relinquishing his/her position; manifest that he is exhausting all accrued vacation and sick leave credits; and that the effective date of resignation/retirement will be the date immediately following exhaustion of all such

leave credits. These must be accepted in writing by the College President who shall indicate the effective date of resignation/retirement corresponding to the date immediately following the depletion or exhaustion of all accrued leave credits.

❖ **Teachers Leave Basis.** Members of the faculty who perform full-time teaching are placed on the teachers leave basis. They are not entitled to the usual vacation and sick leave credits but to proportional vacation pay of eighty-four (84) days vacation yearly comprised of 14 days Christmas vacation and 70 days summer vacation during the months of April and May.

❖ **Comparison between Vacation and Sick Leave Status and Teachers Leave Basis.** The table below compares the entitlement to benefits under the vacation and sick leave Basis with teachers leave status:

**Table 7. Comparison between Vacation and Sick Leave Status and Teachers Leave Basis**

<b>BASES OF COMPARISON</b>	<b>ON VACATION AND SICK LEAVE STATUS</b>	<b>ON TEACHERS LEAVE STATUS</b>
a) Coverage	1. Non-teaching employees 2. Faculty with designation equivalent	Faculty on full-time actual teaching.
b) Nature of service	1. On continuous duty for the whole year, or a total of 12 months a year	On duty during the academic/school year, for a total of 10 months, or 2 semesters, based on approved academic calendar.
c) Entitlement	Earn fifteen (15) days of vacation leave/year & 15 days sick leave/year t.  Accumulate vacation and sick leave credits if not enjoyed during the year. Leave credits are deemed accrued from the first day of employee's service in the government Employees with 10 days or more are required to go on vacation, whether continuous or intermittent for a minimum of five (5) days a year except if	Earn vacation service credits for authorized services rendered beyond regular functions, regular workdays, or where payment of honorarium or overtime pay is not possible.

	<p>leave is cancelled or employee retires/resigns before the end of the year.</p> <p>Officials/employees with approved extended service by CSC/Office of the President of the Philippines earn 15 days of vacation and 15 days sick leave annually during the approved extended period but are non- commutative and non-cumulative.</p>	<p>Approval of the College President to authorize grant of service credits is necessary; 1 service credit for 1 day service rendered. (ASSCAT Office Memorandum No. 08, s. 2000, dated 8/16/2000)</p> <p>Earn vacation period of 84 days a year: 14 days during Christmas and 70 days during summer vacation, with full pay if leave without pay is not more than 1 ½ days during the academic year. The number of days may vary if there are adjustments in the academic year like late closing or early opening of classes.</p>
d) Maternity Leave	<p>Every woman employee, married or unmarried, regardless of employment status, including contractual employees, whether on vacation and sick leave basis or teachers leave basis, shall be entitled to 105 calendar days, with full pay if length of service is two (2) years or more.</p> <p>Faculty members on teacher's leave can also avail of maternity leave even if the period of delivery occurs during the PVP period; they shall be granted both the PVP and the maternity leave. This means double payment in this instance.</p>	

e) Paternity Leave	<p>Legally married male employees.</p> <p>Male adoptive parents entitled to seven (7) working days, provided the child is below 7 years old.</p> <p>No service requirement as a condition before male employee is entitled to paternity leave.</p> <p>Married male employee with more than one (1) legal spouse is entitled to avail of paternity leave for absolute maximum of 4 deliveries regardless of whichever spouse gives birth.</p>	
f) Special Leave Privilege	<p>Three (3) days each calendar year.</p> <p>There is no service requirement as a condition. <i>Occasions:</i> personal milestone, parental/filial obligations, domestic emergencies; personal transactions; calamity, accident, hospitalization, and other similar events.</p> <p>The days are non-cumulative and non-commutative.</p>	<p>Those on teacher's leave status are not entitled to the special leave privilege.</p>
g) Rehabilitation Leave	<p>Leave of absence for a maximum of 6 months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency, and terms of availing of the privilege shall be based on the recommendation of medical authority.</p> <p>Reimbursement of first-aid expenses not to exceed Php5,000.00 except if expenses beyond this amount are necessary as certified by the medical authorities and approved by the College President.</p> <p>Excludes consultants, those hired through job order/contract of service;</p> <p>Rehabilitation leave does not cover injuries while going to work and going home from work; illness or sickness, even if compensable.</p>	
h) Ten-Day Leave	<p>Women employees regardless of employment status who are victims or whose child is below 18 years or above 18 years but unable to take care of himself/herself is a victim of violence.</p> <p>Violence is any act or series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or likely to result in physical, sexual, psychological</p>	

	<p>harm or suffering, or economic abuse, including threats, battery, assault, coercion, harassment or arbitrary deprivation of liberty.<sup>45</sup></p> <p>10 days paid leave effective October 19, 2005<sup>46</sup>, however, forfeited if not availed of and shall be considered waived.</p> <p>Supporting document, any of the following:</p> <ol style="list-style-type: none"> <li>barangay protection order;</li> <li>temporary/permanent protection order from the court;</li> <li>certification from the barangay/court that a B/T/P protection order has been filed with barangay/court; police report specifying details and medical certificate.</li> </ol>
i) Parental Leave	<ol style="list-style-type: none"> <li>Official or employee, regardless of employment status, to be entitled to this leave must qualify as solo parent under any of the 5 categories: <ol style="list-style-type: none"> <li>Parent is left alone with responsibility of parenthood/death, physical/mental incapacity, nullified marriage; detention/serving sentence/abandonment of spouse for at least one (1) year;</li> <li>Unmarried person keeps/rears children;</li> <li>With DSWD lines/Court Guardian</li> <li>Woman gives birth as a result of rape/other crimes against chastity and keeps child even without final conviction of offender;</li> <li>Any family member who becomes head of family as a result of death or abandonment for at least 1 year.</li> </ol> </li> <li>Seven (7) working days each year to enable solo parent to perform parental duties and responsibilities where physical presence is required; may be staggered or continuous; forfeited if not availed of within the calendar year.</li> <li>Requires one (1) year of service; child must be below 18 years of age unmarried or unemployed; or 18 years and above but incapable of self- support and/or physically challenged.</li> <li>College President has the discretion to terminate/withdraw Parental leave privilege due to marriage of solo parent or solo parent no longer left alone with responsibility of parenthood.</li> </ol>

j) Special Leave Benefits for Women <sup>49</sup> (Magna Carta for Women)	<ol style="list-style-type: none"> <li>1. Minimum of 10 days up to a maximum of 30 days every year deducted from available vacation leave credits earned.</li> <li>2. Additional monetization of available vacation leave credits beyond 30 days.</li> <li>3. After exhaustion of vacation leave credits, 50% of available sick leave credits subject to the following order of priorities:<sup>48</sup> <ol style="list-style-type: none"> <li>(a) Health, medical, and hospital needs</li> <li>(b) Financial aid and assistance due to force majeure (calamities, typhoons, fire, others)</li> <li>(c) Educational needs</li> <li>(d) Payment of mortgages and loans</li> <li>(e) Cases of extreme financial needs</li> <li>(f) Other analogous cases</li> </ol> </li> </ol> <ol style="list-style-type: none"> <li>1) Female employee who has rendered at least six (6) months aggregate service for the last 12 months prior to surgery for gynecological disorders</li> <li>2) Two (2) months a year for every instance of gynecological disorder</li> <li>3) Leave form required and supported by medical certificate.</li> </ol>		
k) Terminal Leave	<table border="1"> <tr> <td data-bbox="483 1199 1101 1394"> Payment of all leave credits earned when employee severs connection with the College through resignation, retirement, or transfer to another agency, but may also have option to transfer all leave credits. </td><td data-bbox="1109 1199 1403 1394"> Service credits are first converted into vacation and sick leave credits. </td></tr> </table>	Payment of all leave credits earned when employee severs connection with the College through resignation, retirement, or transfer to another agency, but may also have option to transfer all leave credits.	Service credits are first converted into vacation and sick leave credits.
Payment of all leave credits earned when employee severs connection with the College through resignation, retirement, or transfer to another agency, but may also have option to transfer all leave credits.	Service credits are first converted into vacation and sick leave credits.		

❖ **Vacation Service Credits for Faculty.**

Faculty members on teachers leave basis may earn vacation service credits for authorized services or activities done during summer or Christmas vacation or work beyond regular functions. Vacation service may also be granted for services rendered in excess of the regular faculty workload where payment of honorarium or overtime pay is not possible.

✓ **Procedure for Granting Service Credits**

- The request to render vacation service during Christmas or summer vacation shall be recommended by the Dean or Director, recommended by the Vice President identifying the nature of the service to be rendered and the output expected.
- The faculty member concerned shall render vacation service only after approval of the request.
- Upon completion of the service, the faculty member submits proofs or evidence of accomplishment like a narrative report and the daily time record to the heads concerned.

✓ *Authorized activities for vacation service credits.* A faculty on teachers leave basis may earn service credits for the following authorized activities:

- Attendance in training courses, seminars and workshops during summer and Christmas vacations, including Saturdays, Sundays, and holidays.
- Service rendered in connection with the early opening of a school year to include assistance during enrollment, preparation of syllabi and course outline, manuals and instructional materials during the enrollment period.
- Service rendered in the conduct of remedial classes, testing activities, sports competition, and other similar activities that are held during summer and Christmas vacation or outside of school days.
- Overload teaching that is not compensated or when funds are not available.
- Service rendered in connection with athletics or sports competitions during Saturdays, Sundays, and holidays, including Christmas and summer vacations.
- Service during summer in connection with a recognized civic action program.

- ✓ **Use of Service Credits.** The earned service credits shall be used to offset absences due to illness, or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.
- ✓ **Limit on the Grant of Service Credits.** The total number of service credits to be granted in a year is thirty (30) days. The total number of service credits to be granted for each activity at any one time shall not exceed ten (10) days, except for participation in training courses and seminars-workshops.

## **Professional Development**

The College shall support a continuing program for professional development at all levels. It shall allot at least 5% of the appropriation for human resource development for at least 20% of the total employees of the College at any given time. For the purpose, all deans, directors, division chiefs, and heads of units shall prepare plans for short-term and long-term human resource development for their respective faculty and staff and submit to the Vice-Presidents.

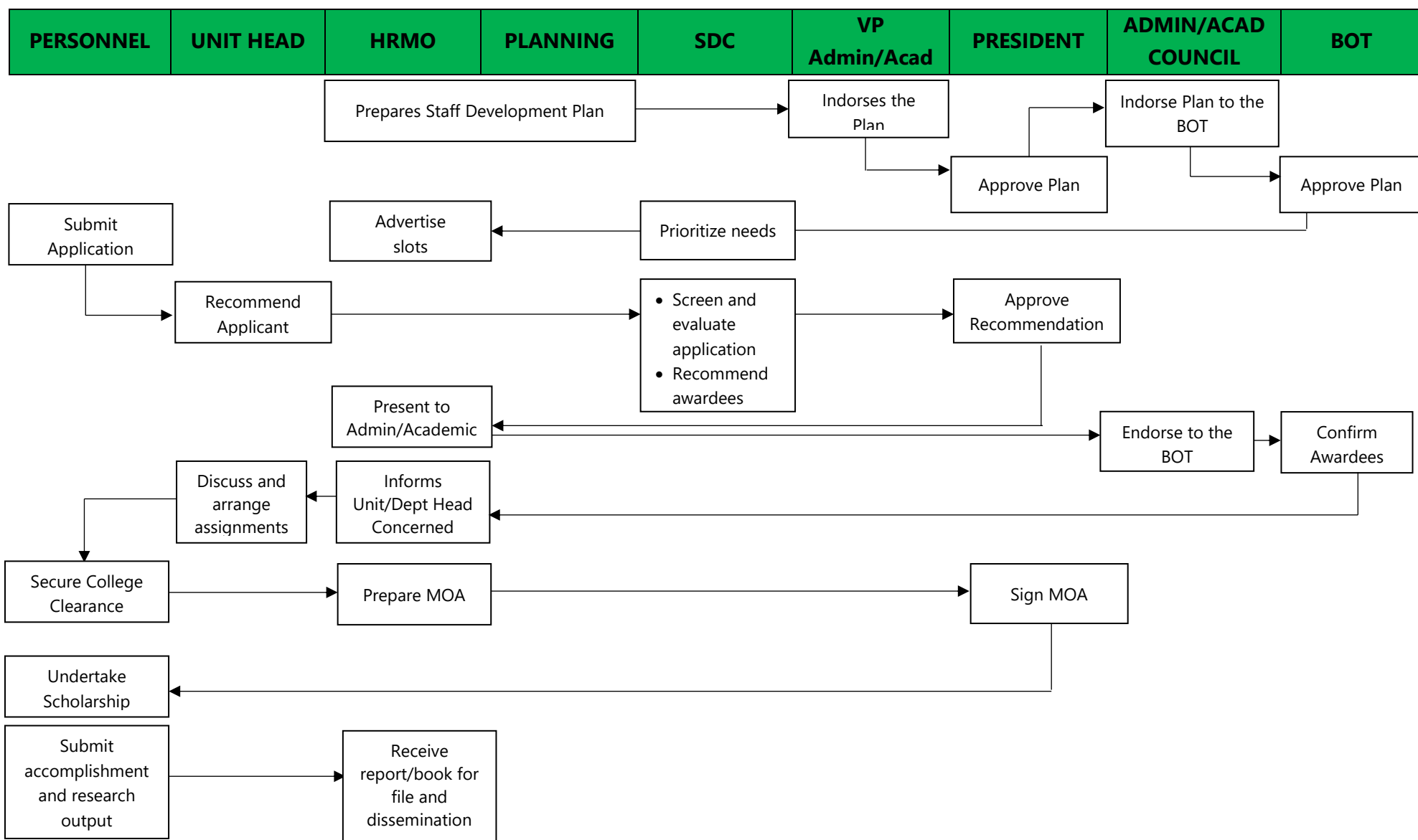
### **❖ General Policies**

- ✓ All permanent employees shall attend at least one human resource development intervention each year.
- ✓ Selection of participants in seminar-workshops, training, and scholarship grants shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
- ✓ Employees may be invited to pursue relevant local and foreign-assisted training and scholarships to their specialized fields and functions, but they shall comply with the usual procedural requirements. These include solicited grants to pursue advanced studies in local or foreign universities.
- ✓ Members of the faculty whose appointments are non-permanent on account of lack of either master's or doctorate degrees may be allowed to attend local or foreign training or study programs in order to qualify for permanent appointments upon completion of the study or training.
- ✓ Upon completion of a seminar-workshop, training, study leave, or scholarship the participant or recipient shall submit a re-entry plan outlining the strategies how the acquired knowledge, skills, or attitudes will be shared.
- ✓ The College shall extend education benefits to those who pursue self-development for financial assistance for thesis or dissertation, or de-loading to enable employees to finish advanced degrees.

- ✓ Grantees shall pursue approved programs/course of study and refrain from changing or shifting to other programs or course of study.
  - ✓ Grantees of study or scholarship shall enter into contract or agreement and accomplish a clearance from money and property responsibilities before the start of the period of study.
- ❖ **Study Leave.** Qualified officials and employees, excluding those in the teaching profession who are covered by different provisions of law, may apply for study leave of not exceeding six (6) months with pay to help them prepare for their bar or board examinations or complete their master's degree. For completion of master's degree, the study leave shall not exceed four (4) months. The beneficiary shall be selected based on the requirements set by the rules. The grant of study leave for doctoral degrees shall be subject to the discretion of the College President.
- ❖ **Procedures for Training, Study, and Scholarship.** The employee, supervisors, and the FSDC are responsible for continuing professional development. The HRMO shall act as secretary of the FSDC, keep records of proceedings; and facilitate preparation of communications and the required documents.
- ✓ Employee – Submits application letter during the prescribed application period to the President, through the FSDC and recommendation of heads concerned, stating the effectivity of the training or study and indicating the following information: highest degree earned and specialization; degree & field of specialization to pursue; period of study; institution; copy of curriculum; units earned, if any; and proposed re-entry plan.
  - ✓ Deans/Unit Heads – Recommends employees for training, study or scholarship for the appropriate school year/semester based on HRD plan; submit annually, through the FSDC, the HRD plan embodying the kind of training or study programs, and the names of those who shall attend such programs. The heads concerned submit their recommendation and justifications to support the proposed study, together with the HRD plan.
  - ✓ FSDC – Meets regularly or on a semester basis and deliberates on the applications and recommendations regarding the impact of the study to personal and organization development, and its relevance to the College HRD Plan, thrusts and priorities; and submits the recommendations to the College President.
  - ✓ College President – acts on the recommendations and endorse approved HRD to the Board of Trustees.

❖ **Requirements for Seminar-Workshops, Training, Study Grants, Scholarships**

- ✓ The Vice-Presidents shall authorize attendance of their respective personnel in seminar- workshops, conferences, and training that are relevant to the functions of the employee concerned. Those that require foreign travel, financial assistance, or those with duration of one (1) month or more shall be endorsed to the President, through the FSDC.
- ✓ Employees shall meet the following basic requirements before they are recommended to undertake training or study programs: (1) permanent appointment; (2) at least two-years of service; (3) no pending administrative charge; (4) in good health; and (5) very satisfactory performance.
- ✓ Other requirements shall also be submitted such as the following: proof of admission from the College concerned, plan of course work, certificate of sponsorship for the duration of the study, and other appropriate supporting documents.
- ✓ The FSDC shall recommend to the President qualified applicants for scholarship, study grant, training of more than one (1) month, or other forms of HRD, upon the instance of the heads concerned and on the basis of the College HRD plan.
- ✓ The College HRD Plan shall identify beneficiaries of training, study grants, scholarships, or other forms of HRD by way of prioritization made from among submitted HRD plans by the different colleges or units, including those under meritorious considerations. This plan shall be approved by the President and confirmed by the Board of Trustees
- ✓ Upon approval of the training, study grant, scholarship, or other forms of HRD by the College President, and confirmation by the Board of Trustees where required, the employee concerned shall enter into a contract/agreement with the College and accomplish the required clearance from all money and property accountabilities prior to the date of effectivity of such training, study grant, scholarships, or other forms of HRD.
- ✓ Grantees shall submit progress reports to support their claims for the payment of salaries and benefits for the duration of their training or study in lieu of DTR's.
- ✓ Sanctions shall be imposed for violations of the guidelines and contract after due process.



**Figure 17. Flow of Procedures for Selection of Scholar**

- ❖ **Sabbatical Leave.** A faculty or non-teaching employee may avail of sabbatical leave for a period of six (6) months to one (1) year, with pay, pursuant to the existing "Sabbatical Leave Program" of the College.
- ✓ Forms of Sabbatical Leave
    - Sabbatical Leave for conducting research
    - Sabbatical Leave for book writing
    - Sabbatical Leave for development of instructional materials to improve instructional manuals
  - ✓ Basic Requirements for Sabbatical Leave
    - Rank of Associate Professor or Chief of a unit, if a non-teaching employee
    - Permanent appointment
    - At least seven (7) years of continuous service
    - Very satisfactory performance
    - Not over 63 years at the time of application
  - ✓ Procedures for Screening of Sabbatical Leave Applications
    - Employee- Submit application letter to the immediate supervisor stating the purpose of sabbatical leave; duration of leave; plan of work stating activity and timetable.
    - Dean/Unit Head- Recommend and submit justifications to support the proposed sabbatical leave output, together with the HRD Plan/Sabbatical Leave Schedule that included the applicant to undertake sabbatical leave assignment within the specified period.
    - Sabbatical Leave Screening Committee- Deliberate on the relevance of sabbatical assignment to College thrusts and priorities and recommend to the College President for approval. The Committee shall recommend the distribution of slots among the colleges.
  - ✓ Obligations of Sabbatical Leave Grantees
    - Upon approval of the President and confirmation by the Board of Trustees, grantee shall submit sabbatical leave contract and clearance from money and property responsibilities prior to the effectivity of the sabbatical leave.
    - Sabbatical leave grantees shall submit progress reports to support their claim for payment of salaries and benefits.
    - Upon completion of the sabbatical leave plan, the employee shall present his/her output and re- entry plan to the College indicating how the output will benefit the College.

- The sabbatical leave shall not be taken as a way out or for employees to look for employment elsewhere.

❖ **Other HRD Interventions.** Supervisors shall provide an environment that shall further enhance the knowledge, skills, and attitudes of their subordinates through any of the following interventions:

- ✓ *Counseling* – entails a one-on-one close interaction between an employee and a supervisor to jointly look at problems besetting the employee that affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may either be personal or work related.
- ✓ *Mentoring* – a mechanism that guides an employee to the inner network of the College which may assist him/her in career advancement. It involves a supervisor's investment on an employee with high potentials, providing an objective assessment of one's strengths and weaknesses and ensuring opportunities to address them. This mechanism allows the employee to clarify "ambiguous" expectations of the College and facilitates career growth.
- ✓ *Job Rotation* –the sequential or reciprocal movement of an employee from one office to another or from one division to another within the College as a means for developing and enhancing his/her potentials by being exposed to the various functions and services. Job rotation shall be done on a wider scale to involve as many employees, especially those who have stayed in offices for more than ten (10) years.

### **'3. Procurement Management Office**

#### **Vision**

To be the premier Procurement Management Office delivering efficient and excellent service for best satisfaction of stakeholders

#### **Mission**

To provide services that facilitate procurement process engaging the end-users in optimizing the technology, thinking strategically and managing the process for prompt and quality delivery of resources.

## Goal

- ❖ To promote good governance and to adhere to the principles of transparency, accountability, equity, efficiency and economy in the procurement process

## Objectives

- ❖ To carefully and judiciously plan the procurement of the needed resources in a year
- ❖ To create and refresh the members of the BAC, Secretariat and TWG in carrying out the jury duty
- ❖ To ensure accuracy and standards in the specifications of the needed resources
- ❖ To publish in all forms of platform the invitation to bid in order to attract a number of bidders
- ❖ To adhere the provisions set in the 2016 Revised IRR of RA 9184.

## Principle

The government procurement is governed by the principles of transparency, competitiveness, accountability and public monitoring.

## Functions

- ❖ To facilitate procurement planning every year.
- ❖ To prepare Annual Procurement Plan (APP) for BOT's approval.
- ❖ To prepare Agency Procurement Request (APR) for all items to be procured from the DBM-PS.
- ❖ To consolidate Purchase Request (PR) for items to be procured outside of the DBM-PS.
- ❖ To canvass and purchase items and supplies, if alternative mode of procurement is resorted to.
- ❖ To facilitate procurement of infrastructure, supplies, materials and equipment through competitive bidding pursuant to RA 9184 and other governing policies, rules and regulations.
- ❖ To publish in the PhilGEPS and ASSCAT website all procurement activities and opportunities.
- ❖ To submit periodic reports to COA and GPPB.

## Procurement of Supplies, Materials, Equipment

- ❖ **Procurement** as a general rule, all procurement shall be done through competitive bidding, except as provided in Rule XVI of the IRR of RA 9184, which is alternative method of procurement. Procurement as defined under RA 9184 and its IRR, refers to the acquisition of Goods, Consulting Services, and the contracting of Infrastructure Projects by the Procuring Entity.

- ❖ **Other Modes** of acquiring government property include donation, confiscation, production and construction.

### **Definition of Terms**

For purposes of understanding in the Procurement Method, the following terms are defined as provided for in RA 9184 and its 2016 Revised Implementing Rules and Regulations:

**Act** – refers to R.A. 9184, entitled “An Act Providing for the Modernization, Standardization and Regulation, of the Procurement Activities of the Government and for other Purposes,” otherwise known as the Government Procurement Reform Act.

**Approved Budget for the Contract (ABC)** – refers to the budget for the contract duly approved by the Head of Procuring Entity (HoPE) as provided in the General Appropriation Act (GAA), continuing, and automatic appropriations, the corporate budget for the contract approved by the Governing Board pursuant to R.A. 8292.

**Bid** – refers to a signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the Bidding Documents. This can be used interchangeably with “Proposal” and “Tender”.

**Bidder** – refers to a contractor, manufacturer, supplier, distributor, and/or consultant who submit a bid in response to the requirements of the Bidding Documents.

**Bidding Documents** – refer to the documents issued by the Procuring Entity as the basis for bids, furnishing all the information necessary for a prospective bidder to prepare a bid for Goods, Infrastructure Projects and/or Consulting Services required by the Procuring Entity.

**Bids and Awards Committee (BAC)** – refers to the Committee established in accordance with Rule V of R.A. 9184.

**Common-Use Supplies and Equipment (CSE)** – refers to those goods, materials and equipment that are used in the day to day operations of the Procuring Entity in the performance of their functions.

**Competitive Bidding** - refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: *advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.* "Competitive bidding" and "Public Bidding" can be used interchangeably.

**Consulting Services** – refer to the services for Infrastructure Projects, and other types of projects or activities of the Government **requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the Government to undertake** such as, but not limited to, advisory and review services, pre-investment or feasibility studies, design, construction supervision, management and related services, and other technical services or special studies.

**Goods** – refer to all items, supplies and materials, and general support services, needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for constructions, personal property of any kind,, including non-personal or contractual services such as repair and maintenance of equipment and furniture, trucking, hauling, janitorial, security, procurement of materials and supplies provided by the Procuring Entity for such services, lease of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity.

**Head of Procuring Entity (HoPE)** – in the case of ASSCAT, the HoPE refers to the Governing Board or the SUC President as its authorized official for procurement of goods, infrastructure projects or consulting services with an Approved Budget for Contract of Three Million Pesos (₱3,000,000.00) and below (BOT Resolution No. 03, series of 2016, *Delegated Authority to the SUC President*).

**Infrastructure Projects** – refer to the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigations, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification

facilities, national buildings, school buildings, hospital buildings, and other construction projects of the government.

**Philippine Government Electronic Procurement System (PhilGEPS)** – refers to the electronic System as provided for in the IRR of RA 9184.

**Procurement** – refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by procuring entity. (Sec. 5 (aa), IRR, R.A 9184.

**Procuring Entity** – refers to any branch, constitutional commission or office, agency, department, bureau or office, or instrumentality of the Government of the Philippines (GoP) procuring goods, infrastructure projects and consulting services.

## **Basic Policies**

❖ **Government Principles on Government Procurement** (Sec. 3, IRR of RA 9184). Government procurement shall be governed by these principles:

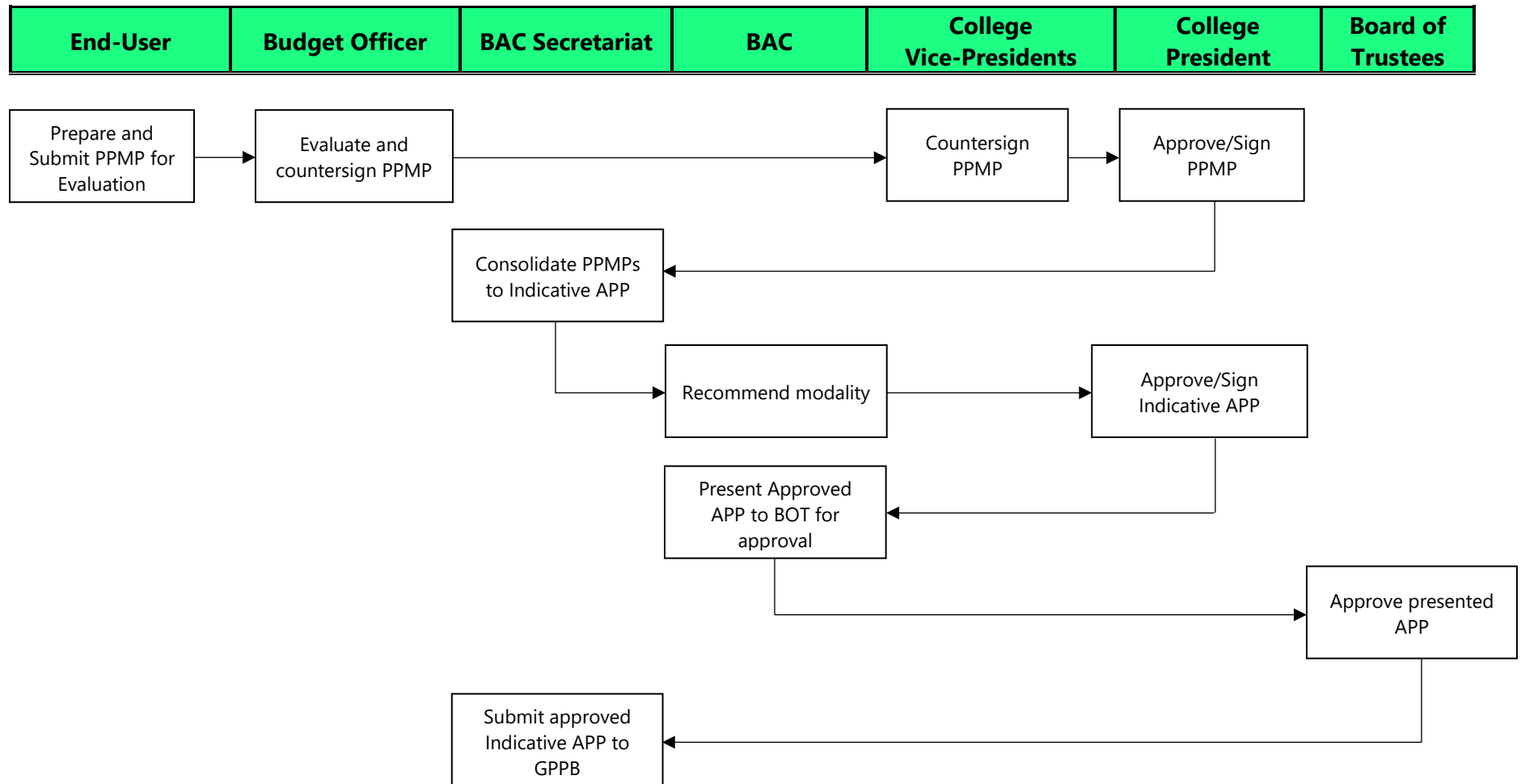
- ✓ Transparency in the procurement process through wide dissemination of bid opportunities;
- ✓ Competitiveness by extending equal opportunity
- ✓ Streamline procurement process that will uniformly apply to all government procurement
- ✓ System of accountability or responsibility over actions/decisions that directly or indirectly involved in the procurement process;
- ✓ Public monitoring of the procurement process and the implementation of awarded contracts are pursuant to of this Act.

## **Procurement Planning and the Preparation of the APP**

❖ The general policies on procurement planning are embodied in Section 7 of the Implementing Rules and Regulations of RA 9184, otherwise known as the Government Procurement Reform Act.

- ✓ All procurement shall be within the approved budget of the Procuring Entity (PE) and should be meticulously and judiciously planned by the PE.
- ✓ No procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP) including approved changes thereto.

- The APP must be consistent with the duly approved yearly budget of the PE and shall bear the approval of the HoPE (Governing Board) or second-ranking official designated (SUC President) by the HoPE to act on his behalf.
- ✓ The APP shall be formulated and revised only in accordance with the following guidelines:
  - ❖ Upon issuance of the Budget call, the PE shall prepare its indicative APP for the succeeding calendar year;
  - ❖ In the preparation of its indicative APP (Fig. 14), the end-user or implementing units of the PE shall formulate their respective Project Procurement Management Plans (PPMPs) for their different programs, activities, and projects (PAPs);
  - ❖ The PPMP is a guide document in the procurement and contract implementation process, as well as a vital reference in procurement monitoring. It is prepared by the end-user unit during the budget preparation to support the cost estimates in the budget proposal. The End-User or Implementing unit shall be responsible for the preparation of all documents necessary for the procurement activity, including but shall not be limited to, the technical specifications, scope of work, or terms of reference.
  - ❖ The PPMP shall be reviewed and certified by the Budget Office if it is within the budget. This will be consolidated by the Bids and Awards Committee (BAC) Secretariat and recommendation by the BAC on its procurement modality. The consolidated PPMPs become the APP of the Procuring Entity subject for approval of the Head of the Procuring Entity (HoPE), in the case of ASSCAT, the Board of Trustees (BOT). The approved APP will be submitted to the Government Procurement Policy Board (GPPB) and posting in the agency Website.



**Figure 18. Flow of Procedures for Preparation of Indicative Annual Procurement Plan (APP)**

## Procurement Structures

- ❖ **Head of the Procuring Entity (HoPE)** – The HoPE shall be the Governing Board ASSCAT. The Governing Board may delegate its authority through the issuance of Board Resolution to the SUC President as HoPE within the approved threshold in the procurement of goods, infrastructure project, and consulting services with the following functions:
  - ✓ Establishes the Bids and Awards Committee (BAC) and appoints its members;
  - ✓ Approves the Annual Procurement Plan (APP);
  - ✓ Approves/Disapproves the Contract Award; and
  - ✓ Resolves Protests
- ❖ **Bids and Awards Committee (BAC)** – As a general rule, the HOPE must create a single BAC. However, separate BACs may be created under any of the following circumstances:
  - ✓ The items to be procured are complex or specialized;
  - ✓ Is the single BAC cannot reasonably manage the procurement transactions as shown by delays beyond the allowable limits; or
  - ✓ If the creation is required according to the nature of the procurement.

### Functions of the BAC, (Sec. 12.1, 2016 IRR of RA 9184):

- ❖ Recommends procurement methods;
- ❖ Creates a Technical Working Group (TWG);
- ❖ Conducts the bidding activities;
- ❖ Resolves requests for reconsiderations;
- ❖ Recommends imposition of sanctions;
- ❖ Invites Observers during all stages of the procurement process;
- ❖ Conducts due diligence review or verifications of the qualifications of observers;
- ❖ Prepares Procurement Monitoring Report;
- ❖ Advertise and/or post the Invitation to Bid;
- ❖ Conduct pre-procurement and pre-bid conference;
- ❖ Determine the eligibility of prospective bidders;
- ❖ Receives and opens bids;
- ❖ Conduct the evaluation of bids;
- ❖ Undertake post-qualification proceedings;
- ❖ Recommend award of contracts to the HoPE or his duly authorized representative;

- ❖ Recommend to the HoPE the use of Alternative Methods of Procurement;
- ❖ Conduct any of the Alternative Methods of Procurement;
- ❖ Conduct periodic assessment of the procurement processes and procedures; and
- ❖ Performs such other related functions as may be necessary.

**The BAC Secretariat/Procurement Unit** (Sec. 14) – ASSCAT shall have an organic procurement unit for the BAC Secretariat with the following functions:

- ❖ Provides administrative support to the BAC and TWG;
- ❖ Organize BAC and TWG meetings and conferences;
- ❖ Take custody of procurement documents and other records;
- ❖ Manage the sale and distribution of bidding documents;
- ❖ Advertise/post bidding opportunities, including Bidding Documents, and Notices of Awards;
- ❖ Assist in managing the procurement process;
- ❖ Monitor procurement activities and milestones;
- ❖ Consolidate PPMPs;
- ❖ Act as central channel of communications;
- ❖ Prepares minutes of meetings and resolutions of the BAC

### **Bidding Procedures for the Procurement of Goods, Infrastructures and Services**

- ❖ General mode of procurement is done through competitive bidding (Sec. 10, RA 9184).
- ❖ Competitive bidding is a method/process of procurement (Fig.3) which is open to participation by any interested party and which consists of the following processes: pre-procurement conference, advertisement, pre-bid conference, eligibility screening of prospective bidders, receipts and opening of bids, evaluation of bids, post-qualification, and award of contract. (*Section 5(h), IRR of RA9184*)

✓ The **Pre-Procurement Conference** and its conditions

- The pre-procurement conference is conducted to determine the readiness of the procurement.
- Conducted prior to advertisement/posting of the Invitation to Bid.
- Mandatory for projects with ABC above Php2M for goods, or Php5M for infrastructure projects.
- Attended by the BAC, BAC Secretariat, TWG, Consultants, End-Users/Other Officials.

✓ **Advertisements/Posting of the Invitation to Bid**

- The advertisement/posting of the invitation to bid signals the start of the bidding process.
- It is done at least once in one (1) newspaper of general nationwide circulation.
- Not required for projects with ABC of 10M and below for Goods or 15M and below for Infrastructure Projects. (*Sec. 21.2.1(c), 2016 IRR of RA 9184*).
- Posted continuously for 7 calendar days (c.d) in the PhilGEPS, website of the PE, if any; and at any conspicuous place in the premises of the PE.

✓ **Pre-bid Conference**

- It is a forum where the PE's representative and the bidders discuss the different aspects of the projects, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the prospective bidders before and during the Pre-bid Conference. (*Sec. 22.3, IRR of RA 9184*)
- Open to prospective bidders but attendance is not mandatory (*Sec. 22.3, 2016 IRR of RA 9184*)
- Mandatory for ABC of Php1M or more, discretionary with an ABC less than Php1M.
- Held at least 12 c.d. before deadline for bid submission but not earlier than seven (7) c.d. from the PhilGEPS posting of the Invitation to Bid for Bidding Documents.

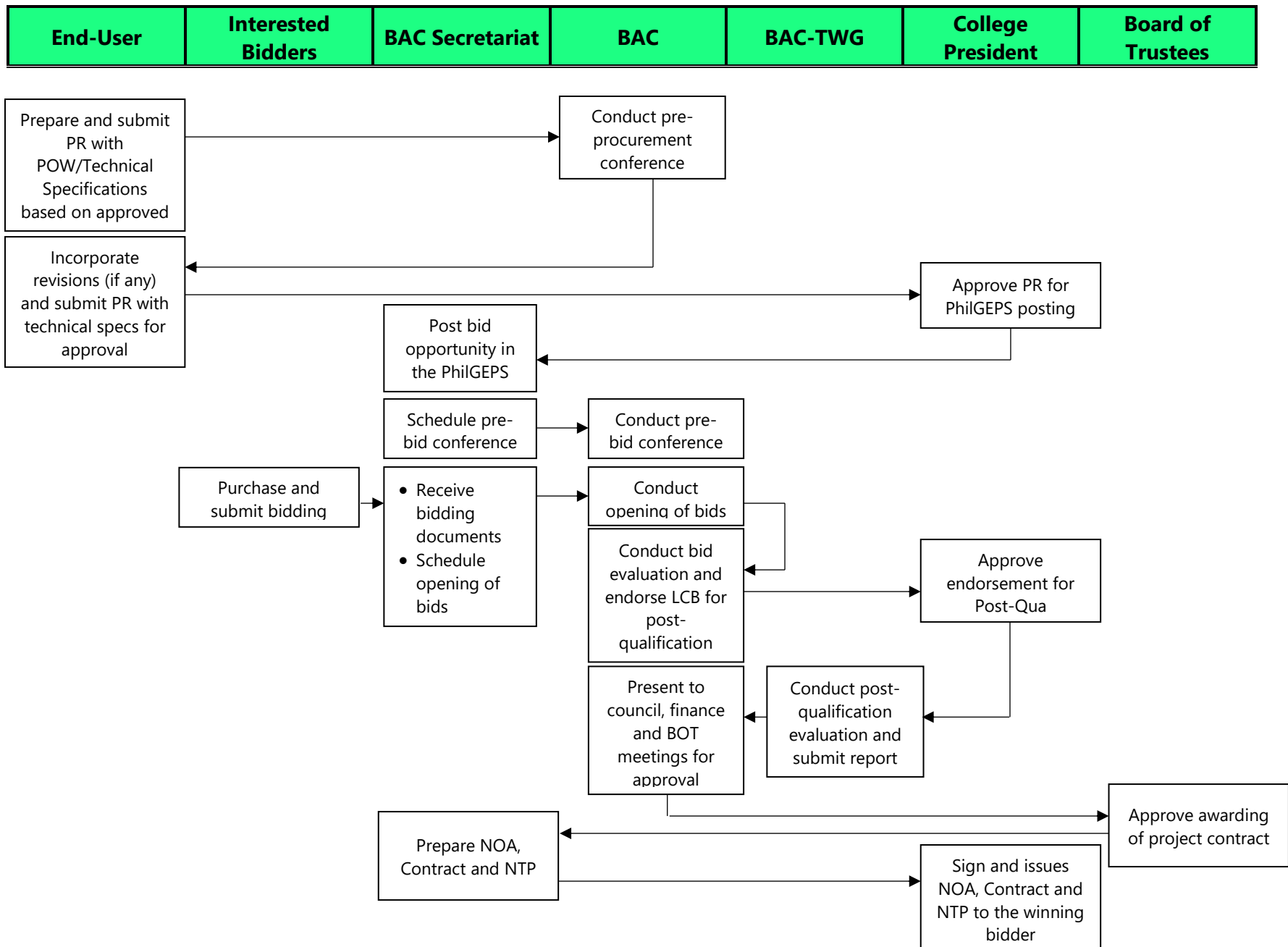
✓ **Submission and Receipts of Bids**

- Bids are submitted simultaneously in 2 separate envelopes. The **1<sup>st</sup> Envelope** contains the technical bid component, including the eligibility documents and the **2<sup>nd</sup> Envelope** shall contain the financial bid component.
- Submitted to the BAC on the date, time, and place specified in the Invitation to Bid. Bids submitted after the deadline shall not be accepted.

- Date of submission shall not be later than the following period from the last day of posting the Invitation to bid, (*Sec. 25.5, 2016 IRR of RA 9184*)

✓ **Opening of the Technical Proposal Including eligibility requirements**

- Submission of PhilGEPS Certificate of Registration and Membership in lieu of the Class "A" eligibility documents under *Sec. 23.1. (a) and 24.1 (a)*.
- All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under *Sec. 23.1(a) and 24.1(a)*: (a) Registration Certificate, (b) Mayor's/Business Permits or its Equivalent Document; (c) Tax Clearance; (d) Philippine Contractor's Accreditation Board (PCAB) License and registration (*for Infra*); and (e) Audited Financial Statements
- Technical components include: (a) Statement of all on-going contracts; and (b) statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid.



**Figure 19. Flow of Procedures for Procurement Process for Competitive Bidding**

## ❖ **ALTERNATIVE MODES OF PROCUREMENT**

- ✓ **Limited Source Bidding** – Otherwise known as “selective bidding”, is a method of procurement of goods and consulting services that involves direct invitation to bid by the procuring entity from the list of pre-selected suppliers or consultants with known experience and proven capability on the requirements of the particular contract. This alternative mode of procurement may be employed under any of the following conditions: Procurement of highly specialized types of goods and consulting services whereby only a few suppliers or consultant are known to be available; or Procurement of major plant components.
- ✓ **Direct Contracting** – is also known as “single source procurement”. Is a method of procurement of goods that does not require elaborate bidding documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sales. Direct contracting may be resorted to under any of the following conditions: Procurement of goods of proprietary nature which can be obtained only from the proprietary source; When the procurement of critical plant components from a specific supplier; Those sold by an exclusive dealer or manufacturer.
- ✓ **Repeat Order** – repeat order, when provided for in the APP, is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive bidding. Repeat order may be resorted to under any of the following conditions: Unit prices of the repeat order must be the same as or lower than those in the original contract; will not result to splitting of contracts, requisitions, or purchase orders; shall be availed of only within six (6) months from the contract effectivity date stated in the NTP arising from the original contract; and shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract.
- ✓ **Shopping** – is a method of procurement of goods whereby the PE simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. Shopping may be employed in any of the following cases: a) when there is an unforeseen contingency requiring immediate purchase: Provided however that the amount shall not exceed the thresholds prescribed. b) Procurement of ordinary or regular office supplies and equipment not available in the procurement service involving an amount not exceeding the thresholds prescribed.

- ✓ **Negotiated Procurement** – After conduct of mandatory review, the BAC shall revise and agree on the minimum technical specifications, and if necessary, adjust the ABC. However, the ABC cannot be increased by more than twenty percent (20%) of the ABC for the last failed bidding. - The BAC shall invite and engage in negotiations with a sufficient number of suppliers, contractors, or consultants to ensure effective competition.
- **Two – Failed Biddings** - is a method of procurement of goods, infrastructures, and consulting services, whereby the PE directly negotiates a contract with a technically, legally, and financially capable supplier, contractor or consultant in any of the following cases. Any requirements, guidelines, documents, clarifications, and other information shall be communicated by the PE to suppliers on an equal basis.
  - Following the completion of the negotiations, the PE shall request all suppliers, etc. to submit, on a specified date, a best and final offer with respect to all aspects of their proposals.
  - The procuring entity shall select the successful offer on the basis of such best and final offers.
  - In all stages of the negotiations, observers shall be invited.
- **Emergency Cases** - In case of imminent danger to life or property during a state of calamity, or when time is of the essence of arising from natural or man – made calamities or other causes where immediate action is necessary to prevent damage to or loss of life or property, or to restore vital public service and public utilities.
- **Agency-to-Agency** - Procurement of infrastructure projects, consulting services, and goods from another agency of the GOP, such as the DBM-PS, which is tasked with a centralized procurement of Common-Use supplies for the GOP.
- **Highly Technical Consultants** - Individual consultants hired to do work that is (i) highly technical (ii) primarily confidential where trust and confidence are the primary consideration for the hiring of consultant.
- **Small Value Procurement** - Where the procurement does not fall under shopping and the amount does not exceed the thresholds prescribed.

## **'4. Property and Supply Management**

### **Vision**

To create a well-equipped learning and working environment.

### **Mission**

To judiciously and properly manage the supplies and property of the College in support to attainment of goals and targets.

### **Goal**

- ❖ To manage, utilize and safeguard against loss or wastage the government resources.
- ❖ To provide sufficient resources to various units of the College.
- ❖ To implement the systems, procedures, operational policies, laws and rules in the efficient and effective acquisition, utilization and disposition of property, supplies, materials, and equipment.

### **Objectives**

- ❖ To acquire resources such as supplies, materials, equipment and services required by all departments/sections/units of the College within prescribed timelines.
- ❖ To administer ASSCAT properties such as supplies, materials and equipment from receipt to disposition.
- ❖ To ensure the timely, accurate and complete issuance of materials to various departments/sections/units; and
- ❖ To maintain records on the transactions relative to supplies and materials.
- ❖ To provide information to management, COA and other units through submission of periodic reports.

### **Principle**

The Property and Supply Office works within the framework of economy, efficiency and effectiveness in the management of supplies and property of the College.

## **Functions**

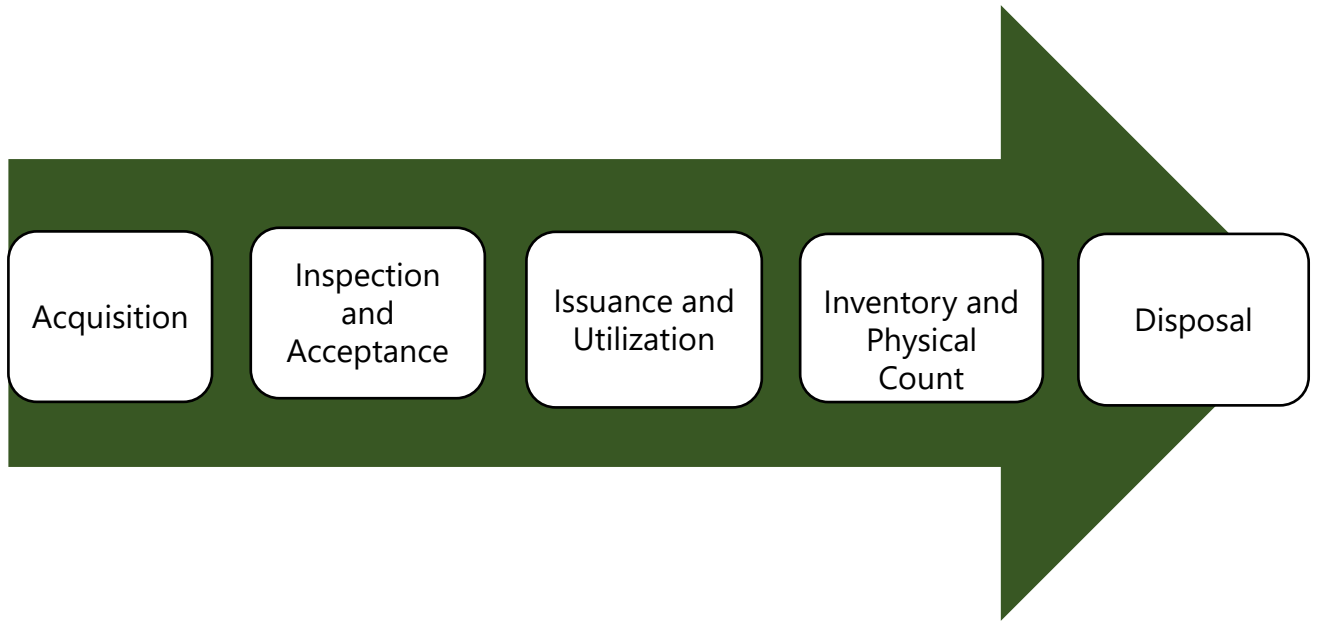
- ❖ To accept deliveries of supplies, materials, and equipment based on the approved PPMP/APP, Purchase Order (P.O)/Contract of Agreement;
- ❖ To conduct inspection of the delivered supplies, materials and other properties.
- ❖ To issue and distribute delivered supplies, materials, and equipment to requisitioning units/offices.
- ❖ To maintain records through accomplishing the Requisition and Issuance Slip (RIS), Inventory Custodian Slip (ICS), Property Accountability Report (PAR), Stock Cards and Property Card;
- ❖ To prepare required reports such as Report of Supplies and Materials Issued (RSMI), Report on Physical Count of Inventory (RPCI), Report on Physical Count of Property, Plant and Equipment, and Inventory and Inspection Report of Unserviceable Properties (IIRUP).
- ❖ To conduct annual physical count of all PPE in order to determine the condition of the properties;

To issue clearance from property accountability of all officials and employees.

## **Basic Policy**

It is a state policy that, "all resources of the government shall be managed, expended or utilized in accordance with law and regulation and safeguarded against loss or wastage through illegal or improper disposition, with view to ensuring economy, efficiency and effectiveness in the operation of the government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned." 9Sec. 2, PD 1445).

- ❖ The property and supply management comprised the stages of: (a) acquisition; (b) inspection and acceptance; (c) issuance and utilization; (d) inventory and physical count; and (e) disposal.



**Figure 20. Flow of Procedures for Conceptual Framework of the Property and Supply Management**

## 1. Acquisition

❖ The request for acquiring supplies and materials shall refer to the submission of written requests for supplies, materials and the like by the end-user hence, each Procuring Entity shall judiciously prepare, maintain and update an APP for all its procurement that shall include, for each individual project, a Project Procurement Management Plan (PPMP). The PPMP shall include information of description of items, unit cost, modes of procurement and schedule of activities. The APP shall be approved by the Head of the Procuring Entity which is the Governing Board through the College President.

### a. Mode of Acquisition

a. **Procurement** - as a general rule, all procurement shall be done through competitive bidding, except as provided in Rule XVI of the 2016 Revised IRR of RA 9184, which is alternative method of procurement. Procurement as defined under RA 9184 and its IRR, refers to the acquisition of goods, consulting services, and the contracting of infrastructure projects by the Procuring Entity.

b. **Other Modes** – Other modes of acquiring government property include donation, confiscation, production and construction.

## 1.2 Custodianship, Accounting, Warehousing and Storage

Property custodianship refers to the guardianship of government property by the person accountable. This includes accountability, responsibility, and liability of accountable or responsible officers arising from loss, misuse, damage or deterioration of government property due to fault or negligence in the safekeeping.

Every officer of the government whose duties permits or requires the possession or custody of funds and property, is accountable and responsible for the safekeeping thereof. He/she is liable for all losses resulting to unlawful, improper deposit, use or application thereof and attributable to negligence in the keeping of the same. Other officer though not accountable may likewise be similarly held accountable and responsible through their participation in the use or application thereof. On the other hand, the head of the agency is immediately and primarily responsible for funds and property pertaining to his agency.

**Accountability** is defined as “a person’s obligation to carry out responsibilities and be answerable for decisions and activities.”

**Accountable Officer** are those answerable or one whose duties permit or require possession or custody of funds and property such as the cashier, collecting/disbursing officer, treasure, property or supply officer and other persons though not accountable by virtue of their participation on a particular transaction. Accountable Officer is any officer or employee of the government who by reason of his office or duties is required or is permitted to have custody of public funds or property.

**Responsibility** is the acceptance of assigned authority and the obligation prudently to exercise assigned or imputed authority attaching to the assigned or imputed role of an individual or group participating in organizational activities or decisions.

There are persons who are primary and secondary responsibility for the government properties:

- ✓ Primary Responsibility – lodged in the Agency Head (PD 1445, Sec. 104)
- ✓ Secondary Responsibility – lodged in the officers entrusted with the actual possession or custody of property

**Liability** refers to the obligation that arises as a consequence of an illegal or improper act or the non-performance of what one is mandated to do. Such obligation generally comes in the nature of penalty but it could be in the forms of a fine, administrative punishment, imprisonment, or combination of these.

- ✓ The Accountable Officer is generally liable for the improper or unauthorized use or misapplication of property, by himself or any person for whose acts he may be responsible, and for the loss, damage, or deterioration thereof thru negligence, whether or not it be in his actual custody at the time. The Accountable Officer is secondarily liable and a superior is primarily liable for an illegal act done by the former under the direction of the latter. The measure of liability is the fair market value of the equipment net of depreciation.

### **1.3 Bonding of Accountable Officers**

- ❖ Pursuant to Sec. 182, GAAM Volume 1, the following are the guidelines for the bonding of accountable officer:
  - ✓ Immediately after appointment/ designation of the accountable official to a bonded position he/she shall notify the Bureau of Treasury, fiscal examiner by accomplishing general form No. 57(A) which requires for applications, increase, decrease, reduce, cancel or transfer of a bond shall be duly signed by the head of agency.

- ✓ Each accountable officer with a total cash accountability of Php2,000.00 or more shall be bonded with the Bureau of the Treasury Fidelity Bond Division and those whose accountable is less than Php2,000.00 shall be insured in the fidelity bond only when the COA or its authorized representative shall in his discretion so direct. The amount of the bond shall depend on the total accountability (cash and cash items) of the officer as fixed by the Head of the Agency. In no case shall cash advances be granted in amounts less than Php2,000.00 each just to circumvent this requirement.

#### **1.4 Transfer of Accountability**

- ❖ The transfer of accountability for government property may occur under the following situations:
  - ✓ Unserviceable/unneeded property is transferred from one government agency to another.
  - ✓ Property is transferred from one accountable officer to another or from an outgoing officer to his/her successor.

#### **1.5 Insurance of Government Property**

- ❖ The Agency Head has the responsibility to ensure government property under the Property Insurance Fund administered by the GSIS. Properties covered are all insurable assets, contracts, rights of action and other insurable risks to protect the government against property losses.
- ❖ Procedure in Insuring the Government Property:
  - ✓ Agency Head prepares a Property Inventory of his office every end of the fiscal year, using the form prescribed by the GSIS
  - ✓ The inventory is submitted to the COA Auditor concerned for verification
  - ✓ Agency Head submits to the COA Auditor concerned for verification
  - ✓ Agency Head submits the verified inventory to the GSIS not later than October 31 of the ensuing year.

## 1.6 Loss of Government Property

- ❖ Loss of property may be credited when the loss: (a) occurs while the property is in transit, or (b) is caused by fire theft or another casualty, or force majeure.
- ❖ Procedure/Requirements for Relief from Accountability
  - ✓ Immediately notify the auditor of the occurrence of the loss; and
  - ✓ Within thirty (30) days apply for relief, supported by the following documents:
    - Affidavit executed by the accountable officer stating the following facts:
      - Property lost and its valuation
      - Actual date in which the absence was first noted
      - Manner of disappearance
      - Efforts put forth to recover the same;
      - Provision made to safeguard the property; and
      - Date when the loss was reported to the auditor and the police authorities
    - Joint Affidavit of two (2) disinterested persons cognizant of the facts and circumstances about the loss. In case it is not possible to obtain the statement of two disinterested persons and only one is available, or none at all, such fact should be set forth in the affidavit of the person requesting relief, giving the reasons therefore;
    - Final Police report showing the steps taken by the police authorities to recover the property lost and to apprehend the suspect(s) and the present status of the case;
    - Comments and/ or recommendation of the auditor as a result of the investigation and evaluation of the causes of the loss and the evidences submitted, which shall be listed in his endorsement, taking into consideration, the degree of diligence exercised by the accountable officer in the safe-keeping of government

property under his custody so that negligence on the part of the accountable officer is not an attributable factor to the causes of loss;

For negligence to exist there must be an omission to do something which reasonable man, guided by consideration, which ordinarily regulated the conduct of human affairs, would do;

- Certification from Police/Fire Chief/Provincial Governor/Mayor or other competent authority as to the destruction brought by natural calamity can/or insurgency;
- Inspection Report on the extent of damage on insured property;
- Evidence of the immediate issuance of the notice of loss of accountable forms as required under COA Circular No. 84-233 dated August 24, 1984
- Report on Cash Examination conducted immediately after the loss (for cash losses);
- Copy of Property Acknowledgement Receipt (PAR) for property lost;
- Certificate by the veterinarian as to the cause of death with a description of the animal, if the property is a government animal under the care of a veterinarian.

#### **1.6.1 Granting or Denying the Request for Relief**

Whenever warranted and on the basis of the evidence presented, request for relief may be denied/granted.

#### **1.6.2 Power to Grant Relief from Accountability**

When loss of government funds or property occurs while they are in transit or the loss is caused by fire, theft, or other casualty or **force majeure**, the officer accountable therefor or having custody thereof shall immediately notify the Commission, the auditor concerned and within thirty (30) days or such longer period as the Commission or auditor may in the particular case allow, shall present his application for relief, with the available supporting evidence. Whenever warranted by the evidence, credit for the loss shall be allowed. Any officer who fails to comply with the requirement shall not be relieved of liability or allowed credit for any loss in the settlement of his accounts. (Sec. 73, PD 1445)

## 1.7 Storage/Warehousing /Inventory Taking

### 1.7.1 Storage

Storage refers to the scientific and economical receipt, warehousing and issue of materials for their best safekeeping and rapid availability. To be economical, savings in space, labor and equipment have to be effected; damages, accidents and wasteful use should be minimized. Best safekeeping means protecting the materials against theft, fire and deterioration but easily accessible when needed.

### 1.7.2 Warehousing

The procedures in warehousing are as follows:

- ✓ Receipt of materials and equipment and other property  
Supplies, materials and equipment delivered by the supplier must be accompanied by a Delivery Receipt (DR) and/or Sales Invoice (SI), which are per-inspected by the property/supply officer before the items delivered are accepted.
- ✓ Arrangement of materials  
The warehouse/ storekeeper arranges the materials inside the warehouse/stockroom in accordance with the storage plan using the right materials handling equipment.
- ✓ Recording of receipts/deliveries  
The warehouseman/storekeeper posts the information taken from the Inspection and Acceptance Report (IAR) (*Appendix 9-3*) in the bin card. This information should reconcile with either the SAI, PR, PO, DR and the stock/property card maintained by the stock/property clerk with the stocks and the bin card. The receipts, issues and balances on hand must be properly posted and kept updated.
- ✓ Reconciliation of entries of bin cards with stock/property cards and with physical count of stocks on hand.  
All should be current and properly updated.
- ✓ Care of materials  
It is the responsibility of the warehouseman to see to it that materials are maintained in such condition most for use.  
"Due care" is the amount of care and attention which an official or employee would reasonably give to his private property, considering all the attending circumstances.

## **'2. Inspection and Acceptance**

- ❖ Inspection and acceptance are performed by the designated Inspection Committee and the Supply Office as qualified personnel for internal control purposes, and shall be conducted in all cases to determine conformity of delivered items with specifications indicated in the Purchase Order/Contract of Agreement.
- ❖ All inspection and acceptance of supplies, materials/property shall be conducted in the most economical, expeditious manner consistent with the best interest of the government and shall conform with the provision of the applicable regulations and standards, sampling procedures, quality control procedures, policies relating to interchange of services and uniform method of interpreting specifications.
- ❖ It shall be done within 24 hours after receipt of the deliveries where Commission on Audit shall be properly notified in writing. It shall be conducted in all cases prior to acceptance and it should be under the supervision of the government qualified personnel.
- ❖ The documentary requirements are as follows:
  - ✓ Approved Purchase Order/Contract
  - ✓ Supplier's Invoice, Charge Invoice, Delivery Receipt, Billing Document/Official Receipt
  - ✓ Certificate of Acceptance
  - ✓ Performance/Quality Test Result (if applicable)
  - ✓ Detailed cost breakdown (detailed list of supplies and prices.
  - ✓ Brochures/Manuals/Supplies Catalogue
  - ✓ All other documents specified in the contract/PO necessary to determine conformance with specifications.

## **'3. Issuance and Utilization**

- ❖ The issuance of equipment and semi-expendable supplies shall be covered by Property Acknowledgement Report (PAR) and of Inventory Custodian Slip (ICS), respectively.
- ❖ The utilization is the process of promoting greater services and economy in the use of supplies, materials and equipment of the government through efficient and honest procurement, systematic and coordinated transfer of control and recording, proper care, maintenance and repair and appropriate and timely disposal.

**b. Care of Equipment**

Due care (amount of care and attention) shall be exercised in the use of equipment to avoid rapid deterioration. The college must have a motor pool department to ensure that the safety and maintenance of equipment. A preventive measure/program shall be administered by the Supply Officer to the end-user and an ocular inspection every month/quarter. The government equipment can only be used for public purposes. Any personal use that tends to undue destruction or loss of the equipment shall be accounted to person who have the custody of the equipment. Repair of equipment shall not exceed 30% of the equipment cost.

**c. Return of Equipment**

When an equipment issued to an officer is no longer needed by him, or already unserviceable, it should be returned to the property officer/clerk. The property clerk will cancel the corresponding PAR to the end-user.

**d. Repair of damage equipment**

Government equipment which becomes unserviceable will be restored to its normal state of efficiency by making repairs.

**Pre-repair**

- ✓ Check property to ascertain government ownership of the equipment or vehicle.
- ✓ Determine nature of repair, whether economical or not (COA Cir. 85-55A).
- ✓ Determine reasons for breakdown, whether due to fair wear and tear.
- ✓ Determine if vehicle/property is covered by warranty.
- ✓ Determine the scope of work to be done and parts to be replaced.

**Post-repair**

- ✓ Determine damage parts as pre-inspected or dated in the order have been replaced by brand new ones if scope of work have been performed.
- ✓ If requires replacement of parts, get the waste material and verify whether those were the parts taken and prepare the Waste Material Report.

#### **4. Inventory Taking and Physical Count**

- ❖ Inventory Taking is an indispensable procedure for checking the integrity of property custodianship. The physical stock – taking of equipment and supplies serves as a basis for preparing accounting reports. At the end of each quarter the Accounting and the Supply/ Property Unit should reconcile their records. The physical count of all the property, plant and equipment of the respective offices shall be conducted at least once a year.
- ❖ The Inventory Committee together with the COA representative as witness shall conduct the physical inventory taking.
- ❖ After the physical inventory taking, a reconciliation of the property records with the accounting records shall be done.
- ❖ The stock card, property card and livestock card shall be prepared and updated by the Supply Office.
- ❖ The Inventory Committee shall prepare the Report on Physical Count of Inventory (for inventories) on semi-annual basis and Report on Physical Count of PPE (for PPE) on annual basis, which shall be submitted to COA every January 31 of the year.

#### **5. Disposal**

- ❖ Disposal is the end of the life cycle of a government property. To save on cost of maintaining property, those that are unserviceable, no longer needed, obsolete, forfeited/seized, and valueless need to be disposed. Pursuant to EO No. 888, Sec 1 and COA Cir. No. 89-296, the full and sole authority and responsibility for the divestment or disposal of properties and other assets owned by government shall be lodged in the heads of the departments or agencies of the concerned entities.

##### **.1 Modes of Disposal**

- ✓ **Condemnation** through impounding, burning, breaking, shredding, throwing. Destruction shall be made in the presence of the Disposal Committee.
- ✓ **Transfer of Property** maybe done with or without cost upon initiative of owning agency or submission of request to owning agency.
- ✓ **Barter** is the transfer of property to another government agency in exchange for another property. The value of the property transferred may or may not be equivalent to that being received.
- ✓ **Donation** maybe to charitable, scientific, educational, or cultural institutions.
- ✓ **Sale of Unserviceable Property** maybe done through: (a) public bidding; (b) negotiated sale.

The following are subject to disposal:

- ✓ Unserviceable property
- ✓ Confiscated/seized property
- ✓ Property under distraint/levy/garnishment
- ✓ Unclaimed Motor Vehicles
- ✓ Real Property
- ✓ Valueless Records/documents

## **.2 Guidelines in Disposal**

- ✓ Once supplies/property becomes unserviceable from any cause or are no longer needed, the officer immediately accountable therefore shall return the same to the Property Officer/equivalent position concerned.
- ✓ The Property Officer/equivalent position shall file an application for disposal with appropriate documents to the COA Auditor.
- ✓ The COA Auditor shall inspect the items and determine whether the items are with or without value and forwards his/her recommendation to the Head of the Agency.
- ✓ The Head of the Agency shall forward the documents to the Disposal Committee.
- ✓ The Disposal Committee shall recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government.
- ✓ If found to be valuable the unserviceable property may be sold at public auction to the highest bidder under the supervision of the proper Committee on Award or similar body.
- ✓ The awardee shall pay, claim and withdraw the property upon the determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in the form of cash, cashier's/manager's check of a reputable bank within the area where the bidding was held. Full payment shall be made within 5 working days from the date of the notice of award.

In addition to the purchase price, any taxes, custom duties or charges in connection with the sale shall be borne by the awardee.

- Claims shall be made only by the awardee, after the bid price is fully paid as evidenced by an official receipt. The Disposal Committee shall affect it in the presence of the reporting accountable officer or his duly authorized representative and witnesses.

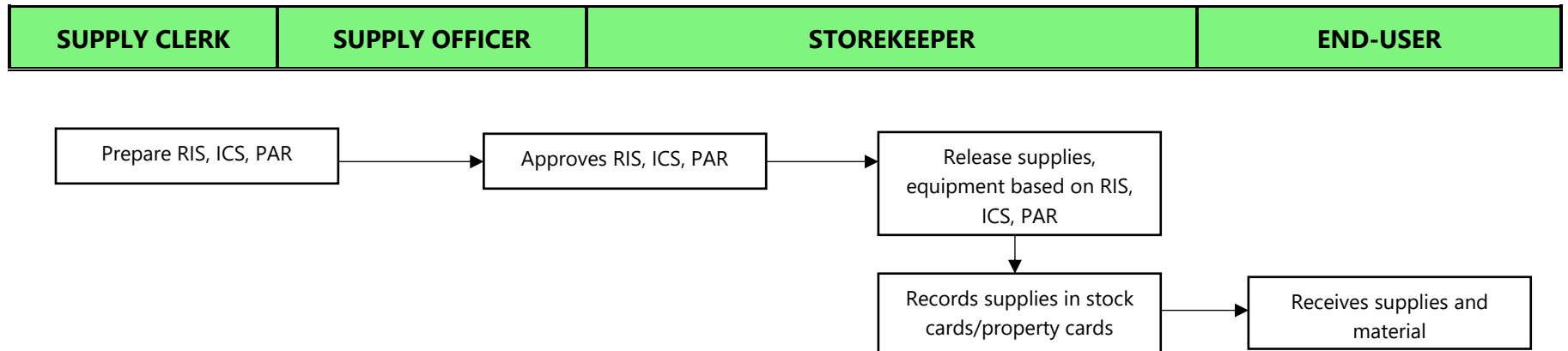
- The property officer of the owning agency shall accomplish a tally-out sheet as evidence of actual delivery. Authorized agency official and the buyer acknowledging receipt of the items shall sign the tally-out sheet.
  - Claims shall be made only during official government working hours.
  - Claims shall be made within the period fixed by the Disposal Committee but not more than 30 days after awarding. Failure on the part of the awardee to claim the property within the stipulated period shall have the effect of cancellation of the award/contract. The awardee shall then be charged storage fees and other incidental fees/costs or damages, i.e., costs incurred in the conduct of another public bidding or negotiation. If the property remains unclaimed over a prolonged period of time, ownership of the contracted/awarded property shall automatically revert to the government. The government shall then have the right to dispose of the property thru whatever manner the Disposal Committee deems most advantageous to the government.
- ✓ Upon disposal of property, the pertinent portions of the Inventory & Inspection Report, Report of Waste Materials or Invoice-Receipt for Property, whichever is applicable, shall be accomplished. These reports shall be the basis for dropping the property from the books of accounts and for taking up the proceeds from the sale of the property.

### **5.3 Inspection and Appraisal of Property for Disposal**

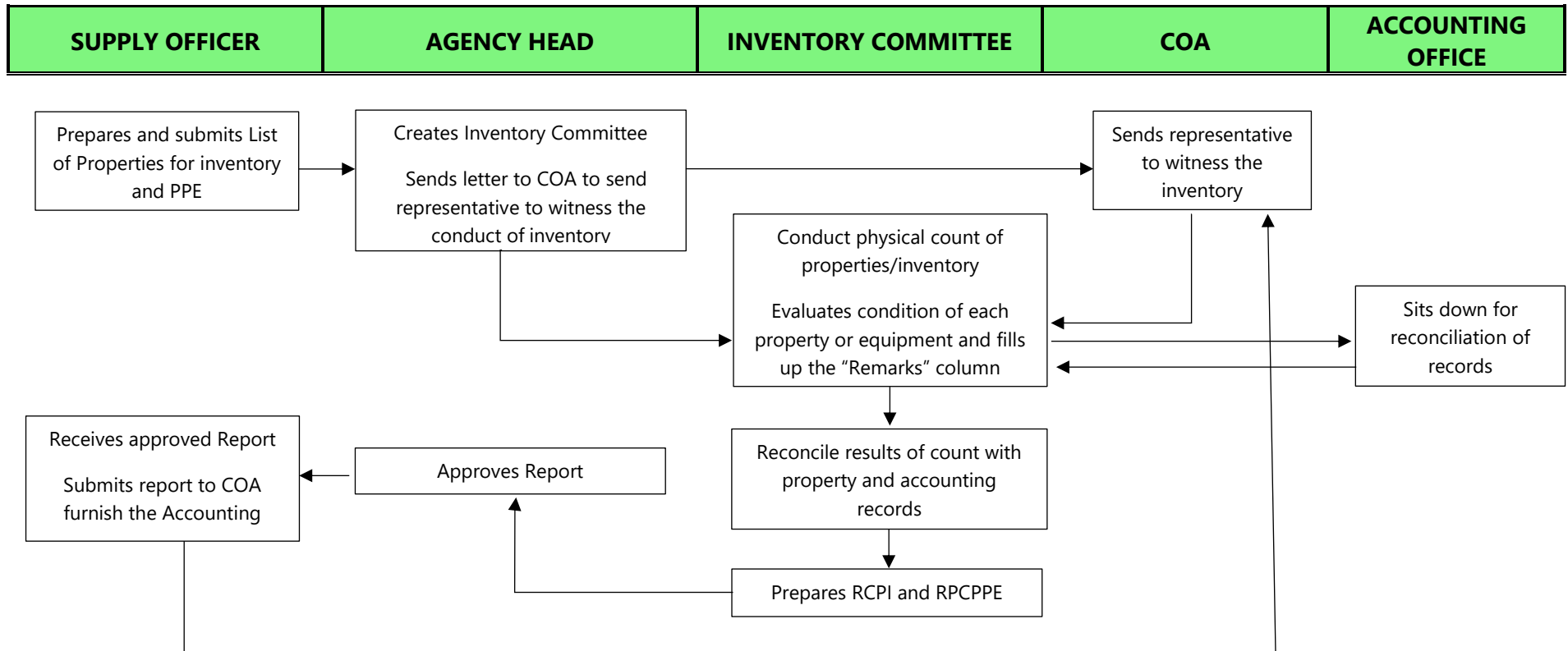
- ❖ Inspection is conducted to observe the physical condition of the property to be disposed. An ocular inspection is usually done to have a first-hand observation of the conditions of the property.

#### 5.4 General Procedures in Appraisal

- ❖ The objective in computing the appraised value of the property is to set the government's minimum selling price so that the government shall receive fair compensation for the items sold. The Disposal Committee members, including the owning agency, shall each prepare its appraisal report.
  - ✓ Conducting an ocular inspection of the property to be appraised to assess its physical condition
  - ✓ Seek reference price information such as acquisition cost or current market price of similar property or replacement cost for a similar new property.
  - ✓ Compute the appraised value following the revised formula on appraisal of government properties except real estate, antique property and works of art contained in Section 8.0 hereof, which takes into account the property's actual physical condition, the relevant reference price information, expected useful life of the property and the changes in the value of the property caused by depreciation, and those caused by changes in the value of the exchange currency, the peso, and also appreciation in the value of the property occasioned by the reconditioning, major repair or upgrade of property as well as favorable changes in the exchange value of the Philippine peso.

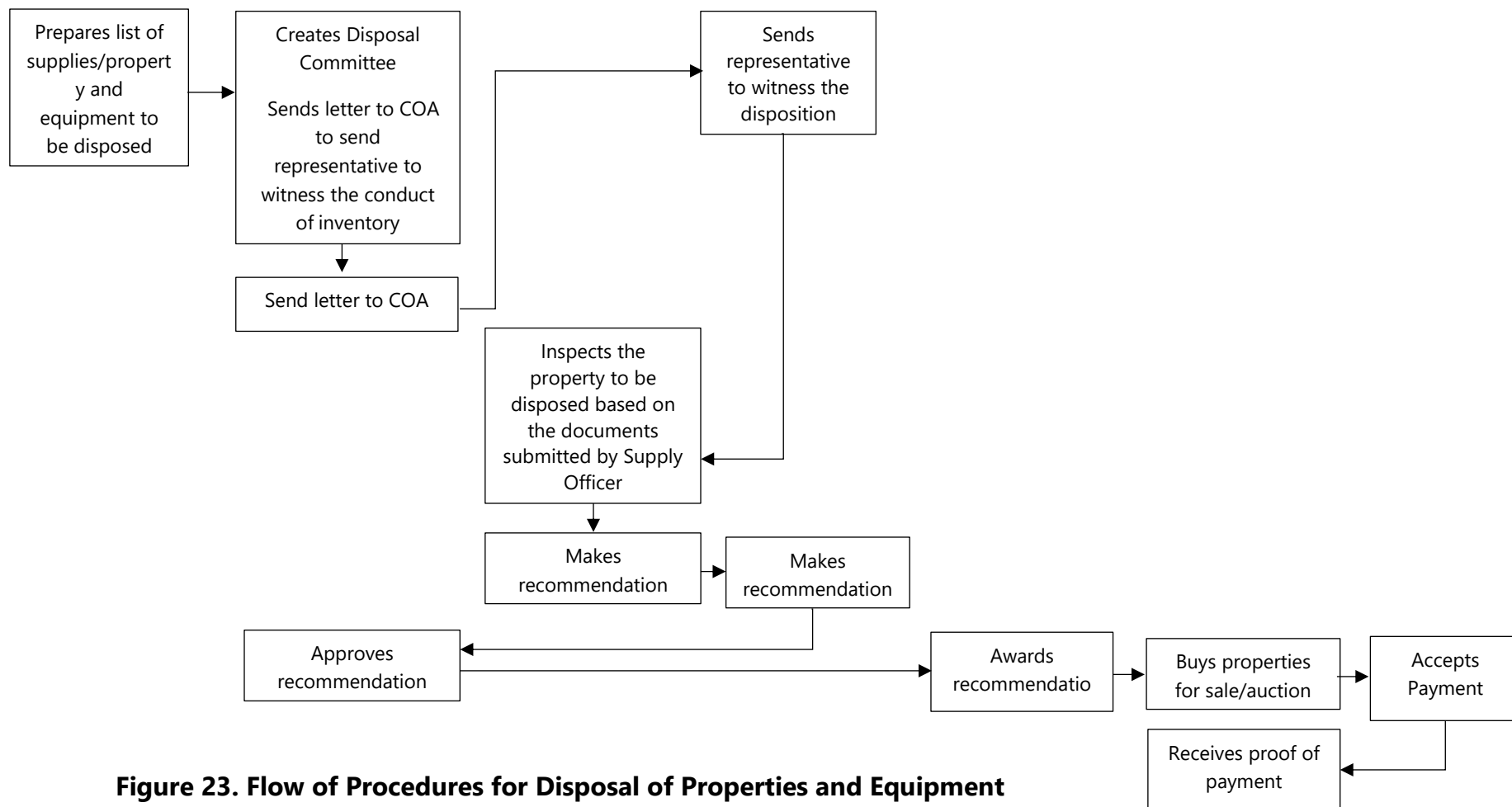


**Figure 21. Flow of Procedures for Issuance of Supplies, Materials and Equipment**



**Figure 22. Flow of Procedures for Inventory Taking and Physical Count of Inventories and PPE Equipment**

SUPPLY OFFICER	AGENCY HEAD	DISPOSAL COMMITTEE	COA	BAC	BIDDERS	CASHIER
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**Figure 23. Flow of Procedures for Disposal of Properties and Equipment**

Reference: COA Training Handbook on Property and Supply Management System (2003).

## **'5. Security Services Office**

### **Vision**

The Security Services Office envisions to be the professional security leader by creating a safe and secure environment while valuing every stakeholder and possessions of the College.

### **Mission**

The Security Services Office shall deliver the highest quality of security services to maintain peace and order, safety and security of all stakeholders and properties of the College.

### **Goals**

- ❖ To ensure the quality of security management and law enforcement.
- ❖ To provide a safe and secure campus that create a feeling of safety and security.
- ❖ To preserve and protect all stakeholders and properties of the College
- ❖ To strengthen safety mechanisms in monitoring the stakeholders who wish to gain access to the premises of the College

### **Objectives**

- ❖ To implement the College policies relating to safety, security, and traffic.
- ❖ To work closely with outsourced security services in planning and implementing the safety, security and traffic rules;
- ❖ To identify all possible disasters and risks that might affect the safety and security of the personnel, students, and properties of the College;
- ❖ To post in conspicuous places the safety, security and traffic reminders.
- ❖ To identify and inspect all stakeholders who will enter the campus premises.

### **Principle**

The Security Services Office shall deliver security services based on respect, trust, confidence and integrity.

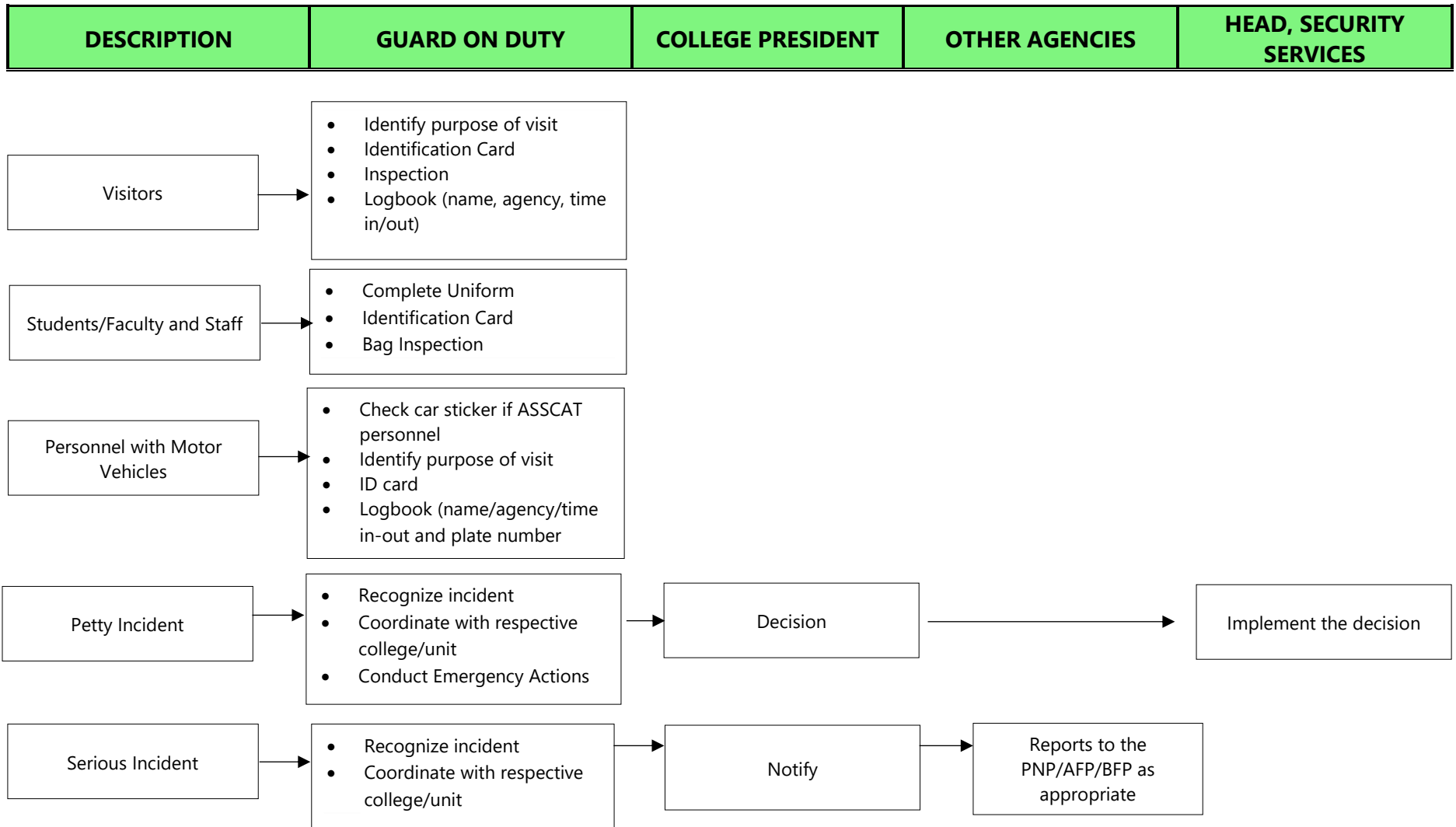
### **General Functions**

- ❖ To maintain safe and secure working and learning environment.
- ❖ To ensure peace and order in the campus.
- ❖ To perform regular surveillance activity.
- ❖ To conduct inspection on people who are passing the security posts.
- ❖ To write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

- ❖ To facilitate the parking of vehicles to the designated areas.
- ❖ The speed limit on the university street is strictly not more than 20 kilometer per hour (20kph).

### **Requirements**

- ❖ All stakeholders who will enter the premises of the College shall present their valid identification card and shall be subjected inspection by the security guard assigned.
- ❖ For incidents, the security guards shall observe applicable procedures and take emergency action.
- ❖ All incidents shall be recorded and reported by the security guard to proper authorities through an Incident Report.
- ❖ All personnel of the College who have service motor vehicle are required to avail of the car pass or sticker for every vehicle he/she uses to gain access in the College.
- ❖ The car sticker is validity for only one (1) year for a corresponding fee.
- ❖ Drivers inside the campus must be observing all applicable traffic rules and regulations.
- ❖ Loading and unloading is allowed at designated areas only



**Figure 24. Flow of Procedures for Attending to Guest/ Students/ Personnel**

## **'6. General Services Office (GSO)**

### **Vision**

The College shall be favorable and safe working and learning environment.

### **Mission**

The General Services shall be the lead office in ensuring systematically managed and maintained assets of the College for a robust and dynamic institution of higher learning in the Caraga region.

### **Goals**

- ❖ To establish the mechanisms for the efficient operation of General Services such as building maintenance, vehicle maintenance and utilization, ground improvement,
- ❖ To be responsive to the present and emerging needs of a dynamically changing higher education institution

### **Objectives**

- ❖ To design and implement the Work Program requirement or General Services Strategic Plan for the maintenance and cleanliness of the working and learning environment responsive to the present and emerging needs of the College.
- ❖ To coordinate with the Human Resource Office for the continuous upgrading of the GS workforce.
- ❖ To act immediately on the request of the units for repair and maintenance of assets
- ❖ To practice appropriate resources conservation and maintenance.

### **Principles**

A safe, favorable and conducive working and learning environment improve the productivity and performance of personnel and students.

### **General Functions**

- ❖ To periodically assess the conditions of buildings, structures, road networks, equipment and motor vehicle which shall be the basis for recommending courses of actions for repair and maintenance.
- ❖ To manage building and ground maintenance including electricity, water, and sanitation.
- ❖ To take charge in landscaping and propagating ornamental plants.
- ❖ To ensure that the service vehicles are in good running condition.
- ❖ To assign and schedule service vehicles with approved travel orders and trip tickets.
- ❖ To facilitate the preparation of the venue for official events of the College.

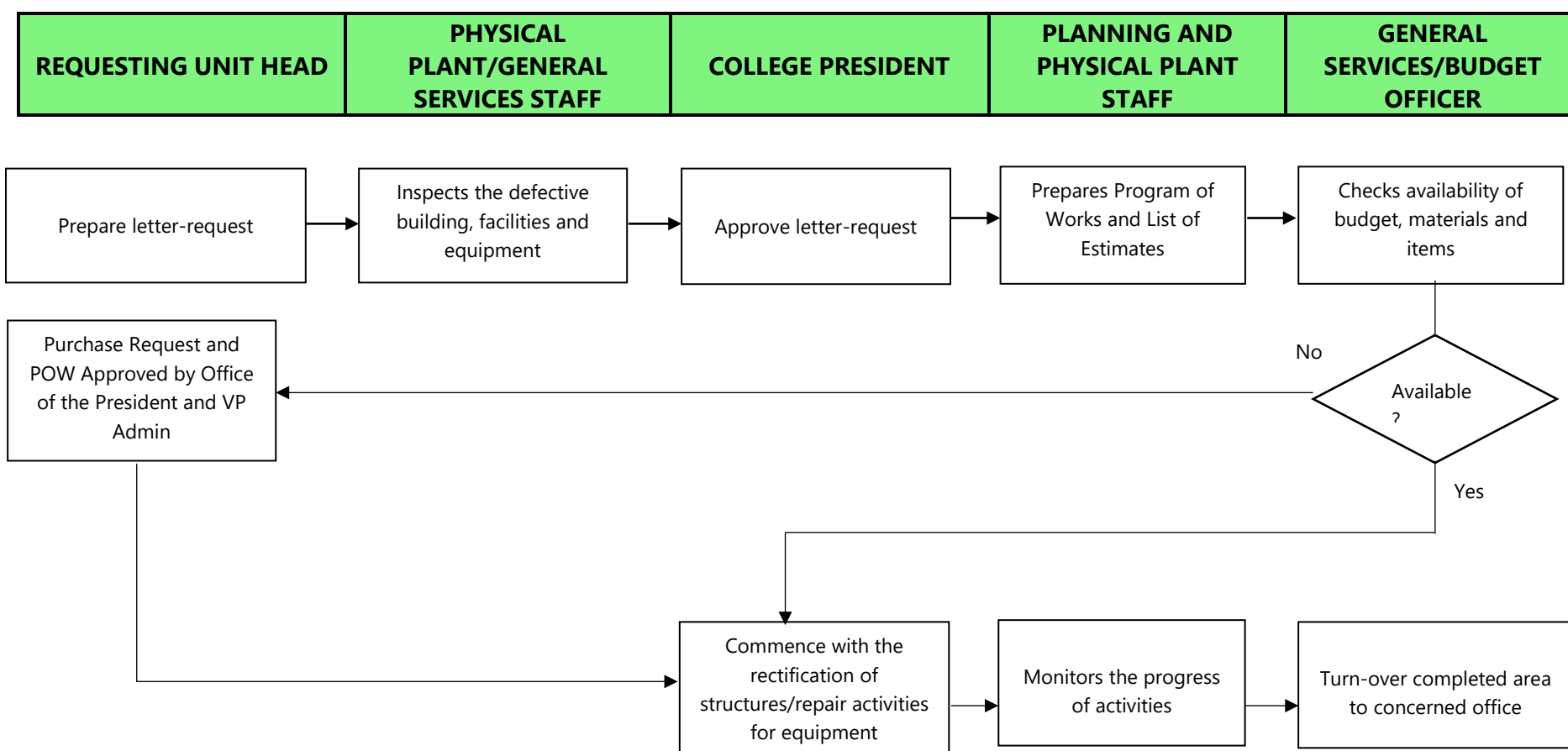
## **Roles and Responsibilities of the GSO**

This office is headed by a designated employee and who shall carry the rank of Director. It shall:

- ❖ Implement approved repair and maintenance plan based on identified priorities, including urgent, unforeseen infrastructure repair due to calamities or disasters;
- ❖ Oversee the units under the GSO i.e (a) repair and maintenance; and (b) landscaping and janitorial services;
- ❖ Continuously assess conditions of buildings, structures, road networks, and grounds and recommend courses of actions and/or as basis of the annual repair and maintenance plan indicating designs and bill of quantifies to support the Project Procurement Management Plan of GSO, in coordination with the Planning Office and designated building in-charge;
- ❖ Immediately attend to complaints about power, light, and water;
- ❖ Initiate power saving and water conservation schemes for adoption of the College; immediately respond to reported cases of malfunctions or accidents, including coordinating with service providers for electricity and water to immediately restore public utilities;
- ❖ Coordinate with the Planning Office the preparation of reports on fabricated materials; submit periodic accomplishment reports and annual report;
- ❖ Implement landscaping to enhance the general outlook of the campus; beautify with floral and physical arrangements during College functions and celebrations;

### **6.1 Repair of Infrastructure, Equipment and Facilities**

- ❖ The letter-request for repairs should indicate the specific area to be repaired or renovated and should be approved by the College President.
- ❖ For requests for renovation or extension, ensure that a planning Staff is present during the inspection of the concerned for the preparation of Program of Works.
- ❖ Identify needed materials and items for the conduct of repair in the List of Estimates (proposed) form or service request for minor repairs. For renovation and extension works, identify needed materials and items in the Programs of Works, as well as the proposed layout and design of the area.
- ❖ Monitor implementation of repair or renovation works. Ensure that these are in accordance with the requested repair and/ or Program of Works.
- ❖ Inform the requesting office once repair or renovation work is completed.
- ❖ Conduct joint inspection of the area and record results in the Service Report form.



**Figure 25. Flow of Procedures for Repair Infrastructure, Equipment and Facilities**

## 6.2 Building and Ground Maintenance Services

Buildings and grounds maintenance refers to maintenance of school buildings and grounds in top condition to ensure full and productive use of facilities. This includes duties related to repairs of building and grounds, operation and repair of streets to be performed by the utility workers under the charge of General Service Office.

- ❖ Performs maintenance and cleaning of work areas, offices, floors, counters, windows, and restrooms.
- ❖ Performs routine interior maintenance including painting, minor plumbing and electrical repairs, and carpentry.
- ❖ Mows, water, weeds, prunes, and trims lawns, plants and trees.
- ❖ Performs routine maintenance on tools, equipment, maintains all appropriate records.
- ❖ Repair water line leaks and breaks.
- ❖ Inspects, cleans, replaces, and repairs sewers and water lines, drainage culverts and catch basins.
- ❖ Maintains and repairs streets including cleaning and sidewalks, curbs, gutters, road signs, and street surfaces.

## 6.3. Water and Electricity Uses

- ❖ Electricity should not be used sparingly. Aircon units in all offices should be **put on at 9:00 AM and put off at 4:00 PM.**
- ❖ Any administrative personnel who want to render overtime after office hours or during Saturdays and Sundays should seek approval from their respective immediate supervisor stating therein the work to be done.
- ❖ Employees are not allowed to stay in offices beyond 5:30 PM unless rendering overtime services.
- ❖ **Computer games and Facebooks are strictly banned in all offices.**
- ❖ Cooking inside offices using electric stoves is strictly prohibited.
- ❖ Deans/ building-in-Charge should continuously check/monitor possible leaks in their areas of responsibility;
- ❖ The main switch for water should be turned off after office hours water tender.

## 6.4 Rentals of Facilities

Local use includes university activities such as festivals, intramurals, foundation, etc.

- ❖ All approved memorandums, rules and regulations or policies will be implemented particularly on security and austerity measures as well as cleanliness and orderliness.
- ❖ Users must secure permit/contract from BMO and GS to determine availability of schedule, billing (if there is any) and record purposes.

- ❖ Users should have duly approved letter from the Office of the President stating the nature of use (either free or rent) and event to be done. It should be attached to the copies of permits/contracts.
- ❖ In the whole duration of the event, advisers or concerned authorities must be present. No adviser, no activity or activity will be cancelled in case the adviser will be out first.
- ❖ All approved memorandums, rules and regulations or policies will be implemented particularly on security and austerity measures as well as cleanliness and orderliness.
- ❖ Renters/organizers should secure permit/contract from BMO to determine availability of schedule, billing and record purposes.

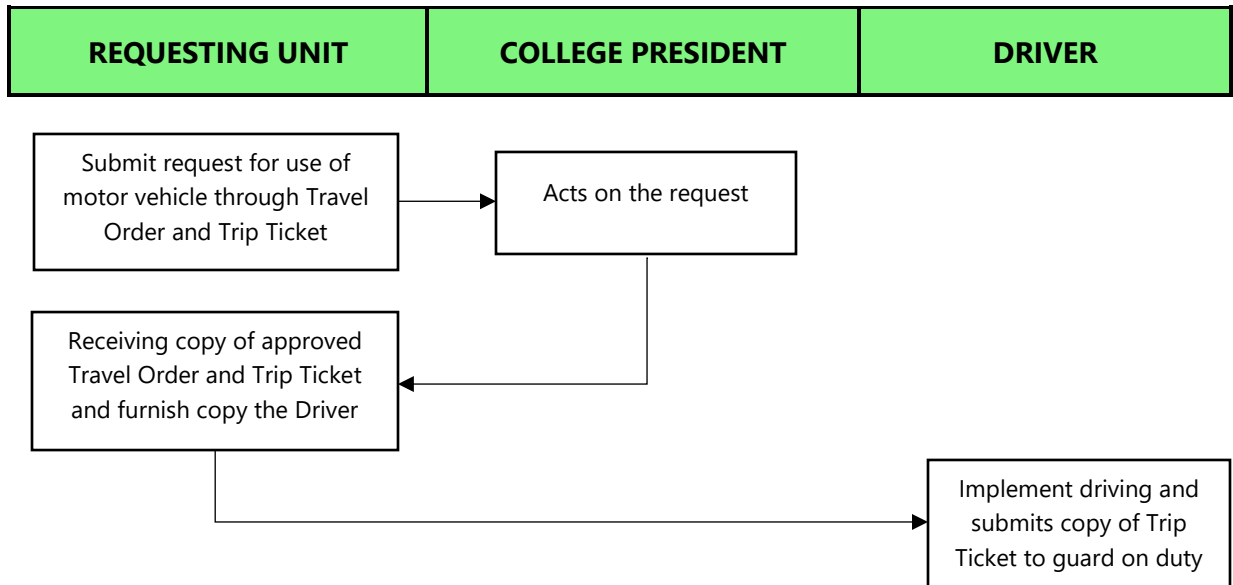
## **'7. Motorpool and Transportation Services**

This office is headed by a designated personnel who shall carry the title of In-charge of Motor Pool. The Head of the Motorpool Services is under the direct supervision of the General Services Officer. It shall have the following functions:

- ❖ Promptly deploy drivers and dispatch vehicles for official travels of officials and personnel, including students when vehicles are available;
- ❖ Require approved travel orders and certify roadworthiness of vehicles prior to the approval of trip tickets by the President or duly authorized representative;
- ❖ Submit the annual repair and maintenance plan, including the Project Procurement Management Plan of the Motor Pool to support funding for repair and maintenance plan and proposed procurement of new vehicles; implement maintenance schedule of vehicles to ensure safety of passengers at all times; and
- ❖ Submit recommendations for disposal of unserviceable vehicles.

### **7.1 Motor Vehicle Utilization**

- ❖ Inform the Office of the President on the intent to utilize motor vehicle through securing travel order and trip ticket for official business.
- ❖ Furnish a copy of the Trip Ticket to the guard-on-duty once the vehicle is dispatched from the motorpool.
- ❖ Monitor return of the vehicle based on the details of the trip ticket form.
- ❖ Submit monthly report of travels to the Supply Office.



**Figure 26. Flow of Procedures for Motor Vehicle Utilization**

## **'8. Health and Wellness Office**

### **Vision**

A disease-free environment promoting better health and well-being of students and personnel.

### **Mission**

The Health and Wellness Office shall provide excellent primary health care to students and personnel.

### **Goals**

- ❖ To establish a learning and working environment that promotes healthy lifestyles, decreases the risk of diseases, and enhances the quality of life of the students and personnel.
- ❖ To achieve standard of primary health care delivery by promoting health awareness programs through training, seminars and symposia and fitness activities.

### **Objectives**

- ❖ To conduct physical examination to students every enrolment period or as the need arises.
- ❖ To address medical issues by providing first-aid treatment or referral to the hospital.
- ❖ To calendar the annual activities related to health and wellness for students and personnel.
- ❖ To initiate 190umba and physical exercises regularly.
- ❖ To conduct training and symposia related to health and wellness for both students and personnel.

### **Principle**

Health and wellness of physical, mental, and emotional well-being is a responsibility, decision, commitment and enthusiasm to achieve and maintain it which improves learning and working productivity and make one happy.

### **General Functions**

- ❖ To provide primary health care to the students and personnel to achieve good health.
- ❖ To conduct awareness to the students and personnel on healthy lifestyle, prevention and cure of illnesses.
- ❖ To plan and develop health education program.
- ❖ To initiate health and wellness activities that will enhance physique of students and personnel

## **Scope and Description of Services**

- ❖ Medical consultation and check-up for students and personnel shall from 8:00 a.m. to 5:00 p.m. and shall be free of charge.
- ❖ Medical cases that cannot be handled by the Clinic shall be referred to the hospital.
- ❖ During enrollment, all students shall undergo physical examination.
- ❖ Dental check-up including general cleaning and tooth extraction shall be free of charge, as well.
- ❖ The dental services shall be available based on the arranged schedule with the dentist-retainer.
- ❖ Only medicines for common sicknesses maybe provided free for students. Medicines for students referred to hospital shall be charged to the parents/guardian of the students.

## **8.1 Medical Services Procedure**

### **8.1.1 Enrolment**

- ❖ Students are required to present the following:
  - ✓ Admission slip from the College;
  - ✓ Laboratory results of Urinalysis, chest Xray
- ❖ Patient's health record and the dental form is filled up by client (students or personnel)
- ❖ Receives medical certificate from the Physician for normal findings of the students.
- ❖ Vital signs will be taken.
- ❖ The nurse signs the enrollment form.

### **8.1.2 Daily Consultation**

- ❖ Patient comes with a complaint or illness and patient's health record is retrieved.
- ❖ Frontline nurse will probe on the complaint of the patient and provide first aid treatment. If the illness is beyond the capacity of the nurse then, it warrants referral to the physician.
- ❖ The physician determines diagnosis of the illness and prescribes medication or treatment.
- ❖ The treatment includes surgical intervention if patient suffers from minor cuts or wounds and other related complaints.
- ❖ The medical certificate is issued upon the request of the patient to excuse him/her from class.

## **8.2 Dental Services Procedure**

### **8.2.1 Dental Treatment**

- ❖ The dental procedures like tooth extraction, tooth filling is done by the retainer-dentist, if not available refer to the dentist in the nearest district hospital.

### **8.2.2 Surgical Treatment**

- ❖ A patient comes in with an injury or minor cut and minor surgery will be performed by the Nurse.
- ❖ If the surgery is beyond the capacity of the Nurse, referral to the physician is needed who will perform the surgery.
- ❖ Patient comes back for wound dressing daily and for removal of sutures.

## **8.3 Medical Treatment**

- ❖ If patient suffers from abdominal cramps, fever, headache, dizziness and all other complaints that are not life-threatening, patient will be admitted in the clinic for close monitoring and observation of the progress of their complaint.
- ❖ If signs and symptoms persist, the patient will be referred to the hospital for further treatment.

## **8.4 Fitness Activities**

To develop a healthy and alert workforce, the fitness activities will be conducted in coordination with the Office of the Sports, Human Resource and Management Office and Gender and Development Office. It includes:

## **8.5 Physical Activities**

All employees need to find time to move around and exercise. The fitness activities such as Zumba Dance Workout, playing sports games among employees will be conducted every week between 4:00 pm to 5:00 pm in the Fitness Activity Center and the Sports and Socio-Cultural Center. This is also pursuant to the CSC MC No. 6, s. 1995 on "The Great Filipino Workout" which promotes healthy and happy women and men personnel.

## **8.6 Mental Health and Stress-Release Activities**

One of the benefits of a wellness program is that many of activities strengthen the bonds between personnel. This include team building activities, seminar and training on personnel wellness, stress management, anxiety and depression and others. This is programmed in the HRD plan of the College which aims to work productively, cope with stresses, and relate to others.

## **Roles and Responsibilities of the Personnel**

**The Head of the Health and Wellness** oversees the operations of the unit with the following functions and responsibilities:

- ❖ Plans and formulates, implement policies of health and wellness programs in the College.
- ❖ Conducts periodic health examination of students and personnel.
- ❖ Gives treatment and instruction on preventive care and health awareness.
- ❖ Determines the physical fitness of students to participate in physical education, athletic activities and on the job training.
- ❖ Attends to emergency cases of sudden illnesses or injuries among students and personnel and gives first aid treatment before hospital referral of severe cases.
- ❖ Supervises the improvement of environmental sanitation and hygienic practices in the College.
- ❖ Coordinates with Sports Coordinator and HRMO in the systematic observation and promotion of health awareness among students.
- ❖ Acts as safety health officer and determines the health hazards in the College and coordinates with the administration for solutions to health problems.
- ❖ Conducts lectures and symposiums on health education awareness for students and personnel of the College.

### **The Nurse**

- ❖ Assists the Head of the Health and Wellness in the consultation and treatment of students and personnel.
- ❖ Assists in attending to emergency cases like sports & minor injuries, accidents & wounds whenever possible.
- ❖ Keeps systematic file of medical records.
- ❖ Prepares monthly statistical report and other required reports.
- ❖ Assists in the preparation of Project Procurement Management Plan (PPMP) other pertinent papers.

# **FINANCIAL POLICIES**

## 1. Legal Bases

The financial operations and systems is governed with legal bases issued by applicable and appropriate authorities such as Commission on Audit (COA), Commission on Higher Education (CHED), Department of Budget and Management (DBM), Philippine Association of State Universities and Colleges (PASUC) and Board of Trustees' Approved Resolutions. Among the legal bases use as reference are:

- a. **RA No. 8292** otherwise known as, "An Act Providing for the Uniform Composition and Powers of the Governing Boards, the Manner of Appointment and Term of Office of the President of Chartered State Universities and Colleges, and for Other Purposes"
- b. **RA No. 7932** otherwise known as, "An Act Converting the Southern Agusan National Agriculture College of Bunawan, Agusan del Sur, into a State College, to be Known as the Agusan del Sur State College of Agriculture and Technology, and Appropriating Funds Therefor
- c. **COA Circular 2000-002** – "Accounting Guidelines and Procedures on the Use of Income of SUCs Pursuant to Republic Act No. 8292"
- d. **CMO No. 20, s. 2011**- "Policies and Guidelines for the Use of Income, Special Trust Fund and Program of Receipts and Expenditures of the State Universities and Colleges (SUCs)"
- e. **Joint DBM-CHED Circular No. 12, s. 2018** – "2016 SUC Levelling Results, Benefits and Appeal Procedures"
- f. **General Appropriations Act**
- g. Other applicable circulars, policies, rules and regulations.

## 2. Budget Office

### Vision

The Budget Office is the central figure in ensuring that the College shall have adequate financial resources and shall ensure optimal utilization of such resources to support and sustain the College's quest for global excellence in the field of Agro-Industrial Higher Education.

### Mission

The Budget Office primarily exists to formulate financial plan, source out financial resources and ensure its optimal utilization as programmed.

## Goals

- ❖ To formulate responsive, realistic and sufficient annual national budget and special budget to finance the operations of the College.
- ❖ To support the activities of the College's different programs, activities, and projects (PAPs) by processing budget request promptly and accurately.
- ❖ To implement transparency and integrity in budget allocation and utilization.
- ❖ To strengthen its workforce to become more efficient and effective in providing quality service to clients.
- ❖ To periodically monitor and control the efficient and effective utilization of resources.

## Objectives

- ❖ To conduct budget deliberation enjoining participation of all units involved based on the strategic needs and priorities of the College relating to the identified major final outputs (MFOs).
- ❖ To identify linkages with funding agencies to support the Programs, Activities, and Projects, such as but not limited to Department of Science and Technology (DOST), Department of Agriculture (DA), Commission on Higher Education (CHED), Department of Environment and Natural Resources (DENR), PhilRice; Foreign Funding Agencies like: AusAID, USAID, and European Union.
- ❖ To ensure prompt action on every budgetary requests.
- ❖ To provide each responsibility centers their budget allocation and the corresponding utilization.
- ❖ To ensure that the request for financial obligation is within the approved budget and Project Procurement Management Plan (PPMP) or authorized appropriations.
- ❖ To capacitate human resource within the Budget Office through attendance to updates and training sessions.
- ❖ To update regularly the status of the operating budget based on the authorized amount.
- ❖ To prepare the monthly required reports and determine the budget utilization for decision making and control purposes.

## Principles

To promote successful budgeting process, it needs to be inclusive, participative, realistic and transparent – the guiding principles to achieve the set goals.

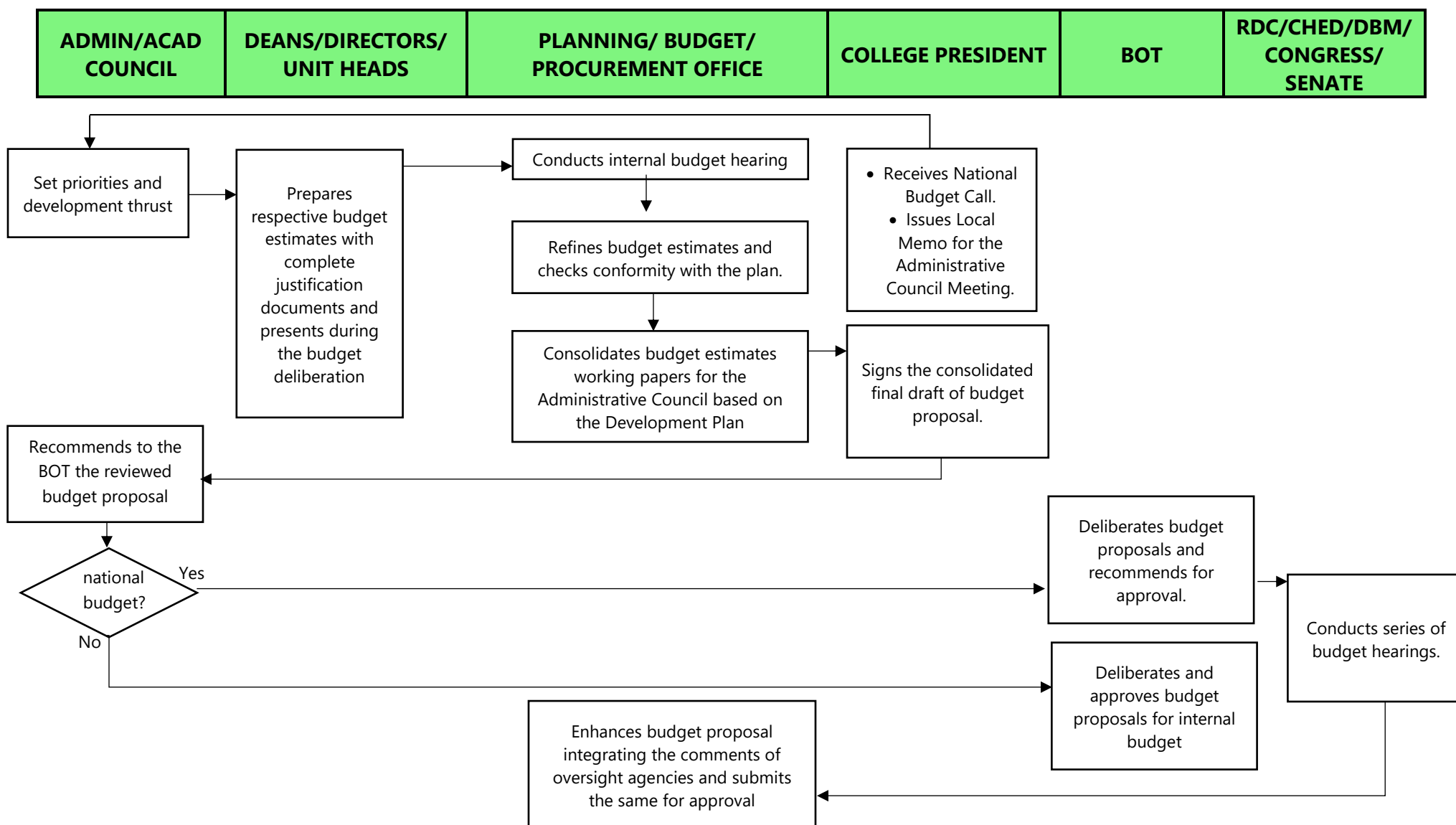
## General Functions

- ❖ Prepares annual budget proposal of the College which will be submitted to Senate, Congress, and DBM.

- ❖ Prepares and submits Budget Execution Documents (BEDs) and Budget and Financial Accountability Reports (BFARs) required by DBM, COA, and Department of Finance.
- ❖ Renders report on Proposed Fund Utilization during the Board of Trustees' meeting
- ❖ Consolidates the internal operating budget of the College
- ❖ Signs OBRs and BURs as to the availability of allotment

### **Procedure for Budgeting**

Prior to the receipt of the annual National Budget Call for a budget year, the offices of Planning and Budget and Procurement initiate the early conduct of preparation of Budget Proposal by unit. During the annual schedule of internal budget deliberation, all administrative and academic unit heads shall present their budget proposals with complete justification and specifications of their identified strategic needs. The budget proposal is accompanied by a PPMP which outlines their request for supplies, materials, equipment, and the like. These will be consolidated by the Budget, Planning and Supply offices into Agency Budget Proposal and Annual Procurement Plan. These will be presented to the Administrative Council, Finance Committee, Board of Trustees, DBM, and Regional Development Council. After the deliberation of these agencies or offices, the enhanced Budget Proposal integrating the comments will be submitted to the DBM, CHED, Congress and Senate.



**Figure 27. Flow of Procedures for Internal Budget Deliberation**

### **3. Accounting Office**

#### **Vision**

The Accounting Office takes the lead in providing high quality, accurate and timely financial reports.

#### **Mission**

The Accounting Office shall provide timely and accurate financial information to national and local decision makers and stakeholders, and to ensure compliance with the applicable generally accepted accounting principles and procedures mandated by the regulatory bodies.

#### **Goals**

- ❖ To install, discharge and maintain an effective accounting and internal control system of the College ensuring all resources are utilized in conformity with laws, rules, policies, and are safeguarded against loss, wastage and misuse.
- ❖ To report on financial position and the results of operation of the College for the information of all concerned persons, officials and officers and other agencies.
- ❖ To establish financial data concerning past operations and present condition as managerial guide for future operations and decision making.

#### **Objectives**

- ❖ To disburse funds based on the Cash Program on a timely basis.
- ❖ To ensure that all disbursements are supported with complete documents as required by government expenditures.
- ❖ To coordinate with offices of Budget, Planning, Procurement and other offices for prompt disbursement of funds.
- ❖ To generate and render timely, accurate and reliable report for submission to Commission Audit, Department of Budget and Management and other oversight agencies.
- ❖ To provide latest financial information to the College authorities as basis for decision-making.

#### **Principles**

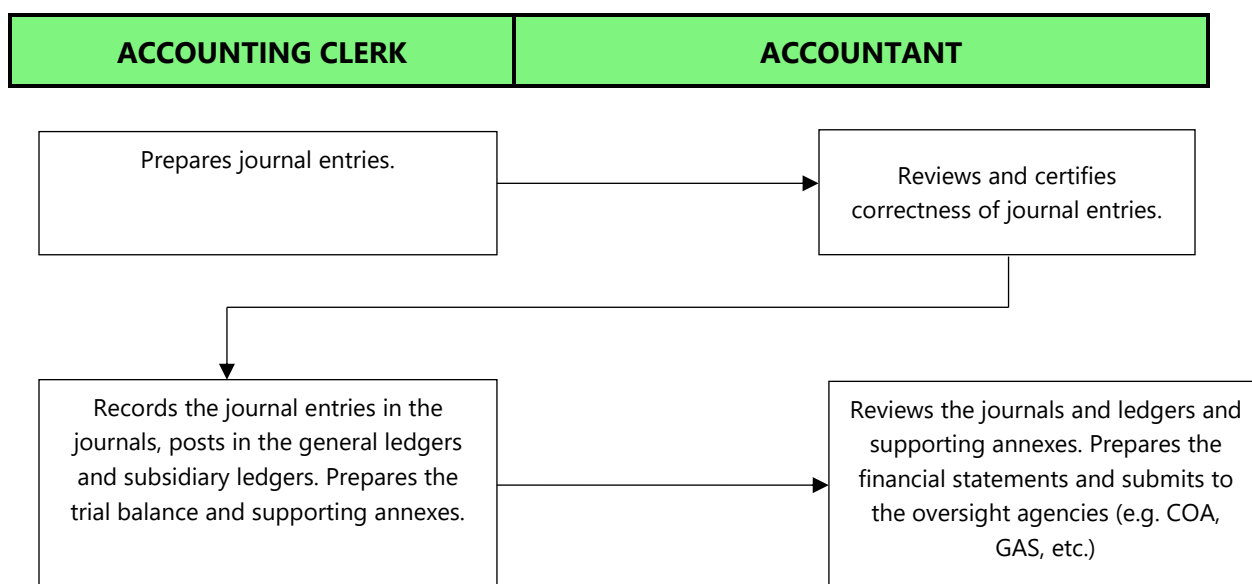
The Accounting Office espouses the value of accuracy and timeliness in providing exceptional financial information services and generating financial reports that comply with all financial standards and as basis for sound decision-making.

## General Functions

- ❖ Prepares and consolidates financial reports and supporting schedules for submission to the COA and Government Accountancy Sector (GAS).
- ❖ Draws Journal Entry Vouchers for every DV
- ❖ Signs Disbursement Vouchers and other related documents
- ❖ Prepares and submits Budget Execution Documents (BEDs) and Budget and Financial Accountability Reports (BFARs) required by DBM, COA, and Department of Finance.
- ❖ Renders report on Status of Actual Fund Utilization during the Board of Trustees' meeting

### 3.1 Financial Statement Preparation

The preparation of financial statements shall be done on a monthly, quarterly and yearly basis in adherence to the provisions stipulated in the COA-DBM Joint Circular No. 2019-1, COA-DBM Joint Circular No. 2014-1, and DBM Circular Letter 2018-9.

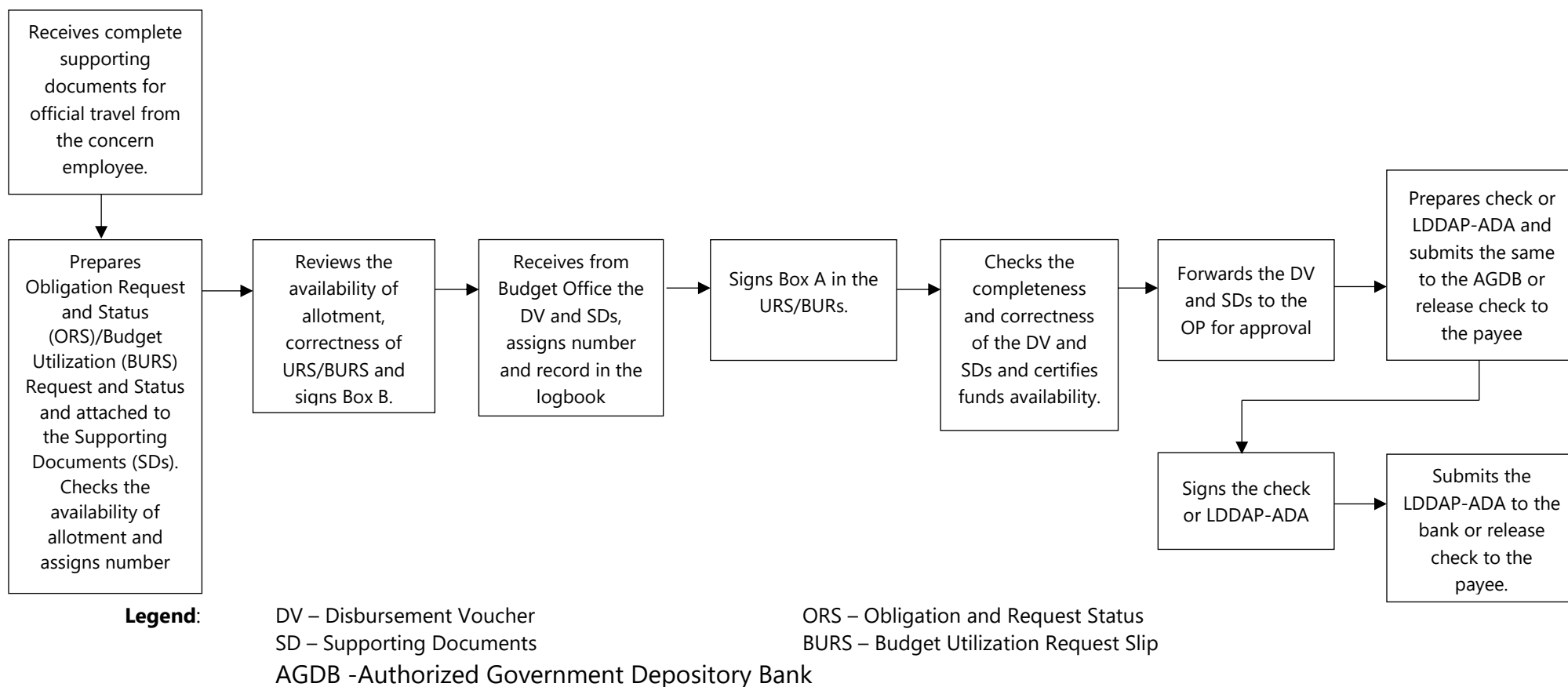


**Figure 28. Flow of Procedures for Financial Statement Preparation**

### **3.2 Processing of Traveling Expense Voucher**

Based on the Training Needs Analysis (TNA) and importance of the travel for a meeting, conference and the like, the employees may be nominated or sent for the purpose. The payment for travel expense may either be through cash advance or reimbursement and shall be supported with documents such as but not limited to the following: communication for travel, travel order, itinerary of travel, transportation tickets, certificate of appearance and narrative report. If cash advance for travel is granted, the accountable officer must liquidate his/her travel within thirty (30) days upon return for local travel or within sixty (60) days for foreign travel pursuant to COA Circular 90-331 and COA Circular 97-002. It is understood that all documents are properly signed by the authorized signatories

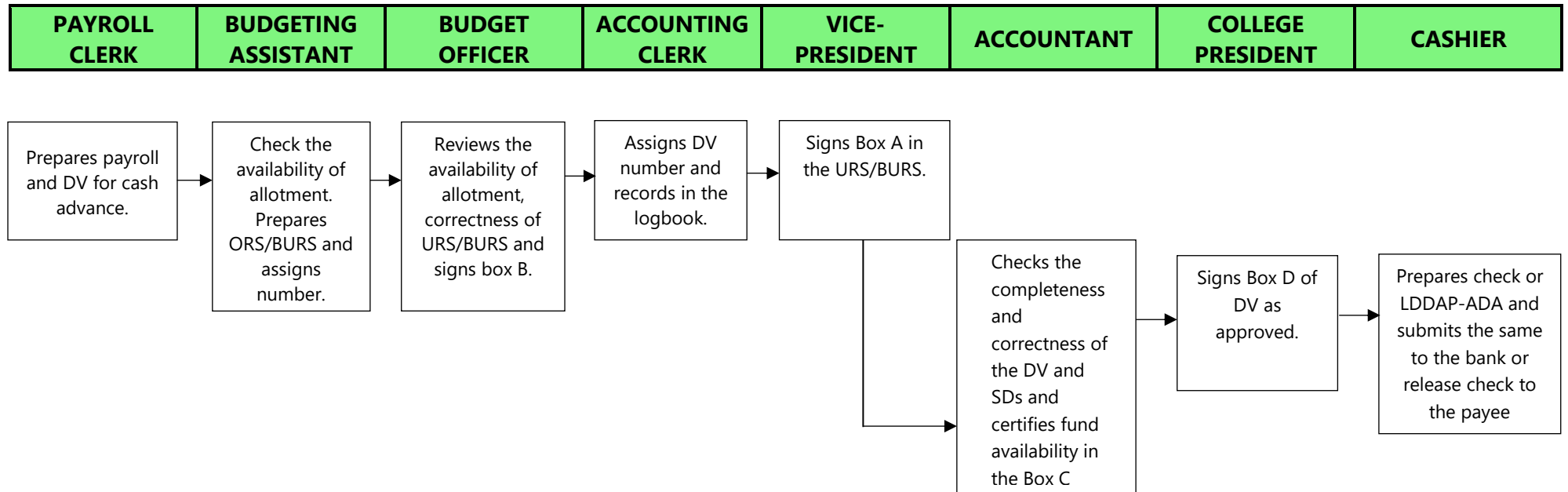
BUDGETING ASSISTANT	BUDGET OFFICER	RECEIVING/RELEASING CLERK	VICE-PRESIDENT	ACCOUNTANT	ACCOUNTING CLERK	CASHIER
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**Figure 29. Flow of Procedures for Processing of Traveling Expense Voucher**

### 3.3 Payment of Personal Services Expenses

Before any payment for personal services (salaries, wages, honoraria, etc.) is made, evidence of authorized services rendered must be presented such as Daily Time Record and supporting documents required by the Human Resource Management Officer (HRMO).

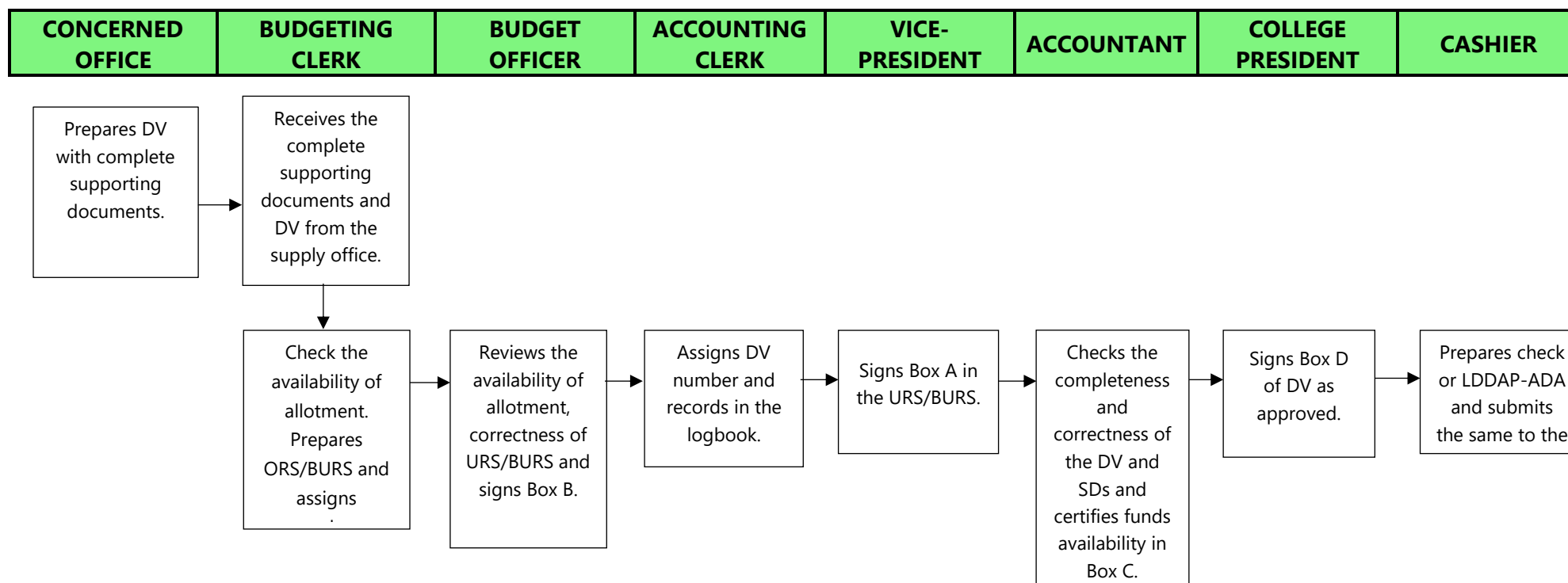


**Figure 30. Flow of Procedures for Payment of Personal Services Expenses**

### **3.4 Payment of Goods, Infrastructure or Consulting Services**

The preparation of the documents for payment of goods, services or infrastructure is the responsibility of Supply Office for goods, concerned office for the services and Planning Office for the infrastructure. It is also understood that in processing the payment, completed staff work is applied such as:

- ❖ Project Procurement Management Plan (PPMP)
- ❖ Approved Purchase Request or Program of Work with Terms of Reference or specifications
- ❖ Newspaper publication and Invitation to Bid
- ❖ Request for Quotation or Bid Offer (in a sealed envelope)
- ❖ Bid Proposals
- ❖ Abstract of Bids
- ❖ Minutes of BAC Meetings
- ❖ BAC resolutions
- ❖ Notice to Proceed
- ❖ Notice of Award
- ❖ Purchase Order or Contract of Agreement, whichever is applicable
- ❖ Statement of Work Accomplished
- ❖ Other documents required.



**Figure 31. Flow of Procedures for Payment of Goods/Infrastructure/Consulting Services**

## **4. Cashier's Office**

### **Vision**

The Cashier's Office shall serve as an exemplar of quality service to the internal and external customers of the College.

### **Mission**

The Cashier's Office exists to provide quality service in an efficient, timely and customer-oriented manner.

### **Goals**

- ❖ To strengthen the deposits of collection in conformance with the COA policies.
- ❖ To safeguard financial resources of the College.
- ❖ To render efficient and quality services to the customers.
- ❖ To provide accurate and reliable information on cash availability.

### **Objectives**

- ❖ To implement the regulations on cash receipts and handling as well as, deposits.
- ❖ To provide updated and accurate reports on cash balances and reconciliation of accounts with the Accounting office.
- ❖ To ensure that all collections are deposited intact to the AGDB.
- ❖ To ensure prompt and timely issuance of LLDDAP or check to the payee.
- ❖ To issue Official Receipts to the customers within the prescribed time.
- ❖ To regularly update the cash books reflecting the most recent transactions.

### **Principles**

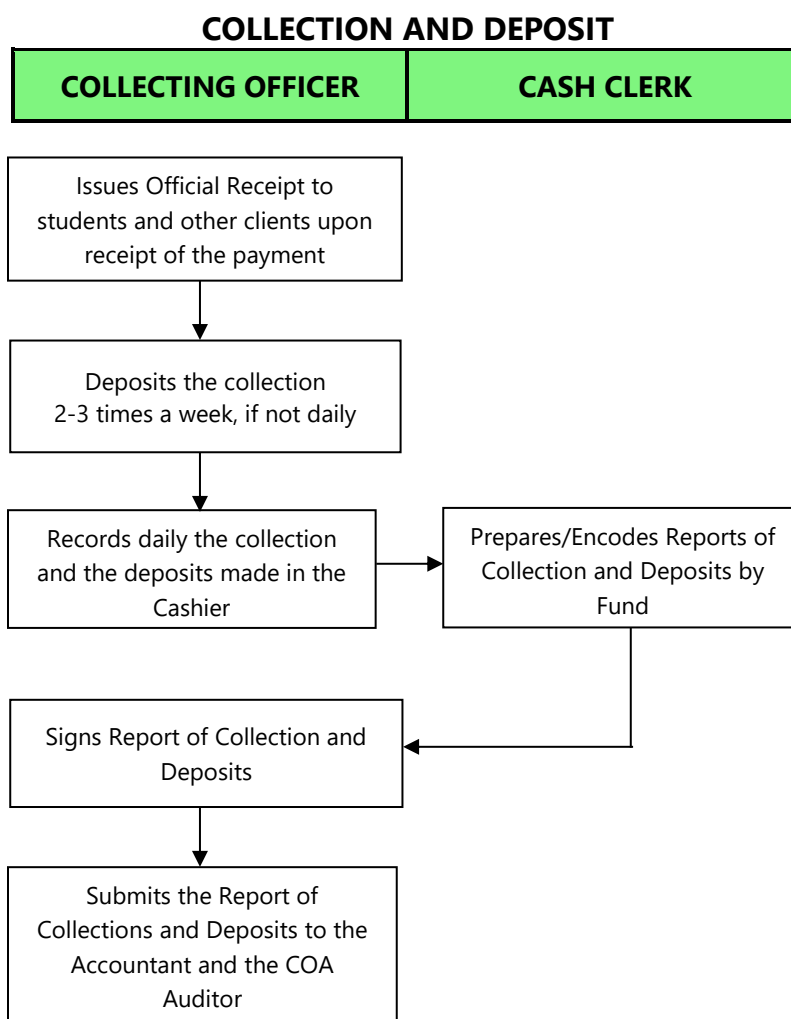
The Cashier's Office emphasize a customer service-oriented and timely provision of services to the customers. Likewise, principles on integrity and fiscal compliance is observed in collection and deposits of government funds.

### **General Functions**

- ❖ Collects and deposits the amount intact on either daily or as the needs arise considering the distance of the Authorized Government Depository Bank (AGDB) from the College.
- ❖ Issues Official Receipt for every payment made by the customers.
- ❖ Prepares List of Due and Demandable Accounts Payable (LDDAP) or checks for the approved DV.
- ❖ Prepares monthly reports to COA, Bureau of Treasury and Accounting offices.

#### 4.1 Procedures for Collections and Deposits of Fees and Income

The Collecting Officer (CO) will receive payment for tuition, other school fees, sale of products or rental of facilities. All collections shall be deposited intact daily (Sec. 69 of PD 1445) or where collections are minimal and daily deposit thereof becomes costly and impractical, the CO shall deposit their collections to the Authorized Government Depository Bank (AGDB) at least once a week, or as soon as the collections reach P10,000.00. Only bonded personnel shall be authorized to do the collection.



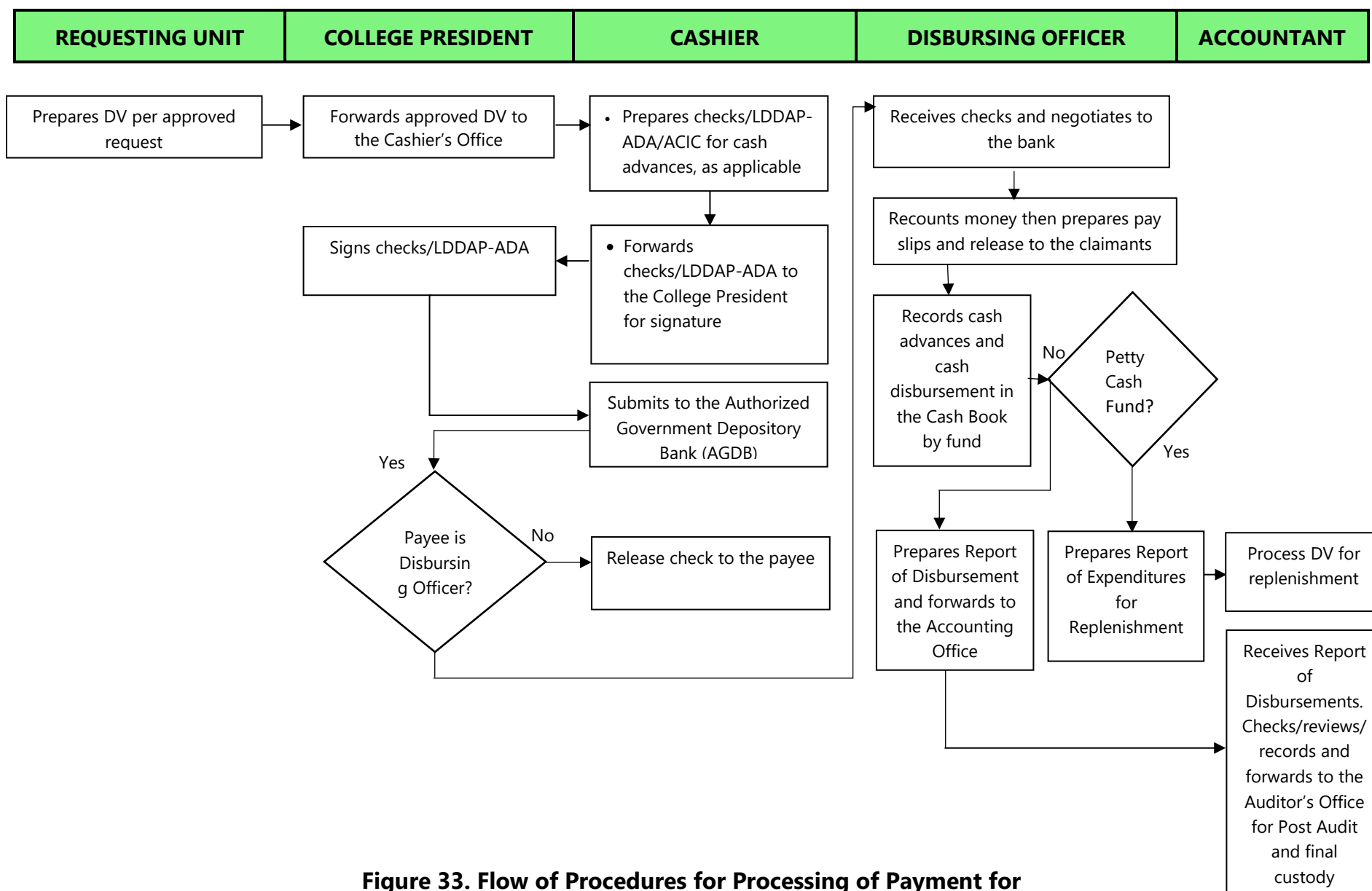
**Figure 32. Flow of Procedures for Collection and Deposit of Cash**

## **4.2 Processing of Payment for Approved Vouchers**

Upon receipt of the approved disbursement vouchers from the Office of the President, the Cashier prepares check, LDDAP-ADA and ACIC. After the approval of all documents by the College President, these will be forward to the Authorized Government Depository Bank (AGDB). Only the Disbursing Officer can draw cash advances for salaries, wages and petty cash fund as bonded official. Every officer whose duty require the possession or custody of government funds shall be accountable hence, shall be properly bonded in accordance with the law.

The cash advances of the Disbursing Officer will cover the payment for salaries/wages for Contract of Services personnel, student laborers, honoraria, other personnel benefits and tuition fee refund for student scholars. Payment of salaries, wages, and other benefits should be in accordance with the CSC/DBM/COA rules and regulations. The cash advances should be liquidated by the Disbursing Officer or Accountable Officer (AO) shall liquidate within five (5) days after each fifteen (15) day/end of the month pay period pursuant to COA Circular 97-002 dated February 10, 1997. The preparation of the Report of Cash Disbursements and recording of the cash advances and disbursements shall be made. The said report will then be submitted to the Accounting Office. If the cash advance is drawn for petty cash, there is a separate log book to monitor the daily running balance. Replenishment of the petty cash advance shall be made if the amount expended totaled to at least 50%.

While expenses other than cash advances of the Disbursing Officer such as reimbursement or cash advances of travel expense and payment to the suppliers, it is understood that all documents are in order following the appropriate guidelines for such disbursements.



**Figure 33. Flow of Procedures for Processing of Payment for Approved Disbursement Vouchers**

# APPENDICES

## REPUBLIC ACT NO. 7932

### REPUBLIC ACT NO. 7932 - AN ACT CONVERTING THE SOUTHERN AGUSAN NATIONAL AGRICULTURE COLLEGE OF BUNAWAN, AGUSAN DEL SUR, INTO A STATE COLLEGE, TO BE KNOWN AS THE AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY, AND APPROPRIATING FUNDS THEREFORE

**SECTION 1.** The Southern Agusan National Agriculture College of Bunawan, Agusan del Sur, is hereby converted into a state college, to be known as the Agusan del Sur State College of Agriculture and Technology hereinafter referred to as the College.

**SECTION 2.** The College shall primarily provide higher professional, technical and special instructions for special purposes and to promote research and extension services, advanced studies, and progressive leadership in agriculture, education, forestry, fishery, engineering, arts and sciences, and other fields as may be relevant.

**SECTION 3.** The College shall offer undergraduate and graduate courses leading to the degree of Bachelor of Science in Food Technology, Bachelor of Science in Nutrition, Bachelor of Science in Home Technology, Bachelor of Science in Engineering, and Bachelor of Science in Elementary Agriculture, courses in freshwater fish culture, processing of agricultural products and other degree courses and special courses as the Board of Trustees may deem necessary to carry out its objectives. It shall also continue its short-term technical or vocational courses within its area of specialization to meet the needs of the nation.

**SECTION 4.** The existing high school shall be transferred to the jurisdiction and supervision of the Department of Education, Culture and Sports (DECS): provided, that the high school shall be allowed to remain and operate within the campus of the College until it shall have been transferred to another location, or until its students shall have been accommodated in other high schools, public or private: provided, further, that the College may operate a reasonably sized laboratory school of one or, at most, two classes per curriculum year, if it has a college of education.

**SECTION 5.** The College shall have the general powers of a corporation set forth in the corporation law. The administration of the College and the exercise of its corporate powers shall be vested exclusively by the Board of Trustees and in the president of the College insofar as authorized by the Board.

**SECTION 6.** The governing body of the College shall be the Board of Trustees, hereinafter referred to as the Board, which shall be composed of the following:

- (a) The chairperson of the Commission on Higher Education (CHED) as chairman;
- (b) The president of the College, vice-chairman;
- (c) The chairman of the Committee on Education of the Senate or a member of said committee having the power to vote as his representative, member;
- (d) The chairman of the Committee on Education of the House of Representatives or a member of said committee having the power to vote as his representative, member;
- (e) The representative of the congressional district where the College is located, member;
- (f) The president of the faculty association of the College, member; and

(g) The president of the supreme student council of the College, member.

In addition, the Board may appoint the following as members, when deemed necessary:

- (i) The president of the alumni association of the College;
- (ii) The president of the employees' association of the College; and
- (iii) Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization of the College chosen from among those qualified in the Province of Agusan del Sur.

The presidents of the alumni association and of the employees' association, as well as the two (2) prominent citizens so appointed by the Board, shall have the same powers, authority, and privileges as the regular members of the Board.

The chairperson of the CHED, the president of the College, the Education Committee Chairmen of the Senate and the House, and the representative of the congressional district where the College is located, shall have an ex officio term of office, while the presidents of the faculty association and the supreme student council and, when deemed necessary, the presidents of the alumni association and the employees' association shall serve for one (1) year and, when likewise necessary, for the two (2) prominent citizens, one of whom shall serve for four (4) years and the other for two (2) years.

**SECTION 7.** The Board shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports.

**SECTION 8.** The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under existing laws:

- (a) To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the College;
- (b) To receive all sums as may be provided for the support of the College to carry out the purposes and functions of the College;
- (c) To import duty-free essential commodities, materials and equipment for education or technological programs as an exception to existing laws, provided such commodities, materials and equipment are not available locally;
- (d) To receive in trust legacies, gifts, and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the College and subject to the limitations and instructions of the donor, if any. Such donations shall be exempt from taxes and shall be considered as tax deductible items from the income tax of the donor;
- (e) To fix the tuition fees and other necessary school charges such as, but not limited to, matriculation fees, graduation fees, and laboratory fees, as the Board may deem proper to impose;
- (f) To authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the College through the Board shall be exempt from all taxes and duties;

- (g) To confirm appointments of vice-presidents, deans, directors, heads of departments, faculty members, and other officials and employees of the College made by the President of the College;
- (h) To approve the curricula, institutional programs, and rules of discipline drawn by the administrative and academic councils as herein provided;
- (i) To confer degrees upon successful candidates for graduation, to award honorary degrees upon persons in recognition of outstanding contribution in the fields of education, public service, arts, science and technology, or in any field of specialization and to authorize the award of certification for completion of non-degree and non-traditional courses;
- (j) To establish branches within the Province of Agusan del Sur and when it becomes essential and necessary where there is no existing school offering similar programs or courses to promote and carry out equal access to education opportunities as mandated by the Constitution;
- (k) To establish chairs in the College and to provide fellowships for qualified faculty members and scholarships to deserving students.

**SECTION 9.** A quorum of the Board shall consist of a majority of all members holding office at the time of the meeting: provided, however, that among those present is the Chairperson of the CHED who is the Chairman of the Board, or the president of the College who acts as presiding officer in the former's absence. The Board shall convene regularly once every two (2) months. The chairman of the Board may call a special meeting whenever necessary.

The members of the Board shall not receive salary but shall be entitled to reimbursement for actual and necessary expenses incurred either in attendance in meetings of the Board or in other official business authorized by resolution of the Board subject to existing laws on honoraria and allowances.

**SECTION 10.** The College shall be headed by a president to be appointed by the President of the Philippines upon recommendation of the Board and shall hold office for a term of four (4) years subject to one (1) reappointment unless he reaches the age of retirement or earlier removed for cause or incapacitated to discharge the duties of the office.

In case of vacancy in the office of the president by reason of death, resignation, incapacity of the president to perform the functions of his office, or removal for cause, the Board shall have the authority to designate an officer-in-charge of the College pending the appointment of a successor. The new president shall hold office for the unexpired term but in no case shall his term be more than four (4) years subject to the provision of the preceding paragraph.

The powers and functions of the president of the College, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the president of a college.

The salary of the president of the College shall be fixed by the Board and shall be comparable to that being received by the president of similar educational institution of like enrollment and standing.

**SECTION 11.** The president of the College, whose term may be terminated according to this Act, shall be entitled to full retirement benefits under existing laws.

**SECTION 12.** There shall be an administrative council consisting of the president of the College, as chairman, the vice-president(s), deans, directors, and other officials of equal rank, whose duty is to implement the policies governing the administration, management, and development planning of the college as approved by the Board.

**SECTION 13.** There shall be an academic council with the President of the College as chairman and all the members of the instructional staff with the rank of not lower than assistant professor as member. The academic council shall have the power to prescribe curricular offerings subject to the approval of the Board. It shall fix the requirements for admission to the College as well as for graduation and the conferring of degrees subject to review and/or approval by the Board through the president of the College. It shall also have disciplinary power through the president over the students within the limits prescribed by the rules of discipline as approved by the Board.

**SECTION 14.** There shall be a Secretary of the College who shall be appointed by the Board upon recommendation of the president of the College. He shall also be the secretary of the Board and shall keep such records of the College as may be determined by the Board.

**SECTION 15.** The Treasurer of the Philippines shall be the ex officio treasurer of the College.

**SECTION 16.** No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the College: provided, however, that no member of the faculty shall teach for or against any particular church or religious sect.

**SECTION 17.** No student shall be denied admission to the College by reason of sex, nationality, religion, or political affiliation.

**SECTION 18.** The College shall enjoy academic freedom.

**SECTION 19.** The incumbent president of the Southern Agusan National Agriculture College, if qualified under the rules and regulations of the CHED, shall be the officer-in-charge of the College pending the appointment of the President.

**SECTION 20.** On or before the fifteenth day of the second month after the opening of regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED, and to both Houses of Congress a detailed report on the progress, conditions and needs of the College.

**SECTION 21.** All assets, fixed and movable, personnel and records of the Southern Agusan National Agriculture College, as well as liabilities or obligations, are hereby transferred to the College: provided, however, that the positions, rights, and security of tenure of the personnel therein employed under existing laws prior to absorption by the College are not impaired: provided, further, that the incumbent of the positions shall remain in the same status until otherwise provided for by the Board. All parcels of land belonging to the government occupied by the Southern Agusan National Agriculture College are hereby declared to be the property of Agusan del Sur State College of Agriculture and Technology and shall be titled under that name: provided, finally, that should the College cease to exist or be abolished or should such parcels of land aforementioned be no longer needed by the college, the same shall revert to the Province of Agusan del Sur.

**SECTION 22.** All accounts and expenses of the College shall be audited by the Commission on Audit or its duly authorized representative.

**SECTION 23.** The heads of bureaus and offices of the national and local governments are hereby authorized to loan or transfer, upon request of the president of the College, such apparatus, equipment or supplies as may be needed by the College, and to detail employees for duty therein, when, in the judgment of the head of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service and the provisions of the civil service law has not been violated. The employees so detailed shall perform such duties as required of them by the president of the College and the time so employed shall be counted as part of their regular service.

**SECTION 24.** It shall be a continuing policy of the College to accept the affiliation and/or integration within its operation of any existing national schools whose program can contribute largely and effectively to the attainment of its objectives: provided, however, that in case of integration, the Chairperson of the CHED in coordination with the Department of Education, Culture and Sports is hereby authorized to determine and approve the specific existing schools that are to be integrated as part of the Agusan del Sur State College of Agriculture and Technology. In this particular case, it is understood that all funds, properties, and other assets, as well as obligations of the integrated schools shall be transferred to the College.

**SECTION 25.** The amount necessary for the implementation of this Act shall be charged against the current year's appropriations of the southern Agusan National Agriculture College except the sum needed to continue the operations of the existing high school. Thereafter, such sums as may be necessary for the continued operation and maintenance of the College shall be included in the annual General Appropriations Act.

**SECTION 26.** All laws, presidential decrees, executive orders, rules and regulations contrary to or inconsistent with the provisions of this Act are hereby repealed, amended or modified accordingly.

**SECTION 27.** This Act shall take effect fifteen (15) days following its publication in the Official Gazette or in any newspaper of general circulation.

***Approved: March 1, 1995***

**Republic of the Philippines**  
**Congress of the Philippines**  
 Metro Manila

**Tenth Congress**  
 June 6, 1997

**Republic Act No. 8292**

**AN ACT PROVIDING FOR THE UNIFORM COMPOSITION AND POWERS OF  
 THE GOVERNING BOARDS, THE MANNER OF APPOINTMENT AND TERM OF  
 OFFICE OF THE PRESIDENT OF CHARTERED STATE UNIVERSITIES AND  
 COLLEGES, AND FOR OTHER PURPOSES**

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

**Section 1. *Short title.*** – This Act shall be known as the "*Higher Education Modernization Act of 1997.*"

**Section 2. *Declaration of policy.*** – It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people society. Towards this end, the composition of the governing boards of chartered state universities and colleges is hereby modified in order to:

- (a) achieve a more coordinated and integrated system of higher education;
- (b) render them more effective in the formulation and implementation of policies on higher education;
- (c) provide for more relevant direction in their governance; and
- (d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

**Section 3. *The Governing Boards; manner of appointment.*** –

(a) *Composition* – The governing body of state universities and colleges is hereby in the Board of Regents for universities and in the Board of Trustees for colleges which shall be composed of the following:

- (i) Chairman of the Commission on Higher Education (CHED), Chairman;
- (ii) President of the university or college, Vice Chairman;
- (iii) Chairmen of the Congressional Committees on Education and Culture;
- (iv) Regional Director of the National Economic Development Authority (NEDA) where the main campus of the university or college is located;
- (v) Regional Director of the Department of Science and Technology (DOST) in case of science and technological colleges; or the Regional Director of the Department of Agriculture colleges; or the Secretary of Education for an Autonomous Region. In

lieu of such representation, the commanding generals of the Philippine Air Force and the Philippine Navy shall sit as members of the Board of the Philippine State College of Aeronautics and the Philippine Merchant marine Academy, respectively;

(vi) President of the faculty association;

(vii) President of the supreme student council or the student representative elected by the student council: *Provided*, That in the absence of a student council president of student representative elected by the student council, the university or college shall schedule one (1) weekly for the campaign and election of student representative;

(viii) President of the alumni association of the institution concerned;

(ix) Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among lists of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee constituted by the President consultation with the Chairman of the CHED based on the normal standards and qualifications for the position;

The faculty and the student council shall be represented of their respective federations in multi-campus universities and colleges. The private sector representatives shall be appointed by the Board of Regents/Trustees upon recommendation of a duly constituted search committee.

(b) *Term of office* – The president of the faculty and alumni associations and the student regents or trustees shall sit in the board until expiration of their term of office in such capacities.

The prominent citizens shall serve for a term of two (2) years.

(c) *Meetings; quorum* – The Board of Regents/Trustees shall regularly convene at least once every quarter. The Chairman of the Board of Regents/Trustees may call a special meeting whenever necessary: *Provided*, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall constitute a quorum for board meetings: *Provided*, that the Chairman of the CHED who is the chairman of the Board or the president of the university or college is among those present in the meeting. In the absence of the Chairman of the CHED, a commissioner of the CHED, duly designed by him, shall represent him in the meeting all the rights and responsibilities of a regular member: *Provided, however*, That in the said meeting, the president of the university or college as vice chairman shall be the presiding officer: *Provided, further*, That this proviso notwithstanding, the Chairman of the CHED is hereby authorized to designate a CHED Commissioner the regular Chair to the Board of a particular university or college, in which case said CHED Commissioner shall act as the presiding officer.

The members shall serve without compensation, but they shall be reimbursed for necessary expense incurred in their attendance of meetings of the Board or in connection with their official business authorities by resolution of the Board.

**Section 4. Powers and duties of Governing Boards.** – The governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporation Code of the Philippines;

(a) to enact rules and regulations not contrary to law as may be necessary to carry to carry out the purposes and functions of the university or college;

(b) to receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the university or college;

(c) to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: *Provided, however,* That the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non-profit private universities and colleges: *Provided, finally,* That the same privileges shall also be extended to city colleges and universities with the approval of the local government to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;

(d) to fix the tuition fees and other necessary school charges, such as but not limited matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the university or college, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests shall accrue there from shall part of the same fund for the use of the university or college: *Provided,* That income derived from university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

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

If, for reason of control, the university or college, shall not be able to pursue any project for which funds have been appropriated and, allocated under its approved program of expenditures, the Board of Regents/Trustees may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the universities or college;

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

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

(g) to appoint, upon the recommendation of the president of the university or college, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;

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

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

(j) to set policies on admission and graduation of students;

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

(l) to absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution ;

(m) to establish research and extension centers of the SUC where such will promote the development of the latter;

(n) to establish chairs in the university or college and to provide fellowships for qualified faculty members and scholarships to deserving students;

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

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

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

(r) to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the college or institution, the proceeds from which to be used for the development and strengthening of the college or university;

(s) to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;

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

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

(v) to establish policy guidelines and procedures for participative decision-making and transparency within the institution;

(w) to privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other objectives; and

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

**Section 5. *Promulgation and implementation of policies.*** – The governing boards shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports; as well as the policies, standards and thrusts of the CHED under Republic Acts No. 7722.

**Section 6. *The Administration.*** – The administration of the university or college shall be vested in the president of the university or college who shall render full-time service. He shall be appointed by the Board of Regents/Trustees, upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, That this provision shall not adversely affect the terms of the incumbents.

The president shall be assisted by a vice president for academic affairs who shall be appointed by the Board upon the former's recommendation without prejudice to the appointment of more than one vice president when so warranted.

In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the functions of his office, the Board shall have the authority to designate an officer-in-charge pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successors shall hold office for the unexpired term.

**Section 7. *The Secretary of the University or College.*** – The Board shall appoint a secretary who shall serve as such for both the Board and the university or college and shall keep all records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings.

**Section 8. *The Treasurer of the Philippines.*** – The Treasurer of the Philippines shall be the ex-officio treasurer of the university or college. All accounts and expenses of the university or college shall be audited by the Commission on Audit or its duly authorized representative.

**Section 9. *Administrative Council.*** – There shall be an administrative council consisting of the president of the university or college as Chairman, the vice president(s), deans, directors and other officials of equal rank as members, and whose duty is to review and recommend to the Board of Regents/Trustees policies governing the administration, management and development planning of the university or college for appropriate action.

**Section 10. *Academic Council.*** – There shall be an academic council with the president of the university or college as Chairman and all members of the instructional staff with the rank of not lower than assistant professor as members.

The academic council shall have the power to review and recommend the curricular offerings and rules of discipline of the university or college subject for appropriate action of the Board of Regents/Trustees. It shall fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents/Trustees through the president of the university or college.

**Section 11. *Academic freedom.*** – Pursuant to paragraph 2, Section 5 of Article XIV of the Constitution of the Republic of the Philippines, all institutions of higher learning, public or private, shall enjoy academic freedom and institutional autonomy.

**Section 12. *Admission.*** – No student shall be denied admission to any university or college by reasons of sex, nationality, religion, political affiliation, or physical disability.

**Section 13. *Exclusion clause.*** – Except for the chairmanship of the Board, the provisions of this Act shall not affect the charter of the University of the Philippines System. Likewise, this Act shall not affect the charter of the Mindanao State University (MSU) except for the provision of this Act on chairmanship of the Board, and the membership of the Chairmen of the Congressional Committees on Education and Culture.

**Section 14. *Filing of report.*** – On or before the fifteenth (15th) day of the second month after the opening of regular classes each year, the president of the university or college shall file with the Office of the President of the Philippines through the Chairman of the CHED, and with the Senate and House of Representatives a detailed report on the progress, conditions and needs of the university or college.

**Section 15. *Implementation.*** – The Chairman of the CHED is hereby directed to take such steps as are necessary for the immediate implementation of this Act.

**Section 16. *Separability clause.*** – If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

**Section 17. *Repealing clause.*** – All laws, presidential decrees, executive orders, letters of instruction and SUC charters contrary to or inconsistent with this Act are hereby repealed or amended accordingly.

**Section 18. *Effectivity clause.*** – This Act shall take effect upon its approval.

***Approved: June 6, 1997***

Republic of the Philippines  
**Office of the Solicitor General**

**MEMORANDUM**

**FOR : ALL GOVERNMENT/CLIENT AGENCIES AND  
 LOCAL GOVERNMENT UNITS REQUESTING THE  
 OFFICE OF THE SOLICITOR GENERAL'S  
 DEPUTATION OF PRIVATE LAWYERS AND  
 SPECIAL ATTORNEYS**

**RE : REVISED GUIDELINES ON DEPUTATION OF  
 PRIVATE LAWYERS AND SPECIAL ATTORNEYS**

**DATE : December 15, 2015**

**X-----X**

Pursuant to Section 35(1) of Executive Order No. 292, it is only the Solicitor General who can bring actions on behalf of or defend actions against the Republic of the Philippines.<sup>1</sup>

The Solicitor General may, however, deputize legal officers of government departments, bureaus, agencies and offices to assist him and appear or represent the Government in cases involving their respective offices, brought before the courts, and exercise supervision and control over such legal officers with respect to such cases.<sup>2</sup> The deputized legal officer, however, must first secure the written authority of the Solicitor General.<sup>3</sup> Moreover, the Solicitor General retains supervision and control over said legal officers with respect to the cases handled by them.<sup>4</sup>

Meanwhile, government agencies and instrumentalities may engage the services of private lawyers or a law firm only in exceptional cases.<sup>5</sup> In fact, Commission on Audit Circular

<sup>1</sup> *City Fiscal of Tacloban v. Hon. Pedro S. Espina*, G.R. No. 63996, October 21, 1986.

<sup>2</sup> Section 35 (8), E.O. No. 292.

<sup>3</sup> *Civil Service Commission v. Asensi*, G.R. No. 160657, December 17, 2004.

<sup>4</sup> *Id.*

<sup>5</sup> *Pollaso v. Gangan, et al.*, G.R. No. 140563, July 14, 2000.

# MEMORANDUM

Re: Revised Guidelines on Deputation of Private Lawyers  
and Special Attorneys

No. 95-011, as amended by COA Circular No. 98-002, requires the prior written conformity and acquiescence of the Office of the Solicitor General and the written concurrence of COA before the hiring of private lawyers and law firms.<sup>6</sup>

Accordingly, the following guidelines on deputation of private lawyers and special attorneys are hereby established:

1. A request for the original deputation of private counsel or special attorney must be accompanied by the following documents:
  - a. Curriculum Vitae;
  - b. Mandatory Continuing Legal Education (MCLE) Certificate for the current compliance period;
  - c. Integrated Bar of the Philippines (IBP) Certificate of Good Standing for the current year;
  - d. Copy of the Proposed Contract of Service (for private lawyers and law firms only); and
  - e. The letter request for deputation of private counsel must also state the reason of the need to engage their services.
2. A request for the renewal of deputation shall be accompanied by the following documents:
  - a. Updated MCLE Certificate, if applicable;
  - b. IBP Certificate of Good Standing for the current year;
  - c. Status Report of Cases previously handled, if any; and
  - d. Copy of the Proposed Contract of Service.

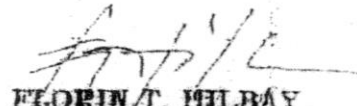
<sup>6</sup> Accordingly and pursuant to this Commission's exclusive authority to promulgate accounting and auditing rules and regulations, including for the preservation and disallowance of irregular, unnecessary, excessive, extravagant and/or unconscionable expenditure or uses of public funds shall not be utilized for payment of the services of a private legal counsel or law firm to represent government agencies and instrumentalities, including government-owned or controlled corporations and local government units in court or to render legal services for them. In the event that such legal services cannot be avoided or is justified under extraordinary or exceptional circumstances for government agencies and instrumentalities, including government-owned or controlled corporations, the written conformity and acquiescence of the Solicitor General or the Government Corporate Counsel, as the case may be, and the written concurrence of the Commission on Audit shall first be secured before the hiring or employment of a private lawyer or law firm (Emphasis supplied).

**MEMORANDUM**

Re: Revised Guidelines on Deputation of Private Lawyers  
and Special Attorneys

3. In the hiring of private lawyers to act as technical consultants for the government or client agency concerned, the requisite prior written conformity and acquiescence of the Solicitor General need not be obtained: *Provided, however,* That said technical consultant's services pertain exclusively and are limited to purely technical matters: *Provided, further,* That under the terms and conditions of the Proposed Contract of Service, such technical consultant is prohibited from rendering legal services to the government or client agency concerned. The term "legal services" shall mean any activity, in and out of court, that requires the application of law, legal procedure, knowledge, training and experience. The term shall also include giving notice or rendering any kind of service, which device or service requires the use in any degree of legal knowledge or skill: *Provided, finally,* That the government or client agency concerned shall secure a clearance from the Solicitor General that his prior written conformity and acquiescence for the hiring of such technical consultant is not required.
4. The OSG, not being the lawyer of Local Government Units, cannot deputize private lawyers to handle LGU cases.<sup>6</sup> Hence, all requests for deputation of private lawyers by LGUs shall be denied outright.
5. All requests for deputation, original or for renewal, must be sent to, and received by, the OSG prior to the effectivity of the period stated in the Proposed Contract of Service as no retroactive deputation shall be allowed.

For your information and guidance.

  
**FLORIN T. HILBAY**  
Solicitor General

<sup>6</sup> *Cayetano v. Monsod*, G.R. No. 100113, September 3, 1991.

<sup>7</sup> COA Circular No. 98-002 dated June 9, 1998; *Office of the Solicitor General v. CA*, 725 SCRA 467, 478-479 (2014); see also *Municipality of Piliña, Rizal v. Court of Appeals*, 235 SCRA 484 (1994).



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**

**CHED MEMORANDUM ORDER**

No. 20  
Series of 2011

**SUBJECT : POLICIES AND GUIDELINES FOR THE USE OF INCOME, SPECIAL TRUST FUND AND PROGRAMS OF RECEIPTS AND EXPENDITURES OF THE STATE UNIVERSITIES AND COLLEGES (SUCS)**

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722, otherwise known as the "Higher Education Act of 1994," and by virtue of the Commission *en banc* Resolution No. 102-2010 dated May 12, 2010, the following guidelines are hereby issued for the guidance of all SUCs:

**ARTICLE I  
INTRODUCTION**

**Section 1. Purpose** – This manual seeks to establish and institutionalize uniform fiscal policies that will serve as guidelines in the use and disposition of all internally generated funds accruing to the SUC, as well as to integrate a system of accountability for all fund administrators.

**Section 2. Scope of Application** – The policy and guidelines shall be observed by the SUC for all receipts and collections accruing to the general income for use in operations, fiduciary funds, income generating or self liquidating operations or activities (i.e. dorm rental, spaces for rent, service fees and charges, and the like), and regular trust funds (i.e. NSTP, Publication, PTA, SSG fund, and the like). SUC constitutes the main campus, satellite or branches and external campus and any other extension which is directly under the supervision of the President or his duly authorized representative or designee.

**Section 3. Definition of Terms** – The following terms are hereby defined in accordance with its operational meaning, as follows:

- a) **Accumulated savings** – refer to funds available for appropriation – computed as follows:  
Fund balance at the end of the year, then deduct the following:
- 1) Projects still to be implemented and paid out of the general fund;
  - 2) Funds being accumulated for an Approved Project to be financed out of Student Trust Fund;
  - 3) Accounts payable properly booked or obligated in the books of accounts;
  - 4) Purchase Requests obligated in the current year but not yet liquidated within the year or delivery was made in the next calendar year; and
  - 5) Fund balances of self-liquidating entities (e.g. graduate school in some SUCs, and the like) auxiliary services or IGPs.

Page 1 of 14

- b) **Campus Executive Director/Administrator** – the person authorized to manage the administrative operations of the campus. He/ she is also tasked to coordinate the plans, programs, projects and activities of the campus in accordance with the overall vision, mission, goals and objectives of the SUC.
- c) **Capital Outlay Capital Expenditures** – 1) are expenditures which exceed the established threshold, and in this case, P10,000 unit cost; 2) expenditures involving investment outlay embodied in an Annual Investment Plan or 5-year Investment Plan or such similar documents requiring a significant amount or funding; 3) expenditures which involve infrastructure projects such as road or building construction, bridges, communication or electrification system, traffic management and networking systems, and the like.
- d) **SUC-wide Common Fund** – refers to the fund which was created out of the contribution of each unit on the basis of their pro rata share in the total tuition fee collection of the SUC to defray administrative costs to serve or benefit the whole college. This is usually managed in the main campus for administrative convenience. Implementations of the projects taken from this fund are implemented by the campus director authorized or tasked to do so.
- e) **Fiduciary Fund** – funds to which collection of fees intended for a specific purpose shall accrue. This fund shall be used solely for the purpose for which it was authorized to be collected. This includes athletic fee, cultural fee, computer fee, laboratory fee, shop fee, development fee, library fee, and the like. The listing of what is classified as fiduciary fund, as well as the college, office or unit accountable for its utilization shall be stated in the report of collections which is submitted to the Board of Regents/Trustees (BOR/T) for approval.
- f) **Fund Administrator** – one who is responsible for financial management, preparation of the budget and its execution to implement the various programs, projects or activities under his direct supervision.
- g) **Fund Balance at the End of Year** – refers to the balance found in the bank statement and the cash book after the accounts have been reconciled. The reconciliation statement to be used shall be that which has been received by the Commission on Audit (COA) and duly certified as correct.
- h) **Funds Reserved for Approved Projects** – refer to the funds to be continuously reserved until the amount is sufficiently accumulated to sustain the implementation of the project until its completion. A viable source of funding of these kinds of projects are the Mandatory Reserve or what was previously referred to as Priority Projects which is usually left to the discretion of the President as head of the agency, and is the accountable officer therein. Other units may earmark a portion of their income to be accumulated for a certain period of time in order to finance BOR/T approved projects.
- i) **Funds Reserved for Ongoing Projects** – refers to those enumerated in the previous paragraph wherein the implementing units who submitted the project proposal and made a written manifestation of their intent to implement the project out of their accumulated funds. At this point the project is now being implemented.

- j) **Income Generating Projects (IGPs)** – refer to activities which generate additional revenues for the specific purpose for which it was created. Administrative costs contribution of the said projects shall be made to the extent of twenty-five percent (25%), to be automatically remitted for the use of the Administration. However, arrangements other than this may be made as long as it is duly authorized in the approved project proposal, memorandum of agreement, or by virtue of the direct act of the BOR/T through a resolution.
- k) **Income Generating Units (IGUs)** – refer to the fund classification of entities in the SUC which undertakes the management of IGPs which has become a regular part of the operations and activities of the SUC.
- l) **Investment Outlay** – refers to the object of expenditure which is intended to generate income for the entity for which the funding was provided. Implication of this is that additional classrooms for a tertiary institution will mean the institution can accommodate more students who will pay tuition fees or provide access to education to non-paying or educational scholarship grantees. Construction of a commercial building will generate additional source of revenue to augment national subsidy and other internally generated income of the agency or institution.
- m) **Monthly Savings or Quarterly Savings** – refers to the unexpended portion of the obligated funds in budget at the end of the budget period. This balance is the *amount still remaining after obligation was liquidated upon payment of actual amount* due to claimants, either internal or external creditors.
- n) **One Fund Concept** – only one depository account for one type of fund will be maintained for all collections made by the SUC. It shall be deposited in the official depository bank, government bank or a government accredited commercial or depository bank. (COA Circular # 2000-02, s. 2000)
- o) **Other Income** – are collections which cannot be classified under any of the categories of receipts and collections identified. These collections shall be for the use of the Administration.
- p) **Project** – an initial activity which is undertaken with the end of determining its viability and in most cases, its profitability or benefits to the community, on a short term or long term basis. It is operated for a limited period of time until it is either finally put in place as an office or as a regular activity or operation. Its operation is to be terminated after the viability, profitability or benefits have been determined to be impossibility or its continuation has become impractical.
- q) **Project Procurement and Management Plan (PPMP)** – refers to the program wherein the projects that a unit has scheduled for implementation including the supplies, materials and services required are contained. The project shall be properly identified or named so that it may properly be identified in the Annual Procurement Plan (APP) as such without enumerating all over again the project components (supplies, materials and services listed in the PPMP). (RA 9184-Government Procurement Reform Act)

- r) **Regular Trust Funds (RTF)** – refers to a fund which is governed by law such as NSTP (NSTP Law), ROTC (ROTC Law), Publication, SSG and Alumni Funds and the like provided under R.A. 8292. However, the funds for NSTP and ROTC are integrated in the depository account of the Special Trust Fund as it cannot create an organic structure which provides for accountable officers, unlike the Publication, SSG, and Alumni Funds, which have accountable officers to manage the fund and are allowed to open their own depository account.
- s) **Savings** – refer to such portion or balance of the SUC's released allotment for the year, free of any obligation or encumbrance and which are no longer intended for specific purpose/s such as but not limited to 1) Unexpended balance after completion of the work/activity/project for which the appropriation is authorized; or 2) unexpended funds resulting from implementation of improved systems and procedures, cost saving measures and efficiency where the agency was able to meet and deliver the required or planned targets, programs and services approved in the annual budget at a lesser cost, targets, programs and services approved in the annual budget. (Relate with the definition of "Monthly or Quarterly Savings")
- t) **Self-liquidating units** – refers to a unit which offer auxiliary services, primarily to internal clients and, secondarily, to external clients of the SUC. These are units operating by authority of the BOR/T. These units are initially funded out of the Special Trust Fund (STF), however, they generate revenue to sustain their operations. Any subsidy extended to it must have the approval of the BOR/T. The listing of these specific activities shall also be embodied in the collection report which is submitted to the BOR/T for approval. Self-liquidating units are usually managed by the units whose functions are aligned with the program under their supervision (example: in some SUCs without the Advanced Education budget from GAA, the Graduate School is a self-liquidating unit under the management of the SUC, but the income from tuition fees of undergraduate students are not used to provide for the needs of the graduate school, as their operation is funded solely out of the graduate school tuition fees collected. Therefore, any deficiency in the collection of tuition fee is shouldered by the students as additional cost if the enrollment falls below the minimum number of students per class; otherwise the subject offered is dissolved).
- u) **Service Income** – refers to collections which are received by the SUC from persons or entities that avail of the services of the SUC or administration officials. These fees are intended to augment administrative expenses (supplies and materials, administrative costs) and are usually *de minimis* in nature. Distinction must be made between service income and income from services offered by income generating units, in which case the income is being plowed back into the IGP to keep it viable and operational.
- v) **Special Trust Fund (STF)** – refers to the income of the SUC arising from the collection of tuition fees, miscellaneous fees, service and other income. This is broken down into:
  - (1) Tuition Fees for use by the SUC in carrying out its trifocal function: instruction, research and extension, and production, as well as defray its administrative costs (general administrative support);
  - (2) Fiduciary Fund;

- (3) Revenues collected by self-liquidating units;
  - (4) Revenues generated by IGUs;
  - (5) Regular and other Trust Fund without separate depository account (NSTP, ROTC, NEDA or DOST Funding, or other NGA Funding for the implementation of projects through the State College)
- w) **Unexpended Amount** – refers to the unobligated balance of the budget. At the end of a given period, the unexpended amount may be declared as savings. At the end of the calendar year, it may be considered as Surplus. This is usually the amount which is included in the cumulative results of operations unappropriated or the acronym popularly known as “CROU”, or simply stated, Accumulated Savings. The BORT, through the initiative of the finance division, may use the amount for the payment of additional incentives or reprogrammed as funding for projects proposed for the next calendar year. (See definition of Accumulated Savings).
- x) **Unappropriated Funds** – refers to the balance which may be considered available for use for a specific project or projects, or procurement of equipment or for the payment of some expenditure or obligation.

## ARTICLE II CLASSIFICATION OF FUNDS

**Section 4. Fund Structure** – The SUC shall define its fund structure for the purpose of effective fund control and establishment of accountability of the responsibility center, which is also the fund administrator. Such structure is hereby outlined as follows:

- I. **Special Trust Fund**
  - a. Tuition fees
  - b. Service Income
  - c. Other Income
  - d. College-wide Common Fund
    - i. Common Administrative Fund
    - ii. Faculty Development Fund
    - iii. SUC-wide Committee Fund
    - iv. Other Common Funds that may be created to serve a college-wide purpose
- II. **Fiduciary Fund**
- III. **Other Fiduciary Funds**
  - a. Self-Liquidating Units
  - b. Income-Generating Projects/Units (IGPs/IGUs)
  - c. Regular Trust Funds (funds held in trust for a school organization or another government agency, entity or NGO, and the like)

This structure may be modified as the need arises when some fund accounts need to be created, renamed, removed, or after having been removed, was restored, all to be carried out as a consequence of the approval in an administrative council meeting and subsequently approved by the governing board.

**Section 5. Chart of Accounts** – A chart of accounts shall be established in accordance with those prescribed by the Commission on Audit. For accounts unique or peculiar to the operation of the SUC, the same shall be prescribed through and integrated in the formulation of the internal policies, rules and regulations, including process flows. The chart of accounts shall also be harmonized pertinent to the fund structure stated in Section 4 hereof. The accounts to be included under each type of fund shall be appropriately defined and classified according to its nature and purpose.

### **ARTICLE III SPECIFIC BUDGETARY ALLOCATION**

Specific allocation for the following may be made by each responsible fund administrator after deduction of the SUC-wide common fund establishment of benchmark data to the following thrust, program or activity:

**Section 6. Budget Allocation for Instruction (50% of the tuition fees)** – The primary function of the SUC is instruction and shall be allocated a total of fifty percent (50%) of the actual tuition fees collected within the current calendar year. It shall be broken down into the following components:

**a) Faculty and Staff Development (12.5%)**

Budget allocation shall be used for overload pay (faculty member with permanent status), trainings and seminars, scholarship grants, educational tours (assistance), in-house training and evaluation, and other similar activities for the enhancement of the capabilities of the faculty members. Supplies and materials, maintenance and other operating expenses shall be limited to office supplies used in administration of a college or program.

**b) Curriculum Development (12.5%)**

Budget allocation shall be used for honoraria of part time faculty members (with duly approved contract of employment), subscription to journals (trade journals), books, reviewers, reproduction of instructional materials, shop tools and other instructional equipment, educational field trip assistance, industry immersion, seminar workshops and curriculum review and development, and such other maintenance and operating expenses as may be deemed directly and indirectly related and necessary to accomplish delivery of curricular requirements.

**c) Student Development (12.5%)**

Budget allocation shall be used for in-house trainings of student leaders or officers, trainings sponsored by accredited agencies, student labor deployment and compensation, IT equipment, medical and dental services/programs, trainings, orientation or seminar

Page 6 of 14

workshop for student organization officers, scholarship and incentive programs designed to uplift and motivate student achievers, and other similar activities, in furtherance of the goal in support of the welfare of the general student population.

**d) Facilities Development (12.5%)**

Budget allocation shall be used for audio-visual equipment, furniture and fixtures, room maintenance or enhancement, workshop enhancement and/or upgrading, instructional shop tools and equipment upgrading, school buildings construction (if a portion of this fund is accumulated to this end), sports facilities and equipment (buildings and other structures), information technology and communication system and infrastructure, major and minor repair and maintenance of plant and physical facilities, and such other expenses that would contribute to the delivery of effective curricular and extra-curricular services to the general student population.

**Section 7. Limitation on adjustment or modification of percentage allocation for instruction** – The above percentages assigned to the components of instruction may be adjusted in accordance with the expenditure trends established in the preceding year. However, the adjustment resulting to reduction in the allocation of one or more component shall not fall below 7.5%, in order not to unduly curtail developmental goals and regular operations therein.

**Section 8. Budget Allocation for Research Services (10% of tuition fees)** – Budget allocation for the second major function of the SUC, the research function, shall be set at a fixed rate of ten percent (10%) of tuition fees after deducting allowance for college wide common administrative costs. Said allocation shall be used for objects of expenditure related to the formulation or implementation of programs, projects, and activities, such as, but not limited to honoraria and incentives of researchers, lecturers, or research presenters, research assistants (with contract of employment) and wages of other personnel, office and IT equipment, facilities, supplies and materials, training and travel expenses, in-house research review, research presentation in appropriate *forum* and other research activities or undertaking that is geared towards producing research outputs that would be beneficial for the development of the community or locality where the SUC is located.

**Section 9. Limitation on adjustment or modification of percentage allocation for Research Services** – The budget allocation for Research shall be fixed at ten percent (10%). This percentage shall not be modified or reduced in order to ensure the accomplishment of research activities or undertaking that is geared towards producing research outputs that would be beneficial for the development of the community or locality where the SUC is located.

**Section 10. Budget Allocation for Extension Services (10% of tuition fees)** – The third major function of the SUC is extension services, which primarily includes the dissemination of the research output for the use and benefit of the community or locality in which the SUC is located.

The budget allocation for this function shall be used for instructional materials necessary for effective technology transfer of research outputs to the community, skills training in livelihood relative to the research output, honoraria of trainers undertaking the technology transfer of research outputs to the community, travel, training and seminar of extension services personnel, trainers' industry immersion program, wages of contract of service personnel other services (job order). Expenses incurred in undertaking the secondary function of extension services which includes alternative learning system (outreach program), skills training and

Page 7 of 14

development in consortium with local government units involving human resource development and other similar activities may likewise be included in the budget for this function.

**Section 11. Limitation on adjustment or modification of percentage allocation for Extension Services** – The budget allocation for Extension Services shall be fixed at ten percent (10%) of the tuition fees to ensure effective delivery of programs involving technology transfer of research outputs to the community or locality in which the SUC is located.

**Section 12. Budget Allocation for Production (10% of tuition fees)** – In view of the corporatization initiatives for all SUCs to render themselves reliant and sustainable, the SUC shall earmark a fixed ten percent (10%) budget allocation for the establishment of a project or income generating activity, or for investment outlay in the form of commercial structures that would generate additional revenues for the SUC. Maintenance expenses for the said income generating project shall thereafter be financed out of its collections as soon as it becomes viable. For its initial operations, budget allocation as stated in the budget proposal approved by the governing board for office supplies, facilities enhancement, other services (job order), equipment, utilities, and other maintenance and operating expenses may be made. After review of its viability or feasibility, the project, which assumes a temporary duration until officially considered as a regular activity (or has become an income generating unit assigned to or supervised by the Director for Business Affairs), shall be assessed, whether fit for permanent operation or should be further subsidized for another term or period or should be phased out or discontinued.

**Section 13. Limitation on adjustment or modification of percentage allocation for Production** – The budget allocation for Production may be fixed at ten percent (10%) of the collected tuition fees to ensure effective delivery of programs involving the establishment of an investment outlay project or income generating project of the main campus, satellite branches or external campuses of the SUC to be funded out of their respective tuition fee collections. However, any reduction to the allocated percentage must be justified in writing and approved by the governing boards. The assignment of the portion pertaining to the reduction shall be specifically stated, that is, if the same shall be used as augmentation to the budget of the other functions stated in the preceding sections.

**Section 14. Budget Allocation for Administrative Services (10% of tuition fees)** – Basic general administrative support services commonly known as Administrative Services or Administration, shall include the following: administrative services which personnel or human resource management, cashiering, maintenance, security, supply and property management, and liaison to and from other national government agencies concerned with personnel benefits and privileges; financial management which includes accounting, budgeting, and financial reporting; and administration which cater to the needs of the executive officers' maintenance and operating expenses.

Budget allocation for this aspect of operations shall be used for personnel services, staff development trainings and seminars, travel expenses, office supplies and materials, security and maintenance services (job order/contracts of service) and such other maintenance and operating expenses necessary for the effective and efficient delivery of general administrative support services as contribution to the attainment of the vision, mission, goals and objectives of State College.

**Section 15. Limitation on adjustment or modification of percentage allocation for Administrative Services (or Administration)** – The budget for allocation for Administrative Services (or Administration) shall be fixed at ten percent (10%). Modification resulting to reduction of the percentage allocation shall not be allowed. Any unexpended balance may be used to augment infrastructure or capital outlay appropriation.

**Section 16. Budget Allocation for Mandatory Reserve (10% of tuition fees)** – A budget allocation of ten percent (10%) for Mandatory Reserve shall be made by the SUC main campus, satellite branches or external campuses as contingency fund for any unexpected event which may adversely affect the institution and its operations.

**Section 17. Appropriation out of the Mandatory Reserve**

Projects or object of expenditures that may be financed by resorting to the scheme using the mandatory reserve shall include emergency construction of structures destroyed by natural or man-made calamities. This is a provision made in response to emergency circumstances beyond the control of the SUC or campus administrators.

This mechanism shall be carried out by virtue of an Administrative Council resolution and is internal in nature. Contribution from the other branch campuses or external campuses may be consolidated, in the same way that repayment out of future collections may likewise be apportioned to the extent of the loan extended. This shall be stated in the budget proposal approved by the governing board, as "Repayment of loan assistance granted by [name of the campus]".

The above suggested percentage allocation may be modified to suit the needs of the SUC, provided such modification was approved by the governing board.

**Section 18. Provision for Common Fund** – The SUC shall provide for a common fund out of which the expenditures considered as SUC wide common administrative costs shall be paid.

The finance officer shall assist in determining the costs pertaining to the identified object of expenses in accordance with the expenditure trends of the preceding calendar year and determinable expenditures of the next calendar year. Each campus or SUC shall allocate a portion of their budget to defray college-wide administrative and development costs. The pro-rata distribution shall be based on tuition fee collections. A SUC-wide administrative and development cost have been identified, but is not limited to, the following:

- a. Costs in the holding of BOR/T meeting
- b. Travel expenses of the BOR/T members
- c. Honoraria and other incentives of the BOR/T
- d. General administrative support services
- e. Honoraria of the VPA, VPAA, Student Services Directors, Research & Development Services, and Extension & External Services Directors,
- f. MOOE of College-wide Officials and staff (Chief Administrative Officers, Budget Officers, Accountant, Human Resource Officer, Management and Audit Analyst, Supply and Property Officer, and other college-wide officers)

- g. Other SUC-wide services and activities (non-recurring, e.g. thanksgiving at year end, equipment outlay – payroll/salary and HRM services; four campuses-disbursement/payment services-cashier's office equipment, year-end incentives and the like).
- h. Establishment of fund for SUC wide faculty development fund and for any specific committee that may be established for a specific purpose.

**Section 19. SUC-wide Faculty Development (NBC 461 Committee)** – In view of the nature and manner by which faculty members may be upgraded professionally or can avail of academic promotions with implication on compensation, NBC 461 Committee shall be formally established herein as a permanent SUC wide faculty development committee. As such, the director in charge of the coordination, consolidation, reporting, submission, liaison functions, and such other duties and functions that may be undertaken towards the objectives of this Committee shall be entitled to transportation allowance which shall be paid out of this fund. Maintenance and other operating expenses may likewise be paid out of the fund appropriated from the SUC wide common fund.

**Section 20. SUC-wide Committee Fund** – Budget allocation for this specific committee which may be created in the future or is already existing in the present calendar year, shall be limited to the budgetary requirement contained in the budget proposal, or in the absence of a proposed or specific amount, as deliberated upon as reasonable and agreed, in an appropriate forum such as during an administrative or academic council meeting. Approval of the governing board shall be a basic requirement before any expenditure may be incurred.

**Section 21. Pro-rata distribution based on tuition fee as a measure of ability to pay** – The basis for the distribution of share in the SUC wide common administrative cost shall be the tuition fee collection computed as follows:

1 <sup>st</sup> semester enrolment of the preceding calendar year)	[collection per
+ (2 <sup>nd</sup> semester enrolment (30%)	satellite/branch/
	campus]
<hr/>	
1 <sup>st</sup> semester enrolment of the preceding calendar year)	[grand total - tuition
+ (2 <sup>nd</sup> semester enrolment (30%)	fee collection as
	consolidated]

**X TOTAL AMOUNT APPROPRIATED FOR THE COMMON FUND**

**= AMOUNT OF CONTRIBUTION OR SHARE DUE FROM A SATELLITE/BRANCH/  
EXTERNAL CAMPUS**

The amount due from a satellite campus, branch campus or external campus, as the case may be, shall be deducted from the actual tuition fee collected within the period covered by the budget period cut off. Consequently, if the budget period for the first quarter (January to March) shall be funded out of collections for December 16, 2009 to March 15, 2010, the amount due as contribution shall be deducted from the total actual collections, and the remaining amount to be distributed or allocated to the different functions and budgetary provisions as identified in Section 6 to Section 20.

## **ARTICLE IV SPECIFIC BUDGETARY PROVISIONS**

**Section 22. Documents to Support Budget Proposal** – The budget for the use of income shall be submitted for approval to the BOR/T. However, no budget shall be submitted for approval by the BOR/T unless the same is accompanied by the following:

- a. A certificate duly signed by the Accountant that collections have been made, duly receipted and deposited in the official government depository bank. Such certification shall be broken down by college, campus, and fund (fiduciary, self-liquidating projects and activities and regular funds) showing the details of the fees collected.
- b. Annual Procurement Plan (APP)/ Project Procurement Management Plan (PPMP)/EPP

All budget proposals for maintenance and other operating expenses requiring procurement shall be covered by an APP and PPMP duly signed by the deans, executive directors, fiduciary and IGP/Production fund administrators, and the President, and submitted for approval to the BOR/T. This requirement and all other mandatory requirements under RA 8194 (Government Procurement Reform Act) shall be observed strictly to maximize the use of financial and material resources.

- c. Investment Plan

All capital outlay and investment program must be covered by a BOR/T approved Project Procurement Management Plan.

**Section 23. Distribution of Copies of the Approved Budget** – Upon approval of the budget, the Office of the Board Secretary shall furnish a copy of the BOR/T approved budget to the COA resident auditor, DBM Regional Office, the Chief Accountant and all the fund administrators, and attach thereto the excerpt of minutes of the meeting and the Board Resolution with control number thereon for reference of the users of the budget document.

**Section 24. Implementation of the Budget** – Budget authorized by the BOR/T shall be implemented within the Calendar Year for which it was formulated. The inclusive collection period and the Quarter for which the collection will be used shall be clearly and specifically stated.

The BOR/T meets only once every quarter, and allowed to conduct two (2) special meetings. Therefore a reasonable scheme must be resorted to in order to abide with COA Circular No. 2000-02, s. 2000 which requires board approval for the use of income, while aligning the financial operations and transactions with financial cycle which abides by a January to December or calendar year period.

Hence, for example, collections for the period covering November 16, 2009 – February 28, 2010 shall be used for operations of the first Quarter CY 2010 which covers January to March 2010.

A collection period is associated for one quarter. The implication is that the standard months pertaining to a quarter will not necessarily be the same as the collection period. This happens because of (1) the limitation on the availability of the BOR/T members to meet on a

regular basis which ought to be on the month before the next quarter period and (2) the impossibility of generating actual report of collections pertaining to the quarter for which they will authorize the budget. This necessitates the authority of the BOR/T to incur "obligational authority" to the extent of amounts stated in the Program of Receipts and Expenditures (PRE) for the current Calendar Year.

For this reason, obligational authority to the extent of amounts stated in the BOR/T approved Program/Projected Receipts and Expenditures (PRE) shall be obtained to fill in the ensuing vacuum in budgetary authority created by this desynchronization.

**Section 25. Prior year's expenditure to be paid in the Current Year – Expenditures which have been obligated in the current year but to be paid or settled in the next calendar year shall be funded out of remaining fund balance as of December 31. It shall be included as among those to be deducted from Fund Balance at the End of the Year in determining the Accumulated Savings subject of appropriation.**

**Section 26. Approval of Request for Obligation in Accordance with Approved Budget; Availability of Unobligated Funds and Budget Officer's Certification –** In the implementation of the budget, no request obligation of allotment or funds shall be approved if provision for the said expenditure has been made or allocated in the approved budget. Likewise, no request for obligation of allotment or funds shall be approved in the absence of available unobligated funds in the account of the main, satellite, branch, or external campus, or college, units, divisions, sections or committees established therein.

## **ARTICLE V RESERVATION OF FUNDS**

**Section 27. Appropriation for Specific Infrastructure Projects –** Funds may be earmarked for a specific project, construction, or acquisition of equipment or vehicle to be made out of a specific fund which should be properly identified. Such reservation shall be made and embodied in a budget proposal for the use of income. If the cost of the project requires that the amount be accumulated over a period of time, such reservation shall be duly taken up in a subsidiary ledger to account for the same until the project, construction or acquisition is ready to be undertaken.

**Section 28. Prior year's expenditures associated with the implementation of an ongoing project carried over into the current year –** Expenditures which have been obligated in the current year and is associated with a BOR/T approved project, but to be paid or settled in the next calendar year shall be funded out of remaining fund balance as of December 31. It shall be included as among those to be deducted from Fund Balance at the end of the year in determining the Accumulated Savings subject of appropriation, being a "reserved fund" for a continuing project.

**Section 29. Action Plan and/or Investment Plan –** Funds may be reserved out of the special trust fund income, upon the submission of an investment plan or list of projects which implementation period extends to more than one (1) year or which authority was obtained and implementation takes place near the end of the calendar year and extends over to the next calendar year. For the latter, the project may appropriately be considered as a continuing

appropriation out of the special trust fund and shall not be included in the funds to be declared as unappropriated surplus.

**Section 30. Availability of Funds and Accountant's Certification** – The plan shall be submitted to the BOR/T so that funds may be appropriated as a continuing investment or capital outlay to the effect that funds earmarked for the project shall be deemed appropriated for the period within which it is to be implemented until completed; *Provided*, That funds appropriated therefore shall be supported by a certification from the accountant that the same is available and had already been set aside for the purpose.

Projects which had been proposed nine months before the year end but was not yet implemented by October of the current year may be subject for reprogramming in the next calendar year if the implementing unit has manifested in writing its intention to reprogram the schedule of the said project. The fund allocated for the project shall be reserved and is excluded in determining the Accumulated Savings. It is strongly enjoined that booking of unpaid accounts arising from transactions not yet consummated or ongoing projects, as Accounts Payable be strictly observed to make the reservation of funds effective.

If the above section is observed, better management decision making is promoted as well as the efficient and maximum utilization of financial resources.

## **CHAPTER VI ACCUMULATED SAVINGS/The CROU**

**Section 31. Use of STF Accumulated Savings or Cumulative Results of Operations-Unappropriated (CROU)** – The disposition of the STF Accumulated Savings or Cumulative Results of Operations - Unappropriated arising from tuition fees, service and other income shall be approved by the BOR/T upon the recommendation of President in consultation with the Administrative Council (ADCO). The BOR/T approval may include proposed major project or to use it in payment of a loan incurred by the SUC from a bank, or other financial institution, or for the payment of incentives or any other project or expenditure that would benefit the SUC.

**Section 32. Maintenance of Subsidiary Accounts** – A subsidiary ledger shall be maintained by the Financial Management Services Division to monitor the accumulation of unexpended amount. This shall serve as the common fund account of the whole SUC, regardless of where the unexpended fund was taken. In the case of the budget for Production, and the funds pertaining to fiduciary fund, self-liquidating units, income generating units, and regular funds, a running balance shall be retained. Its inclusion in the CROU shall be expressly approved by the BOR/T by virtue of a board resolution, after due deliberation.

**Section 33. Discretion of the BOR/T** – The power vested in the BOR/T to delegate to the SUC President to administer or manage the accumulated savings of the SUC is justified by his accountability as head of agency, as long as it is in furtherance of the goals and objectives of the SUC as a whole. The respective fund administrators have already been given the authority to execute their respective budget using their respective allocations upon the approval of the BOR/T. Their failure to do so may cause the increase of accumulated savings to the SUC, but is not a credit to their performance.

In case decision is to use the accumulated savings for personal services, such as additional incentive, the PRAISE committee and the ADCO shall agree on it, and the same shall undergo the usual BOR/T approval upon favorable endorsement by the SUC President.

## ARTICLE VII FINAL PROVISIONS

**Section 34. Effectivity** – The above-stated fiscal policies and guidelines shall take effect immediately, and therefore, implementation shall be made upon approval of the same by the BOR/T.

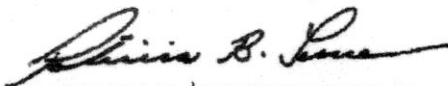
**Section 35. Supplemental Provisions** – Any portion hereof which needs clarification shall be issued supplemental instruction. Whenever practicable, consultations shall be made with all those concerned. Any modification, repeal or supplement of any provision may be recommended upon due deliberation. Any introduction of new developments or shift to new methods of data management shall be adopted to enhance financial management information dissemination as well as access to it by internal users and decision-makers.

**Section 36. Formulation of Internal Procedures and Process Flows** – It shall be the responsibility of the SUC to formulate internal procedures and process flows to implement the provisions in this guidelines, and the same shall be modified periodically in compliance with rules and regulations that may be passed by other concerned national government agencies from time to time, particularly those originating from CHED, DBM, COA, NEDA, DOST, DA and agencies which functions or mandate are allied with the functions and mandate of the SUC.

**Section 37. Separability Clause** – Any portion hereof contrary to law, rules and regulation may be immediately modified or removed accordingly, and the corresponding law, rule or regulation is attached herewith for ready reference. Any portion hereof not affected shall remain in full force and effect unless repealed or deemed superseded by a new law, rule, regulation or BOR/T approved policy.

**Section 38. Transition Period** – As far as practicable, all provisions herein stated take effect immediately. Reasonable efforts are expected to bring to full implementation on these policies and guidelines in the use of the Special Trust Fund.

Issued this 4th day of August, 2011, Quezon City, Philippines.

  
**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

## COMMISSION ON AUDIT CIRCULAR NO. 2000-002

### April 4, 2000

**TO :** The Presidents, Members of the Board of Regents/Trustees, Chief Accountants/Heads of Accounting Units, Budget Officers, and COA Auditors of State Universities and Colleges (SUCs); and All Others Concerned.

**SUBJECT :** Accounting Guidelines and Procedures on the Use of Income of SUCs Pursuant to Republic Act No. 8292.

#### 1.0 Rationale and Purpose

At present, SUCs are authorized under Letter of Instructions Nos. 872 and 1026 to retain as Revolving Fund their income from food production and manufacturing operations deposited in authorized government depository bank (AGDB). Fund Codes 161 and 163 were issued by the Department of Budget and Management (DBM) for the purpose. In addition, Fund 164 was issued for use of a University which was granted authority to use all income accruing to it by virtue of Executive Order No. 714.

Under Section 4(d) of Republic Act (R.A.) No. 8292, the Higher Education Modernization Act of 1997, SUCs are likewise authorized to deposit in any AGDB and treat as Special Trust Funds (STF), income from tuition fees and other necessary school charges, such as; matriculation fees, graduation fees, and laboratory fees. The law further authorized the Board of Regents/Trustees (BOR/T) of SUCs to disburse such income and other charges, as well as those generated from the operation of auxiliary services and land grants, for instruction, research, extension or other programs/projects of the university or college. Such disbursements require a special budget duly approved only by the BOR/T which is now empowered by R.A. No. 8292 to appropriate the income of the university/college and allocate funds with flexibility.

In accordance with the constitutional function of the Commission On Audit (COA) governing promulgation of accounting and auditing rules and regulations and in order to provide specific guidelines on the utilization of income of SUCs constituted into STF pursuant to Section 4(d) of R.A. No. 8292, this Circular is hereby issued.

#### 2.0 General Guidelines

2.1 The following provisions of R.A. No. 8292 and R.A. No. 8745, the General Appropriations Act for CY 1999 are hereby reiterated:

- 2.1.1 All income of SUCs from tuition fees and other necessary charges such as: matriculation fees, graduation fees, laboratory fees, medical and dental fees, library fees, athletic fees and other similar fees shall be deposited in an AGDB and constituted as STF. All interests that shall accrue therefrom shall form part of the same Fund.
- 2.1.2 Income from university hospitals shall be earmarked and used exclusively for the operating expenses of the hospitals.
- 2.1.3 All fiduciary fees shall be disbursed for the specific purposes for which they are collected.
- 2.1.4 In no case shall the STF be used for the payment of salaries and the creation of new positions.

- 2.2 The STF shall be used to augment the maintenance and other operating expenses and capital outlays of the university and to pay authorized allowances and fringe benefits to teachers and students who render services to the school.
- 2.3 A special budget for the utilization of the STF, supported by a Certification from the Chief Accountant that sufficient income had been realized, collected and deposited with an AGDB shall be approved by the (BOR/T) of the University/College.
- 2.4 The approved special budget shall be the basis of the Chief Accountant in recording appropriations and allotments.
- 2.5 A copy of the approved special budget shall be furnished the DBM and the Accountancy Office, COA within ten days after approval.
- 2.6 Any balance of allotments at the end of the year shall be reverted to the Cumulative Results of Operations-Unappropriated (CROU).

### **3.0 Specific Guidelines**

- 3.1 Each University/College shall open a separate bank account for the STF wherein all income collections shall be deposited. All interests that shall accrue therefrom shall form part of the same Fund and shall be reported as interest income. A monthly bank reconciliation statement shall be prepared and submitted to the Accountancy Office, COA pursuant to COA Circular No. 92-125A.
- 3.2 The Chief Accountant shall maintain a separate set of books of accounts for the STF using Fund Code 164.
- 3.3 The Budget Officer shall prepare a special budget for the approval of the BOR/T to utilize the income deposited with AGDB.
- 3.4 No special budget shall be approved by the BOR/T unless it is supported by a certification signed by the Chief Accountant that available deposits is sufficient to cover its funding requirements.
- 3.5 Upon receipt of the duly approved special budget from the Budget Officer, the Chief Accountant shall draw a Journal Voucher to set-up the appropriations and record the allotments.
- 3.6 The Budget Officer shall also furnish the DBM and the Accountancy Office, COA copies of the duly approved special budget within ten days after approval by the BOR/T.
- 3.7 The Chief Accountant shall follow the accounting entries shown as Annex A hereof in recording financial transactions pertaining to the STF.
- 3.8 At the end of the year, the Chief Accountant shall prepare a Detailed Schedule of Allotments and Obligations Incurred (Annex B) and Breakdown of Income (Annex C) as supporting schedules of the Preliminary Trial Balance.

### **4.0 Saving Clause**

Issues and cases arising from the implementation of this Circular shall be referred to the Accountancy Office, this Commission, for resolution.

### **5.0 Sanctions**

Failure of the officials and employees concerned to comply with the requirements of this Circular shall subject them to disciplinary action in accordance with Section 55, Chapter 10, Title I-B, Book V of E.O. No. 292, the Revised Administrative Code of the Philippines.

#### **6.0 Repealing Clause**

All provisions of circulars, memoranda or other issuances which are inconsistent with the provisions of this Circular are hereby rescinded, repealed and/or modified accordingly.

#### **7.0 Effectivity**

This Circular shall take effect January 1, 2000.

**(Sgd.) CELSO D. GAÑGAN**  
Chairman

**(Sgd.) RAUL C. FLORES**  
Commissioner

**(Sgd.) EMMANUEL M. DALMAN**  
Commissioner

**PROGRAM OFFERINGS**

As of AY 2019-2020

**Graduate Programs:**

- Master of Science in Agronomy
- Master of Science in Animal Science
- Master of Science in Horticulture
- Master of Science in Agricultural and Biosystems Engineering

**Undergraduate Programs:**

- Bachelor of Science in Agriculture major: Agronomy, Animal Science&Horticulture
- Bachelor of Science in Agribusiness
- Bachelor of Science in Agroforestry
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Agricultural Technology
- 2-Year Diploma in Inland Fishery and Technology
- 1-Year Oil Palm Technology
- Bachelor of Science in Agricultural and Biosystems Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Information System
- Bachelor of Science in Information Technology
- Bachelor of Science in Industrial Technology major in: Civil Technology, Electronics Technology, Heating, Ventilating, Refrigeration & Airconditioning Technology and Welding & Fabrication Technology
- Bachelor of Secondary Education major in: Biology/Sciences, English, Mathematics & Technology & Livelihood Education
- Bachelor of Technology and Livelihood Education major in: Agri-fishery Arts, Home Economics and Industrial Arts
- Bachelor of Elementary Education
  
- Teacher Curriculum Certificate
  
- Bachelor of Arts in English Language
- Bachelor of Science in Applied Mathematics
- Bachelor of Science in Biology
- Bachelor of Science in Environmental Science



Republic of the Philippines  
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY  
8506 Bunawan, Agusan del Sur



website: asscat.edu.ph; email address: asscatjvg@gmail.com; asscat\_op@yahoo.com

Office of the BOT Secretary V

Excerpts from the Minutes of the 108<sup>th</sup> ASSCAT Board of Trustees Regular Meeting  
(2<sup>nd</sup> Quarter of CY 2019) at Park Inn by Radisson, Davao City on July 12, 2019

**Resolution No. 19-027**  
Series of 2019

**APPROVING THE PROPOSED UPDATED ADMINISTRATIVE  
MANUAL OF OPERATION SUBJECT TO SUGGESTIONS OF THE BOT**

**WHEREAS,** Sec. 4 (a) of RA 8292 states the power of the Board to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university or college;

**WHEREAS,** ASSCAT is chartered under Republic Act No. 7932;

**WHEREAS,** Section 12 of RA 7932 mandates that there shall be an administrative council consisting of the president of the College, as chairperson, the vice-president(s), deans, directors, and other officials of equal rank, whose duty is to implement the policies governing the administration, management, and development planning of the college as approved by the Board;

**WHEREAS,** Dr. Joy C. Capistrano presented in detail the Updated Administrative Manual of Operations which was prepared in a workshop with the guidance of the former Commissioner Roberto N. Padua;

**WHEREAS,** upon the motion of Dr. Charlie A. Dayon and seconded by Dr. Alvin O. Cayogyog, the Academic and Administrative Council under AAJCRM RN: 19-038 **ENDORSED** to the Finance Committee and Board of Trustees the **APPROVAL** of the **PROPOSED UPDATED ADMINISTRATIVE MANUAL OF OPERATION**.

**NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** upon the motion of Hon. Bonifacio G. Uy and seconded by Hon. Dominga D. Mallonga, the Board of Trustees the **APPROVED** the **PROPOSED UPDATED ADMINISTRATIVE MANUAL OF OPERATION SUBJECT TO SUGGESTIONS OF THE BOT**.

*Done during the 108th ASSCAT Board of Trustees Regular Meeting (2nd Quarter of CY 2019) at Park Inn by Radisson, Davao City on July 12, 2019.*

Certified True and Correct:

**FRANCIS M. A. PAREDES**  
College and Board Secretary V

Recommending Approval:

**JUARLITO V. GARCINES, Ph.D.**  
SUC President III  
Vice Chair, ASSCAT BOT

APPROVED:

**HON. PERFECTO A. ALIBIN, Ed.D.**  
CHED Commissioner  
Chairperson, ASSCAT BOT

Resolution No. 19-027, Series of 2019

**APPROVING THE PROPOSED UPDATED ADMINISTRATIVE MANUAL OF OPERATION SUBJECT TO  
SUGGESTIONS OF THE BOT**

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**Vision**

ASSCAT as the premier agro-industrial Higher Education Institution in Caraga Region capable of producing morally upright, competent and globally competitive human resource to effectively implement sustainable development.

**Mission**

ASSCAT shall primarily provide higher professional, technical and special instruction for special purposes and promote research and extension services, advanced studies and progressive leadership in agriculture, education, forestry, inland fishery, engineering, arts and sciences and other relevant fields.

**Quality Policy**

Agusan del Sur State College of Agriculture and Technology's Vision to be a premier agro-industrial Higher Education Institution in Caraga Region is fostered by the following principles:

- Sustaining quality education experience and community engagement;
  - Encouraging optimum resource management;
  - Developing an environment that is conducive for intellectual and personal growth and
  - Generating relevant knowledge through innovative thinking.
- To continually improve our Quality Management System, we commit to comply with all applicable requirements and provide service excellence in our four-fold functions.

# ASSCAT BOARD OF TRUSTEES



**Hon. J. Prospero E. De Vera, III, DPA**  
Officer In Charge, Office of the Chairperson  
Commission on Higher Education



**Hon. Perfecto A. Alibin, Ed.D.**  
Commissioner, Chair Designate  
Commission on Higher Education



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Philippine Senate  
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Philippine Congress  
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SUC President III, Vice Chairperson



**Hon. Abel James I. Monteagudo**  
Regional Director  
Department of Agriculture  
Member



**Atty. Bonifacio G. Uy**  
NEDA Regional Director  
Member



**Hon. Dominga D. Mallonga, MS**  
DOST, Regional Director IV  
Member



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President Faculty  
Member



**Hon. Robert D. Romano**  
President, SSG  
Member



**Hon. Ellene C. Wasil**  
President, ASSCAT Alumni  
Member



**Hon. PTR. Winnie A. Decena**  
PSR BOT Member



**Hon. Rex T. Linao, Ph.D.**  
PSR BOT Member



## Appendix I

Republic of the Philippines  
**AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY**  
 Bunawan, Agusan del Sur

### COMPARISON OF EXISTING AND PROPOSED ADMINISTRATIVE MANUAL OF OPERATIONS

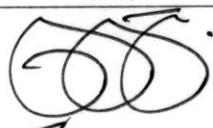

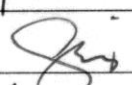
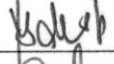
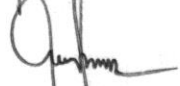
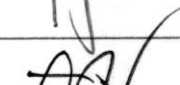
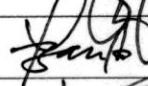


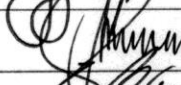
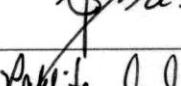
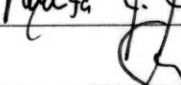
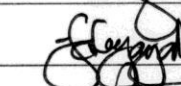

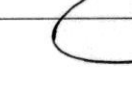



Content/ Description	Existing Manual	Proposed Manual
The ASSCAT	Vision, Mission, Philosophy (BIMP-EAGA)	Vision, Mission, Philosophy, <b>Core Values, Quality Policy</b> (agro-industrial HEI, globally competitive)
	Organizational Chart	Organizational Chart <b>(SUC Level III)</b>
		<b>ASSCAT History, Seal, Hymn</b>
The Governing Board and Administration of SUCs	Policy Making & Implementation	<b>Governing Board, SUC Presidency, VPs, College/BOT Secretary, The Councils</b>
Units under the OP		<b>Planning &amp; Monitoring, International Affairs, Alumni Relations, Legal Affairs, QA, PICRO, MIS, GAD</b>
		<b>Committees of the College (FSDC, PRAISE, CODI, Grievance, BAC, Other Committees)</b>
HRMD	Recruitment & Selection of Employee	Recruitment & Selection of Employee
	Selection of Staff Scholar	Selection of Staff Scholar
	Performance Evaluation System	Performance Evaluation System
	Retirement	Retirement
		<b>Leave Application</b>
		<b>HR Development</b>
Records Management	Flow of Communication	Flow of Communication
	Internal Communication	Internal Communication
Procurement Management	Annual Procurement Plan	Annual Procurement Plan
	Public Bidding for Equipment	
	Procurement Process	Procurement Process for Competitive Bidding & Alternative Mode <b>(RA 9184, 2016 edition)</b>

<b>Content/ Description</b>	<b>Existing Manual</b>	<b>Proposed Manual</b>
	Procurement Through Sole Distributorship (Sole Distributor)	
PSM	Inventory of Properties	Physical Count of Properties
	Issuance of Supplies and Materials	Issuance of Supplies and Materials
	Disposition of Properties	Disposal of Properties
Budget Office	Internal Budgeting Procedure	Internal Budget Deliberation
Cashier	Collection and Deposit	Collection and Deposit
	Issuance of Check	Payment of Approved DV
Accounting	Financial Statement Preparation	Financial Statement Preparation
	Processing of TEV	Processing of TEV
	Processing of DV for Supplies, Materials & Fixed Assets	Procedures for Payment of Goods/Infra/Consulting Services
	Procedures for Payment of PS	Procedures for Payment of PS
	Preparation of Annual Report	Included in the functions of the Planning Office
Security Services		Attending to Students, Personnel & Guests; Petty and Serious Incidents
General Services		Repair & Maintenance of Infra, Equipment & Facilities
Motorpool Services		Motor Vehicle Utilization
Health & Wellness		Medical and Dental Services Physical Fitness Activities

Prepared by:

  
**JOY C. CAPISTRANO**  
 SUC VP III for  
 Administrative Affairs

**WRITERS**

<b>Name</b>	<b>Position/Designation</b>	<b>Signature</b>
<b>Capistrano, Joy C.</b>	Chief Administrative Officer SUC VP for Administration GAD Focal Person	
<b>Paredes, Francis Tom A.</b>	College/Board Secretary V	
<b>Baluis, Irene C.</b>	Director, MIS	
<b>Domingo, Cristina P.</b>	Records Officer - Designate	
<b>Desamparo, Ruth S.</b>	HRMO	
<b>Jusay, Leolyn Mae P.</b>	Procurement Officer – Designate GAD Secretariat	
<b>Adem, Primo T.</b>	Supply Officer III	
<b>Barrios Jr. Fidel L.</b>	Head, Security Services	
<b>Indab, Emily Carl S.</b>	Head, General Services	
<b>Malmis, Romie E.</b>	Coordinator, General Services	
<b>Galapin, Jaypee M.</b>	College Nurse	
<b>Amarante, Elinor M.</b>	Budget Officer III	
<b>Oliver, Berlito A., Jr.</b>	Accountant III	
<b>Camino, Pablita A.</b>	Cashier III	
<b>Ildefonso, Jacqueline</b>	HRMO staff	
<b>Ayala, Cheyser Rose D.</b>	QMR staff/Encoder	
<b>Garcia, Millicent Therese G.</b>	VPA staff/Encoder	
<b>Hingco, Shiela Mae A.</b>	VPA staff/Encoder	

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