



**JOSE RIZAL UNIVERSITY  
ELEMENTARY SCHOOL DIVISION**

**FACULTY HANDBOOK  
JULY 2016**

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*We Care About Good Education*

## FOREWORD

While it is true that the students in the classroom constitute the reason for the existence of the faculty, it is only the faculty member himself in that very classroom who is competent in his field, who strives for further academic growth and personal development, and who contributes his share to the University community, who can ensure the meaningful and satisfactory presentation and completion of the subject to the student, to the institution and, certainly, to himself. It is only when the faculty member provides mental stimulation and makes the students aware of their existing competence and intellectual potential that the students are in turn motivated to improve upon their academic progress.

This manual covers a variety of subjects relevant to both the organization and administrative aspects of faculty life at the University. While this manual attempted to answer the questions that faculty members often ask, experience has shown that the "actual doing" is a very different proposition from reading about it. Faculty members are therefore encouraged to maintain frequent contact with the academic officers of the division as we are certainly most interested in "how you are getting along."

While every effort has been made to insure the accuracy, consistency and completeness of materials available at the time copy is made of this manual, the University reserves the right to make changes at the time during the school year with out prior notice. Such changes take effect whenever the University deems them necessary.

VICENTE K. FABELLA  
President

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Dean, College of Computer Studies &  
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Office

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Dean, College of Hospitality & Tourism  
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Research Director and Consultant for  
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Assistant University Registrar

**Mendelson P. Quiba**  
Director, Guidance & Testing Office

**Grace Marie B. Martin**  
Assistant Principal, High School Division

**Ana Belen S. Cuyugan**  
Director, Student Development Office &  
OIC, Community Development Office

**Noemi R. Bugarin**  
Assistant University Librarian

**Manuel A. Quiambao**  
Assistant Dean, Law School Division

**Joseph S. dela Cruz**  
Assistant Director, Engineering &  
Maintenance Office

**Rechilda B. Ibardolaza**  
Assistant Director, AHR Office



**ELEMENTARY SCHOOL OFFICIALS**

**Josephine B. Culala**  
Principal, Elementary School

**Ma. Claire M. Guevara**  
Grade One, Level Chair

**Corazon M. Nucum**  
Grade Four, Level Chair

**Rosario M. Ronsairo**  
Grade Two, Level Chair

**Roland C. Dalloran Jr.**  
Grade Five, Level Chair

**Marilou A. Manginsay**  
Grade Three, Level Chair

**Jose B. Gano**  
Grade Six, Level Chair

## HISTORY OF THE UNIVERSITY

Jose Rizal University was originally founded as the Far Eastern College School of Accounts, Commerce, and Finance in 1919 as a non-stock, non-profit, non-sectarian private educational institution to blaze the trail in the field of commercial education. Its founder was the late Vicente Fabella, the first Filipino certified public accountant. The name was subsequently changed to Jose Rizal College in 1922, in honor of the great Filipino patriot and martyr who tried to awaken his countrymen in his writings to the need for economic self-sufficiency and independence. In 2000, Jose Rizal College was granted University status by the Commission on Higher Education.

The University was first located at R. Hidalgo Street in Quiapo, Manila. It offered the four-year bachelor's degree course in Commerce as well as the high school course. It has continued to provide educational services since 1919 except during the Japanese occupation of the Philippines in World War II when it remained closed as a gesture of protest in spite of repeated attempts by the occupation authorities at that time to have it opened.

The University reopened after the end of the war in 1945 and, faced with the need for expanded facilities, transferred in 1950 to its present site in Mandaluyong City, then part of the province of Rizal and subsequently Metro Manila.

Since 1951, the University has offered the six-year general elementary curriculum. In 1960, it began offering a separate kindergarten course.

The University is a founding member of the Philippine Association of Colleges and Universities (PACU) in 1932, of the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, of the Private Education Retirement Annuity Association (PERAA) in 1974, and Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

During its more than half a century of existence, the University has achieved the singular distinction of having produced a remarkable number of successful graduates who have enjoyed the respect of the nation. Among them are included a President of the Philippines, a justice of the Supreme Court, several members of the legislature and of the Cabinet, some ambassadors, no less than twenty heads of banks and financial corporations, several heads of educational institutions, acknowledged leaders in the various fields of industry, commerce, agriculture and trade, and armed forces officers of general rank. It can rightfully claim that it has contributed its share in the molding of character and training of the successful graduates. In fact, 2001, Jose Rizal University was granted an autonomous and deregulated status by CHED. The University received Level IV accreditation from Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) for its Commerce and Business Administration Programs in 2009 and was awarded Center for Development by CHED. In 2012, the University received its Institutional Accreditation from the Federation of Accrediting Agencies of the Philippines, and in 2013, the Elementary School and High School Divisions were granted Level III Reaccredited Status, the first in the National Capital Region.

The careful combination of proven competence in instruction plus valuable experience in the practice of the profession has been the guide of the University in the selection of faculty members. This policy, combined with carefully planned programs in the various disciplines and adequate facilities, has formed the basis for the impressive educational record of the University.

## VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovations in teaching and learning to produce graduates of social importance.

## MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

## QUALITY POLICY

Jose Rizal University is committed to provide quality education through compliance with stakeholder requirements, continuous improvement of its organizational system, and develop competent and professional teaching and non-teaching personnel, to ensure efficient transfer of relevant knowledge and desirable values.

## QUALITY OBJECTIVES

- 1) Continuously provide academic intervention to its students;
- 2) Continuously provide feedback loops in satisfying its client through metrics;
- 3) Maintain and continuously develop a competent workforce through effective performance management systems; and
- 4) Maintain effective financial, technological, academic and administrative planning and control systems to implement its goals and objectives.

## JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives one's best and committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of other's rights, feelings and ideals in making decisions for the University.
- **With Integrity.** A person who acts truthfully, morally and ethically.

## JRU INSTITUTIONAL OUTCOME

A JRU graduate has the competencies and values in the disciplinary area completed such that he/she is a useful and responsible citizen of the country.

## PROGRAM OUTCOMES OF THE ELEMENTARY SCHOOL

With quality elementary school education that exceeds the national standards and prepares every student for a successful high school life, the graduates of the JRU Elementary School Division are able to:

1. Demonstrate understanding and appreciation of key concepts and principles of core subjects as applied through the use of communication and critical thinking skills, practical strategies and appropriate technology.
2. Apply scientific inquiry skills to solve problems critically, innovate beneficial product, and engage in discussions of relevant issues that involve science, mathematics and environment.
3. Exhibit positive attitude towards work, able to take care of environment and has necessary skills to cope with global challenges.
4. Exercise pride as a Filipino citizen endowed with love of God and country and shows care and concerns for the country's natural resources.

#### STUDENT OUTCOMES OF THE ELEMENTARY SCHOOL

1. Utilize strong foundation of communication and critical thinking skills.
2. Demonstrate comprehensive knowledge on mathematical skills and scientific concepts.
3. Practice desirable habits and attitudes essential for democratic citizenship, guided by Rizalian values.
4. Demonstrate love of God and of the Filipino nation in everyday living.

#### SCHOOL FACILITIES AND SOURCES OF INFORMATION

##### Jose Rizal University

Shaw Boulevard, Mandaluyong City 1552

Telephone Nos.: 531-80-31 to 35

Private Exchange Connecting to All Departments.

(The switchboard is open from 7 A.M. to 9 P.M.,  
from Mondays through Saturdays)

Fax No.: 531-60-87

E-mail: [elementary@jru.edu](mailto:elementary@jru.edu)

<http://www.jru.edu>

<b>Administrative and Human Resource Office</b>	For employees continuing professional development. Located at the 2 <sup>nd</sup> floor of building A (Room A-21)
<b>Athletics Office</b>	For use of athletic equipment and facilities. Located at the 3 <sup>rd</sup> floor of the East Tower Building (Building G-37)
<b>Auditorium</b>	For varied events and formal assembly. Located at building H, phase 3, ground floor
<b>Budget and Payroll Office</b>	For budget clearance and payroll processing. Located at the ground floor of building A (Room A-12)
<b>Cashier</b>	For payment of accounts. Located at the ground floor of building A (Room A-16)
<b>Computer Laboratories</b>	For computer-assisted instruction and activities. Located at the 2 <sup>nd</sup> floor of building K Room K-210 and K-211

<b>Engineering &amp; Maintenance Office</b>	For security location of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium.
<b>Elementary School Library</b>	For books, newspapers, magazines and other reading materials. Located at building K (Room K-209)
<b>Elementary School Principal's Office</b>	For admission, study programs, academic matters, student affairs, excuse slips and communication to faculty and parents/ guardians. Located at the ground floor of building K (Room K-108)
<b>Guidance &amp; Testing Office</b>	For counseling (educational, social, career or personal) and testing (IQ, Personality) needs. Located at the 2 <sup>nd</sup> floor of Building H (Room H-212)
<b>Home Economics Room</b>	For hands-on activities related to cooking, home making and workshop. Located at the ground floor of building K (Room K-107).
<b>Medical &amp; Dental Clinic</b>	For first aid medical and dental services and benefits. Located at the ground floor of Building K (Room K-110)
<b>Prayer Room</b>	Located at the ground floor of building C (Room C-14)
<b>President's Office</b>	Located at the 6 <sup>th</sup> floor of the Tower Building (Room T-61)
<b>Registrar's Office</b>	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located at the ground floor of Building A (Room A-15)
<b>Science Laboratories</b>	For experiments, hands-on and other related activities for Science subjects. Located at the 3 <sup>rd</sup> floor of building K (Room K-309).
<b>Student Accounts</b>	For student accounts, assessment, examination permits, periodical and final grades. Located at the ground floor of Building A (Room A-13)
<b>Treasurer's Office</b>	For tuition fee adjustments and refunds. Located at the ground floor of Building A (Room A-12)
<b>Vice President for Academic Affairs</b>	Located at the ground floor of the Tower Building (Room T-13)
<b>Vice President for Administrative Affairs</b>	Located at the 2 <sup>nd</sup> floor of Building A inside the Administrative and Human Resource Office (Room A-22)
<b>Vice President for Financial Affairs</b>	Located at the ground floor of Building A (Room A-13)
<b>Vice President for Information System</b>	Located at the 3 <sup>rd</sup> floor of Building H (Room H-307)
<b>Vice President for Quality, Linkages, &amp; Technology Enabled-Learning</b>	Located at the 2 <sup>nd</sup> floor of Building H (Room H-213)

## 1. INTRODUCTION

### 1.1 PURPOSE AND SCOPE

The purpose of this Handbook is to inform all elementary school faculty members of their duties, responsibilities, norms of conduct and benefits so as to enable them to discharge their functions with greater efficiency and understanding

### 1.2 SCOPE

This Handbook contains primarily excerpts from the General Manual and is applicable to all faculty of the Elementary School Division and so written that while it forms part of the General Manual, it can also stand alone as the Elementary School Faculty Handbook.

The provisions of this Handbook are not exclusive as memoranda and circulars are issued by the University, from time to time, for the information and guidance of the faculty.

### 1.3 DEFINITION

An elementary school faculty member is defined as one who has been extended a written appointment to teach at least one subject with student credit for a period of not less than one school year. The person ceases to be considered as a member of the faculty if no appointment is extended the following school year and the person does not have tenure, or is dismissed for cause or terminated for redundancy.

## 2. ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

The ultimate authority of the University is vested in a Board of Trustees, whose general policies are administered by the President. The units of the University are classified into five main groups. A brief description of some of the more important offices follows.

### 2.1 THE BOARD OF TRUSTEES

The Board of Trustees, consisting of a chairman and four other members, bears full and complete responsibility for the University as a corporate entity. It formulates and determines such general policies as may be deemed necessary for the administration and development of the University.

### 2.2 THE PRESIDENT

The President is the chief executive of the University and is ultimately responsible for all its activities. In this task he is assisted by the Vice Presidents, who exercise all the authority and bear the responsibility of the President in the absence of the President. The Office of the President also supervises the Athletics Office, Marketing and Communications Office, and the Alumni Office.

### 2.3 THE ACADEMIC AFFAIRS GROUP

The Academic Affairs Group is composed of the Graduate School, Law School, five Colleges, the High School, the Elementary School, Research Office, the Guidance and Testing Office, the Student

Development Office, and the Community Development Office. The group is headed by the Vice President for Academic Affairs.

#### **2.4 THE FINANCIAL AFFAIRS GROUP**

The Financial Affairs group is composed of Treasury Office, Budget and Payroll Office and the Accounting Office. The group is supervised by the Vice President for Financial Affairs.

#### **2.5 THE ADMINISTRATIVE AFFAIRS GROUP**

The Administrative Affairs Group is composed of Administrative and Human Resource Office, Engineering and Maintenance Office, and the Medical and Dental Clinic. The Vice President for Administrative Affairs leads the group.

#### **2.6 THE INFORMATION SYSTEMS GROUP**

The Information Systems group is composed of the Information Technology Office, Registrar's Office, and the University Library. The group is managed by the Vice President for Information Systems;

#### **2.7 THE QUALITY MANAGEMENT GROUP**

The Quality Management Office covers all areas of academic and non-academic services, which have impact on the quality of the services being provided. The group is also responsible for overseeing the University's technology-based learning initiatives and those linkages that support the University's goals. It is headed by the Vice President for Quality, Linkages, and Technology Enabled-Learning.

### **3. THE ELEMENTARY SCHOOL DIVISION**

The Elementary School Division is an independent academic unit, under the supervision and control of the Principal, who is responsible to the Vice President for Academic Affairs and ultimately to the President of the University. The Principal is assisted by one or more assistant heads, with line authority, called Assistant Principals. The major areas of learning in the division are placed under the supervision of grade level Chairs.

#### **3.1 THE PRINCIPAL OF THE ELEMENTARY SCHOOL DIVISION**

The Principal is the chief academic officer of the Elementary School Division and is directly responsible to the VPAC for all academic affairs and acts as his chief adviser on academic matters.

The Principal's main function is organizing, implementing, evaluating, and controlling the programs, projects, and activities of the academic affairs of the Elementary School Division. He shall be responsible for the strategic positioning and attainment of strategic goals of the Elementary School Division on student quality measures, academic performance, faculty quality initiatives and the process of program accreditation/quality assurance.

### **3.2 THE ASSISTANT PRINCIPAL**

The Elementary School Principal shall be assisted by one or more Assistant Principals as may be necessary to effectively and efficiently carry out the programs of the Elementary School. In general, the Assistant Principals shall assume and carry out such responsibilities and tasks as may be assigned by the Principal.

An important element is to ensure that there is a University academic official on duty on specific days and hours, known to the students in advance, and while elementary school classes are in session.

### **3.3 GRADE LEVEL CHAIRS**

Grade Level Chairs are supervisory faculty whose tasks are to supervise the work of faculty under their responsibility and to ensure that the faculty members undertake their works efficiently and effectively. There is usually one Chair assigned for each curriculum year in the elementary school, for a total of six grade level chairs. In addition, Chairs are primarily responsible for determining the relative quality of work done by the faculty under their supervision.

### **3.4 COMMITTEES**

In addition to the line relationships presented, committees may be organized on an ad hoc or permanent basis by the Principal, at his direction and as the need arises.

## **4. PROFESSIONAL RESPONSIBILITIES**

### **4.1 GENERAL RESPONSIBILITIES**

The faculty shall always keep in mind his duties and responsibilities to (a) students and their parents, (b) to the honored teaching profession of which he is part, and (c) the general community which is the ultimate beneficiary of the teaching-learning process.

### **4.2 ACADEMIC FREEDOM**

The faculty member shall be entitled to full freedom to research and the publication of the results, subject to adequate performance of his other academic duties; but research for pecuniary return shall be based upon an understanding with the University. Publication in this context does not mean the right to demand publication in any periodical or journal of the University, but elsewhere outside the University.

While the University recognizes and upholds academic freedom of faculty members, such freedom shall not be used by faculty members to channel the thoughts of students to such policies, beliefs, opinions and teachings which are contrary to public good and moral or violative of duly constituted authorities. Academic freedom does not mean academic license.

The faculty member shall be entitled to freedom in the classroom in discussing and teaching his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject, and he should consider the general necessity of adapting all instruction to the needs of immature students. No faculty member may claim as his right the privilege of discussing in his classroom controversial topics outside of his own field of study.



#### 4.3 ACADEMIC GUIDANCE OF STUDENTS

Every faculty member is expected to guide students in a wholesome environment and in the adoption of habits that would improve their character and personality. While he should be sympathetic to the needs and deficiencies of students, nevertheless he should seek to instill discipline and respect for authority.

#### 4.4 PROFESSIONAL IMPROVEMENT

Faculty members shall be encouraged to broaden their cultural outlook, deepen their professional interest, keep up-to-date on modern techniques in teaching, pursue such studies and endeavor to attend conferences, conventions, seminars, meetings, forum and workshops which will tend to improve their efficiency and mastery of their disciplines.

They should at all times be imbued with the spirit of professional loyalty, confidence and faith in one another, self-sacrifice for the common good and cheerful cooperation.

##### 4.4.1 Faculty Development Plan (FDP)

The Principal shall come up with a FDP based on the developmental needs of his faculty members as identified in their performance appraisals (PA) instruments from the previous school year, as well as new skills and competencies that may be required of new program offerings. All FDP shall be prepared using the approved FDP instrument template. All FDP for the ensuing school year shall be submitted to AHR preferably on or before April 15 of the year for presentation to and approval by the University President.

Membership in Professional Organization. Faculty members shall engage extensively in professional activities aimed at personal improvement, efficiency and competence in their respective field of specialization. They shall be encouraged to seek membership in all such desirable professional and technical societies or associations as may have a direct relation to their teaching progression and to actively participate and contribute their knowledge thereto.

In-service Training. From time to time, especially during the summer break, the Division arranges intensive seminars that involve both pedagogical techniques and latest developments in specific disciplines that may be facilitated by area/department/ grade level chairs, faculty or invited recognized experts in those areas of knowledge which would be useful to the faculty. These seminars shall involve both pedagogical techniques and latest developments in specific disciplines, and all expenses involved in such seminars shall be borne by the University. In certain cases, limitation in the number of participants may be imposed. A mentoring program is conducted in which grade level chairs share their expertise with their faculty as part of these in-house training programs.

Attendance in Seminars, Conferences, and Similar Training Programs. Faculty members shall be encouraged to attend technical conferences, meetings, seminars and the like. Depending upon the subject matter involved, the University may decide if it is sufficiently important to underwrite the participation of selected faculty members to such affairs. An echo seminar shall be conducted within the year. This echo seminar shall form part of the annual clearance requirements.

The expenses incurred by the faculty appointed to represent the University to such training programs and conferences shall be shouldered by the University. A written report of the proceedings is subsequently required for submission to AHR as a minimum requirement for liquidation or reimbursement of expenses.

No requests for attendance to seminars, workshops, conferences and/or conventions shall be endorsed by AHR for approval by the President without an approved FDP. Exemptions shall only be allowed on meritorious and on a case-to-case basis.

The faculty who desires to attend a specific conference may apply for University assistance, which shall then be decided on a case-by-case basis. In any case, faculty members shall obtain the written authorization of the Principal prior to the affair if they expect University assistance; such authorization shall not be given after the affair.

Concurrent Enrolment in Other Institutions. The faculty may wish to enrol in graduate studies in any HEI at the same time that he is teaching in the University. In such cases, every effort shall be made by the faculty to schedule their graduate studies outside of teaching hours. Faculty members shall also be encouraged to do graduate work during the summer vacation periods.

#### 4.5 RESEARCH

Faculty members shall undertake research as part of their function. Research is one of the trifocal mandates of higher education institutions, not only in pursuit of academic excellence but also in addressing the interest of the larger society.

Research shall cover all discipline and continuously evolve. It is both systematic and scientific extension, as well as a practical application of knowledge through careful and appropriate investigation. It involves basic, applied, and operational studies.

Research in the University shall be overseen by the Research Office (RSH) and the Research Committee under the Academic Council. The RSH shall serve as the depository and monitoring office of all research contracts, research outputs and other relevant research data base, documents and other properties of the University.

In close coordination with the Principal, RSH shall monitor compliance of all research contracts by parties concerned, as well as the submission of research outputs.

Faculty shall be entitled to incentives for their researches. The classification and type of the incentives shall be recommended by the Research Director and endorsed by the Vice President for Academic Affairs (VPAC) for the approval of the University President. An honorarium shall be given to researchers for an approved research. The initial payment will be released upon the approval of the research proposal, and the final payment is released upon submission of the final research output. Researchers who have not completed the approved research on the agreed dates shall be required to return the initial payment. Research projects which have been accepted for presentation in local, national, and international conferences or seminars may be given financial support.

#### 4.5.1 Publication and Textbooks

Faculty members are encouraged to do scholarly work for publication for it serves as a mark of distinction and a gauge of their professional competence. The University may assist in the publication of scholarly work depending upon the nature and quality of contents proposed for publication. The University shall consider proposals for the preparation of a textbook.

The Journal of Business, Education and Law (BEL Journal) is a professional publication dedicated for the active application and dissemination of scholarly research in the interrelated fields of business, education, and law to the problems of the Philippines. It shall be published by RSH at least once a year. While it is expected that a more advanced contributions come from the graduate school and law faculty members from other divisions shall be encouraged to submit contributions as well.

Publications in the University shall be overseen by the Research Office.

#### 4.6 CURRICULUM DEVELOPMENT, REVIEW AND VALIDATION

Faculty members shall participate in curriculum development, review, and validation in their respective areas as part of their function. Review of the existing programs in the K to 12 shall be based on the changes and adjustments that will be implemented by the Department of Education. However, by virtue of continuous curricular improvements and upgrading as a result of the University's voluntary accreditation, the Elementary School Division may review its existing program to ensure and maintain the high quality standards.

#### 4.7 SCHOOL FUNCTIONS

Faculty members shall attend official University affairs or functions where attendance is needed. These include, but not limited to, the following:

##### 4.7.1 Convocations

From time to time, distinguished persons are invited to speak before the student body on some topics of current interest; in such cases, classes are usually suspended but faculty members handling the affected classes are given credit just the same. Faculty members affected by such class dismissals are expected to attend the convocations held.

##### 4.7.2 University Week

The founding of the University is celebrated annually which has become traditionally known as the "University Week". The celebrations are held in February and usually cover four days, one for each division, and the last day or Sunday is reserved for the Alumni Homecoming.

All faculty members are required to be present during the University Week festivities.

#### 4.7.3 Commencement Exercises

The academic divisions hold separate commencement exercises during the same week. All faculty members are required to be present during the commencement exercises.

#### 4.7.4 NCAA Athletic Events

The University is a member of the National Collegiate Athletic Association (NCAA). Faculty members are encouraged to support the JRU team. Within reasonable limits faculty members may secure tickets for all NCAA events. Faculty members may be admitted free of charge to any and all athletic events authorized by the University and held in the campus, unless specified otherwise.

### 4.8 PUBLIC RELATIONS

Parents are welcome at school and should be treated with utmost consideration. Faculty members and school officials shall maintain cordial relations with parents of students, and conduct should be such as to merit the confidence and respect of the parents. They shall exercise the proper combination of candor and tact in pointing out to parents the students' deficiencies which may be unknown or overlooked by parents, and to seek their cooperation for the proper guidance and improvement of the students.

## 5. INSTRUCTIONAL PROCEDURES

### 5.1 TEACHING ASSIGNMENTS

Teaching assignments for the school year are always given in writing and in duplicate copies by the Principal to the individual faculty member. The assignment shall state the number of hours, subjects, and other information necessary and useful to the faculty member. The teaching assignment is received by the faculty member and the duplicate is returned to the Principal. An Elementary School faculty shall render no more than 360 minutes/day of actual classroom teaching.

#### 5.1.1 Teaching Assignments and Working Hours

A distinction should be made between teaching assignments and working hours. Teaching assignments refer to the time spent in classrooms engaged in instructing students (sometimes mentioned and measured as "contact hours").

Working hours, on the other hand, refer to the daily amount of time that the faculty member may be expected to be present in school, where total time should not exceed eight hours of working day. Considering that some of the work (such as the correction of papers) which a teacher is expected to undertake could be done in location other than the school itself, the University is not insistent on a strict observance of eight hours a day in school, but nevertheless will remain the sole arbiter of what could be considered acceptable work for the school done elsewhere.

## 5.2 CLASS SCHEDULES

Elementary school students are classified into Kindergarten and then Grades 1 through 6. Each grade is divided into sections, a teacher being assigned to each section. All sections are under the Grade Level Chair responsible for coordinating subject coverage according to the lesson plans.

Classes are held Mondays through Fridays, in accordance with the following schedules for the different curriculum grades:

For kindergarten classes, the class days are three hours long with separate sessions in the morning and in the afternoon. Morning classes are held from 8:00 until 11:00 a.m.; afternoon classes are from 12:00 to 3:00 p.m.

Grades 1 and 2	8:00 A.M. - 2:50 P.M
Grade 3	8:00 A.M. - 3:20 P.M
Grades 4, 5 and 6	8:00 A.M. - 3:50 P.M

Faculty members are required to use the electronic device for logging in and out every school day.

## 5.3 SUBJECT SYLLABI

Course outlines for all subjects offered in the division are on file with the Principal. All syllabi must be prepared before the start of the school year and course outline which need to be updated and revised must require the approval of the Principal. Each syllabus must be cautiously planned so as the scope of each subject must be carefully integrated into the coverage of the entire discipline.

Each subject syllabus must contain the following: vision, mission of the University, the program educational objectives, the institutional, student and subject learning outcomes, the title, description, code and placement of the subject, the subject outline which includes time frame, topic or content, teaching and learning activity, assessment and evaluation, methodology, subject requirements, textbook and references including print and non-print resources, faculty who prepared the syllabus and who approved it and the date of effectivity.

Textbook and references shall conform to the five-year copyright requirement.

Review of syllabi shall be done at the end of each school year to ensure that all defined competencies are implemented and evaluated.

## 5.4 TEXTBOOKS

All subjects in the Elementary School Division shall have officially adopted textbook. The division has its own textbook committee whose members are assigned by the Principal. The textbook committee shall be responsible for reviewing new textbooks and those currently used, and for recommending their adoption or revisions, if any. The University Librarian is the chairperson for this committee and coordinates with textbook publishers to request for evaluation copies of proposed textbooks. Recommended textbooks by the committee and by the Principal shall be adopted as soon as they have fulfilled the requirements set, endorsed by the Vice President for Academic Affairs (VPAC) and formally approved by the University President.

In the selection of textbooks, preference is given to inexpensive and/or locally printed textbooks, and content must match or parallel the course outline in the syllabus/curriculum of the subject. Changes in textbooks shall be made at least one semester in advance.

As a general rule, no changes in the selection of textbooks may be made, except under the following conditions: (1) where the textbook has been in use for at least three school years; (2) where the textbook is no longer available in sufficient quality or is out of print; (3) where the textbook has been supplanted due to a substantial price difference in favor of a new and equally acceptable textbook; and (4) where the textbook has been used for one year and found to be grossly inadequate; or (5) copyright date does not fall within the five year recency.

Faculty members using the adopted textbooks shall submit their concerns on the textbooks like inconsistencies, poor concept presentations, inadequacies, obsolete data, wrong spelling, and other concerns, to their respective Grade Level/Subject Area Chair.

## 5.5 CLASSROOM MANAGEMENT

### 5.5.1 Admission and Enrolment Permits

On the first day of class, the faculty shall check the Enrolment Permit of students against the Class List. No student shall be admitted if not included in the class list.

### 5.5.2 Student Attendance and Absences

Regularity of attendance is required in all classes. However, attendance and punctuality should be treated as matters of discipline and not as factors affecting scholarship ratings. The class adviser shall provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance. The teacher shall undertake all reasonable measures to contact parents promptly and within two school days of an unexplained absence occurring. Furthermore, class advisers are responsible for ensuring that accurate attendance records of all their students are maintained. Attendance registers must be available for inspection during school hours by grade level chairs or school administrators.

Student shall be excused for not attending school or school related activity if the school has been notified by the parent or guardian. Student shall not be excused if there is no valid reason provided for the absence.

Absences of students during special holidays or activities relative to their religion shall be allowed provided permission of the faculty and the Principal is sought.

A student who has been absent shall be required to present a letter of explanation from his parent or guardian or to bring them to school for a short conference with the section adviser or guidance counselor as the case may be. Then, the student shall be required to secure Excuse Slip from the office of the Principal after submitting their Excuse Letter/pertinent document to be able to attend their classes again.

Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work. If a student has accumulated unexcused absences or tardiness, the faculty may decide not to allow make-up work.

A student who incurs absences of more than twenty percent (20%) of the prescribed number of class during the school year shall be given a failing grade. The Principal may at his discretion and in the individual case exempt a student who exceeds the 20% limit for reasons considered valid and acceptable to the University. Such discretion shall not excuse the student concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated.

#### 5.5.3 Medium of Instruction

The medium of instruction in all classes is English, except for classes in Filipino and Mother Tongue.

#### 5.5.4 Classroom Discipline

A faculty member is expected to maintain discipline in the classroom. A noisy or inattentive class reflects on the ability, the character, and personality of the faculty member.

No faculty member should inflict corporal punishment on offending students; nor should he/she make deduction in their scholastic ratings for acts that are clearly not manifestations of poor scholarship.

#### 5.5.5 Substitute Teacher

The University discourages the use of substitutes for the faculty except in an urgent and unavoidable situation.

A substitute teacher is one who handles a class assigned to a faculty as a result of the latter's being unable to meet his class, whether it be for a single class period or longer. In case a faculty is absent, a substitute shall be assigned by the grade level chair and approved by the Principal.

Faculty substitutes may only be paid for the substitution if they exceed the 360 minutes multiplied by the number of contact days in a given school year.

### 5.6 EXAMINATION

#### 5.6.1 Schedule of Examinations

The Elementary School division has nine monthly periodical examinations throughout the school year, the ninth monthly periodical examinations serving as the final examinations. The monthly periodical examinations are scheduled as much as possible during the first half of the month.

#### 5.6.2 Preparation of Examination Questions

The coverage of the exams shall be based on the topics covered prior to the exam date and is measured by the table of specifications. All examination questions shall be reproduced in advance.

All examination questions should be submitted to the Grade Level/Department Chair between 5 to 10 working days before the examination date for checking, approval and for reproduction.

After approval, the examination questionnaires shall be sent to Administrative and Human Resource Office for reproduction at least 5 days before the examination. The reproduced examinations shall be picked up by the Principal's staff 2 days before the exams.

The examination shall be released to the faculty member concerned on the day of the scheduled exams.

#### 5.6.3 Exception List

Examinations shall only be given to students whose names are not included in the Exception List.

Special exams shall be given a week after the regular examinations for students with valid reasons for missing the regular examinations.

#### 5.6.4 Supervision of Examination

Faculty members shall be present in the assigned classroom during the examination period to supervise the exams and to answer questions which may be raised by the students.

### 5.7 **GRADES**

#### 5.7.1 General Principles of Grading

The final grade or rating given to a student should be based solely on his/her scholastic performance.

Any addition or diminution to the grade in a subject for co-curricular activities, attendance, or misconduct shall not be allowed, except as may otherwise provided for in an appropriate issuance or publication and, provided, further, that such adjustment is relevant to the subject content and requirements.

The assessment process shall be holistic, with emphasis on the formative or developmental purpose of quality assuring student learning. It is also standards-based as it seeks to ensure that teachers shall teach to the standards and students shall strive to meet or even exceed the standards. The student's attainment of the standard in terms of content and performance is, therefore, a critical evidence of learning demonstrated by the end of the school year.



5.7.2 Grading System

5.7.2.1 Grading Periods

The school year is divided into four quarterly grading periods, with nine monthly examinations. Each grading period covers the span between two monthly/quarterly examinations.

<u>Grading Periods (4)</u>	<u>Monthly Examinations (9)</u>
First quarter	(1) July monthly (2) August quarterly
Second quarter	(3) September monthly (4) October quarterly
Third quarter	(5) November monthly (6) December quarterly
Fourth quarter	(7) January monthly (8) February monthly (9) March Finals

In effect, there are two grades given at the end of any current quarter: (1) the first is the quarterly grade for student performance during the current quarter alone and; (2) and the second is the cumulative grade at the end of the current quarter, taking into consideration student performance in the preceding quarters.

5.7.2.2 Grading Standards

The Elementary School shall use the percentile system of grading, with 100% as the highest possible grade, and 60% as the lowest posted grade. The lowest passing grade is 75%. A cumulative system of grading is used, with the examination in the last grading period being given a weight greater than the previous grading periods.

Quarterly grade is obtained in accordance with the following components and relative weights: a weight of 40 percent is given for the monthly (15 percent) and quarterly (25 percent) examinations given during the quarter. The balance of 60% will be obtained from the class work which generally contains written works and performance/product tasks.

5.7.2.3 Levels of Proficiency

The performance of students shall be described based on the following levels of proficiency:

Beginning (B): 74% and below – The student at this level struggles with his/her understanding; prerequisite and fundamental knowledge and or skills have not been acquired or developed adequately to aid understanding.

Developing (D): 75%-79% - The student at this level possesses the minimum knowledge and skills and core understanding but needs help throughout the performance of authentic tasks.

Approaching Proficiency (AP): 80%-84% - The student at this level has developed the fundamental knowledge and skills and core understandings and with little guidance from the teacher and/or with some assistance from peers, can transfer these understanding through authentic performance tasks.

Proficient (P): 85%-89% - The student at this level has developed the fundamental knowledge and skills and core understanding and can transfer them independently through authentic performance tasks.

Advanced (A): 90% and above – The student at this level exceeds the core requirements in terms of knowledge, skills and understanding, and can transfer them automatically and flexibly through authentic performance tasks.

Promotion and retention of students shall be by subject. Students whose proficiency is beginning at the end of the quarter or grading period shall be required to undergo remediation. If by the end of the school year, the students are still at the beginning level, then they may be required to take summer classes.

#### 5.7.3 Deadlines and Posting of Grade Reports

A system generated Grading Sheet is available a few weeks after the beginning of classes containing the official list of enrolled students in each section. The faculty members shall follow the prescribed schedule of submission of students' quarterly grades.

### 5.8 FIELD TRIPS

The University shall encourage and stimulate participation of students in co-curricular activities that will help enrich and supplement their academic performance. Field Trip is defined as an educational activity involving the travel of students and supervising faculty outside the school campus which is of shorter duration lasting only for one day.

Itinerary of the educational tours/field trips shall be designed based on the curricular requirements.

There shall be one faculty/adviser on board per bus to accompany each group of students.

Students joining an educational tour/field trip shall be required to submit a waiver (notarized if needed) signed by the parent/guardian and submitted to the class adviser/grade level Chair in-charge of the activity. Students who are unable to join the educational field trip shall be given a parallel school activity aimed at providing similar acquisition of knowledge of the required practical exposures.

Learners with special needs such as Persons with Disabilities (PWD) shall be given due consideration in the requirement of joining the field trips.

Students shall submit an evaluation report after each tour/trip.

## 6. CO-CURRICULAR ACTIVITIES

Co-curricular activities and organizations related to different subject areas shall be organized to enhance the interest of the students, to improve their skills in various fields, and to promote harmonious social relationship in the school campus.

Literary and musical programs are held from time to time and maximum student participation shall be stressed.

The annual intramural league is an important component of Physical Education and shall be designed in a competitive manner in several group sports.

Celebration of certain events of international and national significance shall be held to build social awareness and understanding of cultural diversity.

A separate day is reserved for elementary school activities during the annual University Week when the anniversary of the school is observed with appropriate ceremonies.

Membership to the Scouting Movement shall be encouraged to promote camaraderie, character development and citizenship training. Conduct of scouting activities shall be in accordance with the calendared activities and requirements of the Boy Scouts and Girl Scouts of the Philippine Councils.

### 6.1 STUDENT ORGANIZATIONS

Student organizations shall be related to different curricular areas, which provide the students with enriching learning experiences.

#### 6.1.1 Membership

Membership in any student organization shall be limited to students currently enrolled at the University. Basically, academic organizations shall require members whose grade in the particular subject area is above 80% while non-academic organizations are open to students who are interested to join. Every organization shall have at least 15 members.

#### 6.1.2 Election of Officers

The election of officers shall take place within 60 days after the beginning of classes for the school year with the supervision of the faculty advisers. No officer may be elected who does not possess good academic standing.

#### 6.1.3 Achievement Reports

All organizations shall be required to submit an achievement report at the end of each school year.

#### 6.1.4 Adviserships

It is the policy of the University to foster properly organized and supervised co-curricular students activities, to develop leadership qualities, a sense of responsibility, and social sense among students. For these reasons, faculty Advisership is considered to be a significant function of faculty members.

Every approved student organization shall be assigned at least one faculty adviser.

The duties of advisers involve the guidance of the student organization, as well as the approval of the schedule of activities. As faculty adviser, the faculty member is expected to attend all meetings and activities of the student organization, specially the organizational meeting during which elections are usually held, and the induction affair, if there be one.

#### 6.1.5 Scheduling of Activities

The activities of student organizations must be scheduled only with the prior approval of the Principal. The meetings of the student organization should be scheduled such that they will not conflict with the class schedule of the faculty adviser; however, if such an arrangement should not be possible for any specific meeting, the faculty member should seek the permission of the grade level chair to attend the meeting and the Principal should be promptly notified of the circumstances.

#### 6.1.6 Use of Facilities

Any meeting or activity requiring the use of any University facilities such as auditorium, gym, classrooms, quadrangle, school vehicle, public address system, multi-media projectors and other equipment or the excuse of students from classes shall be calendared with the Office of the Principal.

## 7. RECRUITMENT, SELECTION, AND PLACEMENT

### 7.1 RECRUITMENT

The Principal shall accomplish and submit the Employee Requisition Form to Administrative and Human Resource Office (AHR). AHR shall be responsible for posting the list of vacancies in the University bulletin boards, website, social media and other recruitment channels available. All shortlisted applicants shall fill up the Application for Employment Form with the basic pre-employment requirements attached.

### 7.2 SELECTION

Final selection of the applicant shall be recommended by the Principal, endorsed by AHR and approved by the University President.

Before any applicant is given an appointment, he shall submit a medical clearance from the Medical and Dental Clinic (MDC) of the University, when necessary. All expenses which may be incurred shall be for the account of the applicant.

### 7.3 PLACEMENT

Faculty members shall be appointed in writing by the University President upon the recommendation of the Principal.

New hires shall immediately submit a photocopy of their SSS ID, Tax Identification, PAG-IBIG and PHILHEALTH numbers. Those employed in the government shall be required to submit the proper teaching permits.

Every appointment of a faculty member shall be made by a formal agreement signed by him and by the University President and shall state the position title, salary, length of appointment, and other conditions of appointment.

All proposed salaries must be within the approved rates. Any exemptions must have a recommending approval by the VPAD.

Upon the acceptance of the position in the University, a faculty shall assume a contractual obligation. It shall be his duty to live up to his contract and shall therefore have full knowledge of the terms and conditions of his employment. He shall be expected to understand, support and carry out the policies of the University.

Other employment documentations outside of the above mentioned shall be completed within the semester. The final pay of the new hires who failed to submit the necessary documents within the semester shall be withheld. An end-of-term clearance shall be a requirement to get the final pay.

#### 7.3.1 Assignment of Employee Number

Upon hiring, the faculty shall be assigned an employee number and issued an identification card (ID). This employee number shall become his permanent number during his entire stay in the University.

#### 7.3.2 Faculty Records

The University shall maintain faculty records (201 File) composed of pre-and-post employment requirements.

The faculty shall immediately inform his Principal of any change affecting his employment records (e.g change in civil status, address, etc.) and shall submit the pertinent documents to AHR.

Any misrepresentation of facts in any of the AHR forms filled out and signed by the faculty, especially the application for employment form, shall be considered sufficient grounds for immediate termination of services.

### 7.3.3 End of Appointment

Faculty appointments, other than those of faculty enjoying tenure, terminate normally by the expiration of the specified length of the appointment in the case of term appointments. Appointments may be terminated before their expiration:

- (a) By the President, upon the recommendation of the Principal, for causes such as: (1) serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work; (2) gross and habitual neglect by the employee of his duties; (3) fraud and willful breach by the employee of the trust reposed in him by his employer or duly authorized representative; (4) commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representative; and (5) other cause analogous to the foregoing after due process was observed.
- (b) By the faculty member, by resignation given in writing at least one month in advance.
- (c) By mutual agreement in cases not covered in (a) and (b).

Termination of appointment for the causes given in (a) above shall be recommended by the Principal before final action is taken by the President. The final decision in all cases shall rest with the President.

The continuous appointment of a regular faculty member shall terminate at the close of the school term during which he reaches his sixtieth birthday. Thereafter, his service to the University may be extended at the option of the board of trustees, on an annual or semi-annual basis, for full or part-time work, as may suit the convenience of the University and on such terms as may be mutually agreed upon.

## 8. TENURE

Tenure means the assurance of continuous employment for regular full-time faculty until retirement age has been reached.

Tenure shall be granted to a faculty member provided he has complied with minimum requirements as provided by law and satisfactorily served at least three (3) consecutive years at the University.

### 8.1 LOSS OF TENURE

Loss of tenure can be occasioned:(1) by such causes as enumerated in Article 296 of the Labor Code, convictions in the court for a serious crime, grave moral delinquency, professional incompetence, mental or physical incapacity, or flagrant defiance of the ideals of University on the part of the faculty member; (2) by financial stringency on the part of the University which is demonstrably in good faith.

## 9. COMPENSATION

Minimum pay shall be based on academic degrees and professional qualifications.

Compensation for regular faculty is provided on a monthly basis, while compensation for others shall be provided on an hourly basis. In the case of substitute faculty, the compensation shall be based on his current rate.

Overload pay shall be considered as honorarium and shall not be integrated with the faculty member's basic salary for his regular teaching load. Overload shall not be included as basis for determining faculty member's 13<sup>th</sup> month pay. It shall not be part of any leave benefits and shall be treated based on "no work, no pay" principle.

#### **9.1 SALARY PAYMENT PROCEDURES**

Salaries of faculty members shall be paid thru direct deposits to designated individual Automated Teller Machine (ATM) accounts or thru payroll checks on the 15<sup>th</sup> and end of the month, unless these dates fall on a Sunday or a legal or special holiday in which case payment is usually made on the last working day prior to the prescribed payday.

Employee pay slips shall be distributed at the Budget and Payroll Office (Room A-14) on every 15<sup>th</sup> and end of the month.

Faculty members must check that the amounts credited to their accounts are in accordance with the employee pay slip. Any question shall be addressed to the Budget and Payroll Office.

### **10. FACULTY BENEFITS**

#### **10.1 LEAVES AND ABSENCES**

For the Elementary School faculty, the grace period for excused absences in a school year is a maximum of twelve (12) working days.

Absences in excess of the above limits are noted on the faculty personnel records, and taken into consideration in the annual performance review of individual faculty members. In addition, payroll deductions may be made.

Faculty members who are absent in order to attend to official business for the University shall suffer no reduction in pay nor be debited for such absence where he/she is on an hourly rate.

Upon request and with the prior approval of the President, a faculty member may be allowed an indefinite leave of absence, without pay. However, if the leave of absence exceeds one school year, the resumption of teaching assignment shall depend upon the availability of positions and, all other things being equal, he/she will be given preference if there should be any vacancy

Faculty members are required to use the electronic device for logging in and out every school day. In case the faculty will be absent, he shall inform his Grade Level Chair preferably a day before his scheduled class, to give the latter the opportunity to look for a substitute. The Chair shall submit the accomplished Faculty Substitution Form to the Principal for approval. In case of emergency, the faculty shall inform his Chair of his absence preferably an hour/period before his class.

10.1.1 Sick Leave

Sick leave is for the purpose of withdrawing from a teaching assignment, due to temporary disability caused by actual sickness as duly certified by the University physician.

Regular full-time faculty members have five working days of absence during the school year due to temporary disability caused by actual sickness as duly certified by the University physician.

Unused sick leave may be accumulated and converted to cash as stipulated in the existing CBA.

To qualify for cumulative and/or extended sick leave, illnesses should be duly certified by a physician in coordination with the University Physician as requiring continuous absence from work of any kind and the need for confinement and hospitalization.

Sick leave for three days or less will not require a medical certification provided that they are not taken on a Saturday or Monday of any week or any day before or after a regular or special holiday. Should such illness continue beyond the second day, the faculty concerned must notify the University in writing of his said illness and submit a medical certificate upon reporting for work.

10.1.2 Vacation Leave

Regular faculty members are eligible to vacation leave with pay in accordance with existing policies of the University. Vacation leave/grace period is non-cumulative and non-convertible to cash. Vacation leave for regular elementary faculty consists of one month during the summer period.

10.1.3 Maternity Leave

The University shall continue to provide maternity leave benefits according to law to regular faculty members. Faculty on maternity leave will be paid, in addition to their SSS benefits, an amount equal to the difference, if any between her SSS benefit and the employee's daily rate as computed in accordance with SSS computation. As an advance against SSS benefits, the University will remit to the employee two weeks before the delivery an amount equivalent to ninety percent (90%) of her maternity benefit based on SSS computation and the balance of ten percent (10%) will be remitted upon presentation of the birth certificate of the child which should be within 60 calendar days from the date of birth.

10.1.4 Paternity Leave

The University shall provide paternity leave according to law. Such leave may be availed of before, during or after the delivery, normal or otherwise, or miscarriage, as the case may be, by his wife, at the option of the faculty. Paternity Leave may be enjoyed only once a year and up to a maximum of four (4) times per covered male employee. Eligibility for this benefit is limited only to regular male faculty.



10.1.5 Bereavement Leave

The University shall provide bereavement leave as stipulated in the CBA. Such leave should be availed of not later than the day of the funeral of the deceased. The University shall have the sole discretion on a case-to-case basis whether to extend further any bereavement leave as may be warranted by circumstances. Eligibility for this benefit is limited only to regular faculty members.

10.1.6 Birthday Leave

All regular faculty members shall be entitled to a birthday leave with pay provided the leave is taken on the actual birthday of faculty. The leave is with pay if it falls on regular working days. If the birthday falls on an examination day or on a date where the faculty's services is urgently required, the leave shall be taken and enjoyed on another date to be scheduled by the University.

10.1.7 Study Leave

Eligible faculty members are entitled to study leave without pay for a period not to exceed one school year without any loss of seniority, provided the course is successfully completed. Applications for study leave must be made in writing at least 30 days before the beginning of the school term, and recommended for approval by the Principal.

A study leave will be valid only for a period not to exceed one school year in order to pursue graduate study on a full time basis in an acceptable educational institution. However, if the course is for a period exceeding one year, the University may extend such leave to cover the period for its completion. For every term of study, the faculty on leave shall provide the University a copy of his enrolment documents and a transcript of his grades and credits obtained.

Seniority shall be reinstated upon (a) completion of the degree program of the individual concerned, and (b) return to his teaching assignment in the University.

The University, may, at its option, grant other benefits as deemed appropriate for faculty on study leave. The University shall not make deductions from the 13<sup>th</sup> month pay, summer pay and other related benefits of the individual concerned, for a study leave of six (6) months or less, provided such study leave is relevant for professional licensure or graduate thesis subject to approval of the University and upon presentation of proof of such undertaking.

10.1.8 Solo Parent Leave

Parental leave shall be granted to any qualified faculty member in accordance and consistent with all the provisions of the Solo Parent Act provided that such qualification standards are likewise consistent with and in accord with all other existing pertinent laws governing faculty of educational institutions.

In order to be entitled to the leave, a solo parent faculty should have rendered at least one (1) year of service, whether continuous or broken. The faculty should notify the Principal that he/she will avail of the leave within a reasonable period of time.

The solo parent faculty must present to the Principal a valid Solo Parent Identification Card. Such card may be obtained from the Department of Social Welfare and Development (DSWD) located in the city where the faculty member resides.

#### 10.1.9 Travel Leave

Request of faculty members for leave without pay for periods of one semester or longer, in order to travel *abroad*, will be considered up to one semester only, and application should be made in writing at least 30 days before the beginning of the school term. Travel combined with graduate study abroad will be considered as study leave, not travel leave.

#### 10.1.10 Business Leave

Faculty members who request for a release from teaching assignment for one (1) semester in order to attend to business matters may be allowed to go on business leave, provided that the request is made in writing preferably 30 days before the beginning of the school term. Should business reasons require an extension beyond the semester, such extensions will be considered on a case-to-case basis.

#### 10.1.11 Union Leave

The University agrees to grant reasonable time-off to officers of the union as stipulated in the existing CBA.

### 10.2 **OTHER FACULTY BENEFITS**

#### 10.2.1 Tuition Privileges

The University allows a special reduction of one hundred percent (100%) on tuition fees for eligible permanent faculty, and their eligible children (including step children and legally adopted children). This benefit is granted to a maximum of four (4) children enrolled in any one school year. This benefit however, shall not be enjoyed by qualified children of permanent faculty enrolling or continuing in the Graduate School and Law School programs.

A reduction of fifty percent (50%) of tuition fee will be granted to husbands or wives of permanent faculty members.

Brothers and sisters of unmarried teaching personnel who are below 21 years old are allowed a reduction of fifty percent (50%).

Free tuition is given to regular faculty member who have enrolled in a graduate-level degree course or program in the University for as long as:

- a. their contact hours with students are not disrupted,
- b. existing classes already scheduled can accommodate them,
- c. they maintain at least an 85% attendance in their classes, and
- d. they obtain satisfactory grades in all subjects they are enrolled in.

No other reduction or scholarship will be granted to those children (students) who decide to take advantage of the privilege offered faculty members and their relatives.

In addition, faculty members entitled to avail of the benefits under this paragraph shall be allowed to pay their miscellaneous and other related school fees through salary deduction as prescribed by the University, provided that the minimum payment on such fees, also as prescribed by the University, is made upon enrolment.

No reduction will be allowed for enrolment in the nursing program by faculty members, for the time being, since the nursing program is considered an exit program, that is, a course in which the graduates will not be of any use within the University.

#### 10.2.2 Faculty Scholarships

Every year the University may grant a number of full scholarships with full pay to selected faculty members in the various divisions.

These faculty scholarships permit an entire year with full pay within which to pursue graduate studies leading to a degree in a field of high priority for development by the University; in return, such faculty scholars are bound to render teaching service at the University for a stipulated minimum number of years upon completion of their graduate studies.

A memorandum is issued annually around January indicating the terms and conditions of such faculty scholarships; the scholars themselves are recommended by the division heads.

#### 10.2.3 Medical and Dental Care

The University maintains adequately equipped and ably staffed Medical & Dental Clinic. Primary health care for the faculty is provided through the free use of its clinic, including free emergency medicines and the services of its physician, dentist, and nurses, provided that such services are availed of only within the campus of the University during regular clinic hours.

A health and hospitalization benefit program shall be provided by the University for all regular faculty members and non-teaching staff by the University with a partner HMO, effective May 15 of every year to expire May 14 the following year.

#### 10.2.4 Group Insurance

The University provides life insurance to qualified employees through group insurance while they are employed in the University.

#### 10.2.5 Financial Assistance

As a policy, the University does not encourage loans and advances to be made to faculty members payable against future salaries. However, in order to provide faculty members financial

assistance to meet unavoidable and valid emergency requirements, the University has arranged for various forms of financial accommodations.

The University reserves the right to suspend the granting of salary loans against salary deductions to be made by the University, should it seem, in the sole opinion of the University, that the remaining available salaries do not appear adequate for daily needs.

#### 10.2.6 Retirement and Pensions

The University shall continue to implement the retirement plan presently in force with Private Education Retirement Annuity Association (PERAA) in accordance with existing policies of the University.

The normal retirement age for JRU employees is sixty (60) years old. A covered faculty of the University can apply for early retirement on grounds of terminal illness or permanent total or partial incapacity or disability as determine by the University and certified by a physician selected by the University.

In computation of total retirement benefits as provided above, the University further assures that retirement benefit required under RA7641 (The Retirement Pay Law) shall be met.

Early retirement may be considered by the University on a case to case basis on merits if a covered faculty has rendered at least 25 years of continuous service. The Union shall have the prerogative to seek recourse through the grievance procedures should an application for early retirement be disapproved by the University based on the findings of lack of merit.

Any employee retiring under the early retirement plan shall be entitled to such benefits as may have been accumulated under the PERAA plan.

#### 10.2.7 Funeral Assistance

The University shall assist the immediate family of a deceased faculty as stipulated in the existing CBA.

### **11. FACULTY CLASSIFICATION, EVALUATION AND PROMOTION**

#### **11.1 CLASSIFICATION**

All regular faculty members shall be provided academic rank based on approved guidelines. The academic rank of a faculty is a professional standing in relation to other University faculty. It indicates a person's academic status. It is not the title of their teaching position. It is a permanent status until promoted to another rank.

Regular faculty members who wish to reclassified shall submit a written request for reclassification (including pertinent documents) addressed to the Principal on or before July 31 of every year. All approved promotions to the next rank shall take effect August 1 of the same year. Request for re-evaluation or

reconsideration will be entertained within 30 calendar days after the results of the classification or the assignment of points are shown to the faculty concerned.

Promotion from one rank to another shall not be automatic. Any job classification or reclassification shall be recommendatory in nature and that the final approval of any changes shall be strictly a prerogative of Management.

Regular faculty members of the Basic Education divisions shall be ranked as either:

Teachers A, B, C, D, E and F  
Master Teachers A and B

## 11.2 FACULTY PERFORMANCE EVALUATION

Performance of each faculty shall be evaluated at least once a year by his immediate supervisors subject to review by the Principal. This shall be done using the University's Performance Appraisal (PA) instrument. The PA instrument contains two distinct parts. Part I is a comprehensive enumeration of the functional skills consisting of key results areas (KRAs) and key performance indicators (KPIs) which are their primary job responsibilities. Foremost among these is the instructional competencies which include classroom visits.

At least six classroom visits during the school year shall be made by the Grade Level Chair/Subject Coordinator and the Principal, using Classroom Observation Form for the purpose. The report on classroom visits shall show actual observations in the classroom only. The criteria for classroom observations are goals (55%), content of work (25%), and classroom management and personal appearance (20%). The classroom visits are undertaken basically to determine the classroom handling qualities of the individual faculty, while the performance evaluation covers a much wider range. The classroom visits shall take place earlier in the school year and form an input into the performance evaluation.

Part II contains rubrics of universal competencies that define acceptable behaviors inside and outside of the classroom.

Overall and individual skill and competency performance ratings shall be based on the following five (5) descriptors:

Outstanding (4.75-5.00). This rating is awarded when the employee's performance is exceptional and deserves special commendation.

Exceeds Job Expectations (3.75-4.74). This rating is awarded when the employee's performance is excellent but short of being outstanding.

Meets Job Expectations (2.75-3.74). This rating is awarded when the employee meets the standard or the ordinary requirements of the duties of his position.

Needs Improvement (1.75-2.74). This rating is awarded when the employee fails to meet the requirements of the duties of his position.

Unsatisfactory (0.00-1.74). This rating is awarded when the performance of the employee is beyond remediation.

These findings and recommendations shall be reviewed and signed by the Principal and Assistant Principal, as applicable.

The results of the individual evaluations are submitted in time for implementation of merit increases preferably by September 15, or the payroll period beginning September 1.

### **11.3 MERIT INCREASES**

Merit increases may be given to faculty who has shown exemplary performance during the period under review.

As a general rule, one-third of the total faculty who garnered the highest rating shall be recommended for merit increase. Faculty who has received three years of consecutive merit increases shall be disqualified to receive such on the fourth consecutive year. However, he may be subsequently considered on following year, if qualified.

A separate evaluation of the Level Chair is undertaken by the Principal.

The President reserves the right to review, and where necessary, revise the recommendations submitted to him for his approval.

### **11.4 PROMOTION**

Promotion is based on qualification, expertise and performance as determined by, and is the prerogative of Management. Recommendations for promotion shall include a written evaluation of the faculty member's work, together with reasons for favoring promotion, as prepared by the Principal and submitted to the President. Final approval rests with the President.

## **12. DEPARTMENT**

Faculty members shall strive to maintain harmonious relations among themselves and shall avoid personal conflicts as this is indicative of poor character.

To merit reasonable social recognition, it shall be the duty of a faculty member to keep himself socially accepted and morally upright by avoiding sloppy dress, drunkenness, and other undesirable visually manifested practices.

### **12.1 IDENTIFICATION CARDS**

All faculty members will be required to wear ID cards at all times around their necks while within the school premises. These ID cards will be replaced preferably every three school years.

### **12.2 CARE OF SCHOOL PROPERTY**

Faculty members will readily appreciate the importance of maintaining school property in good operational condition. For this reason, they shall endeavor to exercise due diligence in this respect and to encourage others under their supervision, whether University staff or students, to do likewise. Thus, there

shall be two dimensions involved. The first is the need for ensuring that school property, particularly specialized equipment used by them, shall be carefully handled and stored. The second is the obverse, namely, that school equipment under their acknowledged responsibility shall be treated with similar care and security, and that they shall be responsible for any damage or loss for such property.

### **12.3 DRESS REQUIREMENTS**

Every school year, the University supplies the elementary faculty with uniforms free of charge. Teachers shall wear the uniform prescribed for them. Paydays are considered free days when uniforms need not be worn. Faculty members are not allowed to wear jeans, t-shirts while handling classes. Female faculty should take note that skirt length should not be shorter than mid-knee in the interest of propriety.

## **13. FACULTY DISCIPLINE**

It is the policy of the University to maintain a formal system of discipline applicable to the faculty. This policy will ensure that rules of the University and accepted standards of faculty conduct are adhered to and discipline, when deemed necessary, is equitably and uniformly administered.

Complaints and charges against a faculty of the University, ranging from simple misbehaviors to much more serious allegations, such as financial abuse, grading or other academic irregularities, or sexual misconduct are taken very seriously by the University be it an accusation brought up by some person whether on the University staff or otherwise, or discovered by the University authorities themselves, and makes every effort to determine if there has been in fact a breach of University regulations by faculty.

AHR shall be the administrative unit of the University that shall be involved. However, the initiation of any formal investigation, the determination of the extent of guilt and the nature of the penalties shall always require the concurrence of the University President.

In all cases, the fact-finding investigation shall be undertaken promptly, with a view to establishing whether further administrative action against the person accused appears in order, without prejudice to possible civil or criminal action being undertaken in addition. Where the investigating group requires the participation of certain person in accordance with appropriate law, then the law on such matter shall of course be followed.

### **13.1 FACULTY OUTSIDE ACTIVITY**

As a general rule, faculty members are not prohibited from engaging in any outside activity provided such activity is not incompatible with their teaching commitments nor does it interfere with their teaching activities. The University reserves the prerogative of determining if such activities are incompatible or interfere with teaching activities. However, the University has to be informed in advance in writing and approval obtained of such activities.

#### **13.1.1 Private Tutoring**

No faculty member shall accept, directly or indirectly, for tutorial service to any of his students remuneration other than the compensation allowed for his services by the University. A faculty member is prohibited from asking or accepting, directly or indirectly, personal service, gifts,

or other favors from any of his students or their parents that would tend to influence his professional relations with them.

#### 13.1.2 Outside Employment

Regular full-time faculty of the University may engage in part-time outside activities provided such business activities do not interfere with their University duties. They must inform the University of such activity in writing, and consent of the University is required. Full-time employment in outside enterprises is not permitted, nor is teaching in other educational institutions.

Those on part-time basis should inform the University of their other employment and shall endeavor to faithfully and conscientiously devote so much of their time to the accomplishment of their school work.

### 13.2. PROHIBITED ACTIVITIES

#### 13.2.1 Collection of Monies

Faculty members shall be prohibited from collecting money from students at any time for any purpose whatsoever. This prohibition shall be all the more binding if the students involved are students of the faculty member. The only exceptions shall be the instances when the University, through the Principal, gives written instructions to collect for such purposes and under such conditions as may be specified in written communications.

#### 13.2.2 Sales to Students

No classroom sales of any kind shall be permitted faculty members. Such a prohibition shall cover the classroom sales of such instructional materials as workbooks, textbooks, their reproduction or portions thereof, paper, equipment, and the like. All such materials as may be required for any class shall be referred to the Principal for approval and the latter shall notify the University Bookstore to obtain the needed materials. The prohibition shall hold true as well for the distribution or sales of tickets to affairs, including raffle tickets, in the classroom or in the campus.

#### 13.2.3 Use of Textbooks Other Than Those Officially Adopted

It is the policy of the University that, as much as possible, a textbook shall be adopted for every subject offered, which textbook shall conform as closely as possible to the syllabus for the subject. The choice of an appropriate textbook cannot be overemphasized and shall be considered second only in importance to classroom instruction.

The adopted textbook shall be followed and no substitution shall be allowed. Any criticism concerning the approved textbook shall be addressed to the Principal. The official list of adopted textbooks shall be posted in the Office of the Principal and at the University Bookstore.



#### 13.2.4 Tutorial Services

Faculty members shall not provide tutorial services to their students, nor shall they require their students to attend tutorial classes elsewhere, especially if money consideration is involved.

Remedial classes, as differentiated from tutorial services, may be conducted by faculty members provided that: a) prior approval of the Principal is obtained; b) it is voluntary on the part of the students with parental consent through a waiver; c) no monetary consideration is involved; and d) it is held inside the campus during school hours only.

#### 13.2.5 Sexual Harassment

The University is committed to establishing and maintaining an intellectual and moral environment which will guarantee the dignity and worth of all members of the University community. It is committed to provide a secure and conducive learning and working environments for students, faculty and administrative personnel, free from sexual harassment and all forms of sexual intimidation and exploitation. This principle shall be implemented in accordance with the provisions of Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995.

#### 13.2.6 Other Prohibited Activities While on Campus

Gambling, drinking, soliciting, smoking on school premises, and carrying of deadly weapons are among the activities forbidden faculty members while on campus. Social distance should be maintained with students, especially those in their classes.

### **14. OTHER SUPPORT SERVICES**

#### **14.1 THE REGISTRAR**

The Registrar fulfills a number of duties which are of direct concern to students and faculty members. He has charge of all arrangements for admission requirements, registration and enrolment, change of subject/section/load, full-withdrawal of students, overload and simultaneous enrolment of subject and subject prerequisite, change of course/major, request of school credentials for Form 137 and official Transcript of Records, facilitates request for JRU school credentials, management of student records and graduation requirements.

#### **14.2 LIBRARY SERVICES**

The University considers the library as an important repository and source of knowledge, and encourages its faculty at all levels to utilize the resource as fully as possible, and also stimulate their students to make use of the library facilities as well. The University has taken special pains to ensure that its collections and its offerings are as broad as possible and include the more recent forms of storing and accessing information, such as computers and the internet, and multi-media storage.

At present, the total book collection of the University is in excess of 100,000 different titles. As a general policy, at the post-secondary level the University Library does not stock multiple copies of books, relying upon the University policy that textbooks should be assigned in all subjects.

#### 14.2.1 The Library System

Because of the rapidly increasing number of books contained in the library collections, the formerly single library has been divided into four separate branches. These are the main library located in Building H and which is designed to cater primarily to collegiate students, the high school library in Building M, the elementary school library in Building K, and the Graduate and Law School branch located in the Tower Building.

#### 14.2.2 Services to Faculty

Faculty members may avail of the University Library for the purposes of borrowing books and other instructional resources. The Library has also provided computers and netbooks for internet access/instructional purposes. They may avail these resources using the following guidelines:

##### 14.2.2.1 Books

A faculty may withdraw a maximum of five (5) books for a period not exceeding one (1) month per book, but which may be extended for a similar period of time upon presentation of the book, and provided that it is not being sought by someone else. The number of books that may be withdrawn at any one time may be increased upon the approval by the division head concerned.

Faculty scholars under contracts may also purchase (or the library may purchase it for them) the required textbooks for their various subjects, provided the books are accessioned immediately after acquisition and turned over to the library at the end of the semester or trimester, as the case may be, or at least revalidated.

##### 14.2.2.2 Mobile Resources

There are mobile resources available for faculty use within the day before the library closes.

##### 14.2.2.3 Non-Print Materials

Non-print materials may be borrowed at one time for a maximum of three (3) hours. However, special request shall be made by the faculty if needed that can be borrowed at least three (3) materials and can be used for one (1) week.

### **14.3 STUDENT DEVELOPMENT OFFICE**

The Student Development Office (SDO) manages school-based programs aligned with the University's vision, mission and core values that engage the participation of students complementing the academic aspect of their development. SDO initiates and develops a holistic and dynamic program on planning and supervision of recognized student organizations, developing new programs that respond to the needs and interests of students, and conducting in-service training for students like leadership, efficiency, etc.

#### 14.4 GUIDANCE AND TESTING OFFICE

The Guidance and Testing Office provides the following services: counseling, testing, customer surveys, scholarships and student financial assistance, exit interviews, issuance of certificate of good moral character, and career placement services.

#### 14.5 COMMUNITY DEVELOPMENT OFFICE

The University shall encourage wide participation in outreach programs by its constituencies and stakeholders through utilization of their expertise that shall benefit the disadvantaged members of the community.

The Social Orientation and Community Involvement (SOCI) Committee shall be the implementing body of Jose Rizal University in its outreach programs, which relate to the educational, social, civic, and cultural needs of the community.

#### 14.6 MARKETING AND COMMUNICATION OFFICE

Communication from the various University Divisions/Offices intended for public consumption utilizing various media channels (such as but not limited to television, print, radio, social media, SMS, and the worldwide web) shall be submitted to Marketing and Communication Office (MCO) for clearance and processing. Internal communications in the form of banners, posters and a like that uses the University seals/logo/colors should be in conformity with the JRU standards and guidelines. The JRU standards and guidelines shall emanate from MCO.

#### 14.7 MISCELLANEOUS

##### 14.7.1 Duplicating and Reproduction Services

Risographing may be done once the Request for Reproduction Form has been filled and approved by the concern division/office head. Requesting party shall submit two copies of the approved form to AHR.

It is preferred all examination papers be reproduced using the risographing machines located in AHR office. All other duplications/reproduction may be done at the Service Bureau.

##### 14.7.2 Faculty Room

A faculty room is available for use of faculty members. This is located at the ground floor of Building K.

##### 14.7.3 Bulletin Boards

Bulletin boards are located in various strategic locations in the University. These may be used for posting communications from the University or may contain messages from other groups for faculty and student information.

Faculty members may post notices in the bulletin boards with prior authorization from the Principal, and if necessary forwarded to MCO for approval and posting.

#### 14.7.4 Transportation and Communication Facilities

##### 14.7.4.1 School Vehicles

A fleet of passenger vehicles shall be provided for the transportation needs of the University. The use of the vehicles is based on a first come first serve basis except in cases of emergency.

Request for the use of a vehicle/driver should be coursed through and signed by the Principal through a request form available for this purpose. The application for Use of School Vehicle shall be submitted to the Engineering & Maintenance Office (EMO), who will determine the availability of vehicle/driver. Reservations are made preferably forty-eight (48) hours ahead of time.

##### 14.7.4.2 Parking Facilities

Parking inside the campus is available on a first-come first-served basis.

#### 14.7.5 Telephone Services

The University has its own automatic telephone system, which obviates the need for coursing telephone calls through the telephone operator. As a general rule, local phone calls may be made at any office where extensions are located. Thus, with the proper prefix number "9" outside calls may be made directly through the extension phones of the trunk lines. However, outgoing telephone calls outside Metro Manila area cannot be done automatically through regular telephone dialing. Long distance calls will have to be initiated by the telephone operator with the prior written approval of the Principal.

Incoming telephone calls for faculty members will not be held, except in cases of emergency. However, incoming telephone messages of an emergency nature will be taken and relayed to faculty members, for returning such calls.

#### 14.7.6 Athletic Facilities

Faculty members may avail of the athletic facilities of the University, provided that such facilities are not being used for scheduled student activities.

#### 14.7.7 University Bookstore

The University Bookstore is located on the ground floor of Building C. The facilities of the University Bookstore are available to faculty members who desire to secure educational supplies for their classes. For convenience, it is preferred that requests be coursed through the Principal for him to make the necessary arrangements in their behalf.

Faculty members may not engage in any sale of books, papers or their school supplies to the students. Students may purchase whatever materials they may need from the University Bookstore.

14.7.8 JRU Cooperative Credit Union

There is established in the University a cooperative credit union whose membership, among others is open to all faculty members as a mechanism to encourage thrift through savings and at the same time provide an immediate source of funds to cover emergency situations.

## ANNEX 1

**CRITERIA FOR EVALUATION  
(ELEMENTARY SCHOOL)**

I. ACADEMIC PREPARATION	(WT. 60% Max. 240 Points)	Maximum Points
A. Within the teaching subject field		
1. Bachelor's Degree (Earned Abroad)		80
2. Bachelor's Degree (Earned Locally)		60
3. Master's Degree (Earned Abroad)		100
4. Master's Degree (Earned Locally)		80
5. Units leading to Master's Degree (1 pt. per unit maximum 40)		
6. Doctorate Degree* (earned)		120
B. Outside the teaching subject field		
1. Bachelor's Degree (Earned Abroad)		20
2. Bachelor's Degree (Earned Locally)		10
3. Master's Degree (Earned Abroad)		40
4. Master's Degree (Earned Locally)		30
5. Units leading to Master's Degree (pts. per unit maximum 20)		
6. Doctorate Degree* (earned)		40
C. Bar and Board Examination Passed		
1. Within the Teaching Field		
a. Bar Examination		80
b. Board Examination		60
c. National Teachers Examination/LET		40
d. Dept. Superintendent Examination		40
e. Civil Service Eligibility		20
f. Certificate of Eligibility		20
2. Outside the Teaching Field		
a. Bar Examination		20
b. Board Examination		15
c. National Teachers Examination/LET		5
d. Dept. Superintendent Examination		10
e. Civil Service Eligibility		5
f. Certificate of Eligibility		5

\* Add on top of Master's Degree point; may exceed maximum allowable points.

**II. PROFESSIONAL GROWTH AND ACADEMIC EXPERIENCE**(WT. 30% Max. 120 Points)  
Maximum Points

A. 1. Scholarly Articles Published	60
in Journals (5 pts. each)	
in Books (10 pts. each)	
2. Books (published but not by author) (15 pts. each)	30
3. Work Book, Manual (5 pts. each)	30
4. Literary accomplishment published (3 pts. each)	30
B. Seminars, symposia or academic workshops attended	30
with official or College approval and within the field of teaching if within the last five years of filling.	
	maximum
1. As speaker or organizer (1-3 per event)	5 times
2. As member of a panel, discussant or reactor (1-3 per event)	5 times
3. As moderator, resource person and/or committee chairman: 1-3 for each symposium, seminar and workshop	5 times
4. As delegate/observer (1 per event)	5 times
C. Teaching Experience in JRU	60
	Full Time Equivalent
1 – 2 years	2
3 – 5 years	6
6 – 8 years	12
9 – 11 years	18
12 – 14 years	24
15 – 17 years	30
18 – 20 years	40
more than 20 years	60
D. Professional or Administrative Practice or Experience	10
related to discipline at JRU (not to be double-counted along with teaching experience at JRU, above)	
1 – 2 years	1
3 – 5 years	2
6 – 8 years	3
9 – 11 years	5
12 – 14 years	6
15 – 17 years	8
18 – 20 years	9
more than 20 years	10

<b>III. UNIVERSITY/COMMUNITY SERVICE</b>		<b>(WT. 10% Max. 40 Points)</b>	<b>Maximum Points</b>
A.	University Service		25
1.	Academic		20
	a. Committee work	15	
	b. Others (specify)	10	
	(1 pt. for each activity)		
2.	Non-academic		10
		University-wide	
		Department Level	Class
	Chairman/Adviser	3	3
	Member	2	1
B.	Community Service		15
	Participation/Recognition in civic activities		
	2 points each activity		



ANNEX II

IMPLEMENTING RULES FOR REPUBLIC ACT NO, 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL  
IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT,  
AND FOR OTHER PURPOSES

1. These implementing rules are being issued in accordance with the provisions of Republic Act No. 7877, the Anti-Sexual Harassment Act of 1995. Nothing in these implementing rules shall be construed as in any way either diminishing or adding to the coverage of the law.
2. **Coverage.** These implementing rules shall be followed, where a complaint of sexual harassment involves a subordinate and a direct superior, which may be either an administrative or academic relationship. An administrative relationship is defined here as involving subordinate and immediately supervising personnel of the University. As a general rule, sexual harassment shall not be entertained for purposes of the coverage of R. A. 7877, (a) where the supervisory relationship is absent as in cases involving personnel of the same rank, or (b) where the incident involves two students with no personnel of the University involved in the complaint. An academic relationship may involve (a) a member of the faculty and an immediate supervising faculty member, or (b) a student and a faculty member handling a class which the student is attending. Situations other than these will require prior clearance from the University President, through the Director of the Administrative and Personnel Office.
3. **Filing of Complaint.** A complaint may be filed by the complainant through the Administrative and Personnel Office (APO) in an administrative case and through the appropriate division head in an academic case. The complaint shall be specific about the circumstances and nature of the sexual harassment.
4. **Formation of an ad hoc Hearing Committee.** A Hearing Committee shall be formed, depending on the nature of the parties concerned.
5. **Composition in Administrative Cases.** Where the parties involved are two personnel of the University, the Hearing Committee shall be composed of (1) an appropriate Vice President of the University, who shall chair the Committee, (2) a supervisor whose rank shall not be lower than that of the supervising party concerned, (3) a representative of the personnel staff, of the same rank as the supervised party, where such is the complainant. A representative from the Administrative and Personnel Office shall also attend the meetings of the Committee, to ensure that the appropriate terms of reference and procedures are followed.
6. **Composition in Academic Cases.** Where the parties involve are a supervising faculty member and either a supervised faculty member or a supervised student, the Hearing Committee shall be composed of (1) the appropriate head of the academic division of the University, who shall also chair the Committee; (2) a supervising faculty member, (3) a student representative, preferably from the relevant Student Council, or another faculty member, as the case may be, of the same academic divisions as the complaining supervised part. A representative from the Administrative and Personnel Office shall also attend the meetings of the Committee, to ensure that the appropriate terms of reference and procedures are followed.

7. **Selection of Hearing Committee members.** In order to ensure that no prior influence is brought to bearer, the second and third members of both above-mentioned Committees shall be drawn after the complaint has been filed, from a previously prepared list of three candidates, such that a new composition is formed for each complainant.
8. **Time frame for the hearing and decisions of the Committee.** A complaint may be filed with the Personnel Office or the Office of the academic head concerned. The formal hearing shall commence within a week after the specific Hearing Committee shall have been formed. Hearings should be held as frequently and as speedily as necessary, but with regard to due process in any case. Judgment shall be rendered within two weeks after the commencement of the hearing. The final recommendation from the Committee shall be forwarded to and subject to the approval by the Office of the President, who shall determine the nature of the sanction should the aggrieved party's complaint prosper, including the possibility of dismissal. Such judgments are administrative in nature, and do not prevent other complaints as may be filed with a court of law.
9. **Effectivity.** These rules shall take effect immediately.

VICENTE K. FABELLA  
President