



JOSE RIZAL UNIVERSITY
HIGH SCHOOL DIVISION

FACULTY MANUAL

OCTOBER 2014

We Care About Good Education

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Ma. Cristina F. Bate
Vice President, Quality Management

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Chair, Mathematics Department

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Chair, Science Department

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Chair, Social Studies Department

Rachel Aubrey S. Bosito
Chair, Filipino Department

Nilo J. Barcelona
Chair, Business Technology-MAPEH
Department

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, in 2001, Jose Rizal University was granted an autonomous and deregulated status by CHED. The University received Level IV Accreditation from the 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 and High School Divisions were granted Level III Reaccredited Status, the first in the National Capital Region.

VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovation 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.

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 HIGH SCHOOL

Consistent with the College Readiness Standards of the Philippines, the graduates of the JRU High School Division are able to:

1. Exhibit higher communication and critical thinking skills;
2. Demonstrate mastery of mathematical skills and scientific concepts and their applications;
3. Practice desirable habits and attitudes essential for democratic citizenship, guided by Rizalian Values;
4. Apply technological and occupational skills in real life situations; and
5. 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: highschool@jru.edu

<http://www.jru.edu>

Athletics Office	For use of athletic equipment and facilities. Located at the 3 rd floor of the East Tower Building (Building G-37)
Computer Laboratories	For computer-assisted instruction and hands on activities in relation to their technological and curricular requirements. Located at the 4 th floor of Building M (Rooms M-405, M-406, M-407 and M-408)
Engineering & Maintenance Office	For security location of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium.
High School Library	For books, newspapers, magazines and other reading materials. Located at building M (Room M-106)
High School Principal's Office	For admission, study programs, academic matters, student affairs, counseling, excuse slips and communication to faculty and parents/ guardians. Located at the second floor of building M (Room M-201)
Guidance & Testing Office	For counseling (educational, social, career or personal) and testing (IQ, Personality) needs. Located at the 2 nd floor of Building H (Room H-212)
Business Technology Demo Laboratory	For hands-on activities related to cooking, home making and workshop. Located at the second floor of building M (Room M-210).
Medical & Dental Clinic	For first aid medical and dental services

and benefits. Located at the ground floor of Building K (Room K-110) or at the main campus clinic located at the ground floor of Building C (Room C-18)

President's Office	Located at the 6 th floor of the Tower Building (Room T-61)
Registrar's Office	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located at the ground floor of Building A (Room A-15)
Science Laboratories	For experiments, hands-on and other related activities for Science subjects. Located at second and Third Floors of Building M (Rooms M-209, M-309 and M-310).
Student Accounts	For student accounts, assessment, examination permits, periodical and final grades. Located at the ground floor of Building A (Room A-13)
Treasurer's Office	For tuition fee adjustments and refunds. Located at the ground floor of Building A (Room A-12)
Vice President for Academic Affairs	Located at the ground floor of the Tower Building (Room T-13)
Vice President for Administrative Affairs	Located at the 2 nd floor of Building A inside the Administrative and Human Resource Office (Room A-22)
Vice President for Financial Affairs	Located at the ground floor of Building A (Room A-13)
Vice President for Information System	Located at the 3 rd floor of Building H (Room H-307)
Vice President for Quality Management	Located at the 2 nd floor of Building H (Room H-213)

1. INTRODUCTION

1.1 PURPOSE AND SCOPE

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

1.2 OBJECTIVES

The University recognizes that an educational institution is only as good as the quality of its faculty. It is therefore an objective of the University to formulate, adopt, and apply such policies, rules and regulations, and procedures as will foster the development of an intellectually strong, professionally competent, and economically secure faculty in all of its disciplines and academic divisions.

1.3 DEFINITION

A high 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

Under certain circumstances, a person not currently teaching may still be considered a faculty member, such as one on a faculty scholarship. For the purpose of the succeeding sections, however, only those currently teaching are covered. There may, in addition, be inactive faculty members not currently teaching; these are not covered by the provisions of this Manual.

2. CONTRACTUAL RELATIONS

2.1 RECRUITMENT, SELECTION AND APPOINTMENT

The recruitment, selection and appointment of faculty members are undertaken on the basis of standards and procedures established by the University as hereinafter indicated.

2.1.1 Recruitment Procedure

Whenever a vacancy for a teaching position exists, the high school division coordinates with Administrative & Human Resource (AHR) Office to post an announcement on the bulletin board, or send out letters to other schools offering high school education. However, priority will be given to graduates of the University, other things being equal.

2.1.2 Application

Applications for teaching positions in the High School Division are made to the AHR. The AHR Director shall consider only those applicants who meet the minimum requirements set by the University for a particular position.

All applicants should fill out in person an application form, attaching an official transcript of school records, proof of satisfactory passage of Licensure Examination for Teachers (LET) and government examinations if any, and such additional documents as may be required by the Principal/AHR Director for adequate evaluation.

2.1.3 Employment Test

The applicant is required to take the employment tests administered by the Guidance and Testing Office.

2.1.4 Selection

The Principal shall recommend and the AHR Director shall endorse the applicant who satisfactorily passed the pre-employment (i.e., teaching demonstration, tests, interview and medical examination results) including the recommended salary to the Vice President for Academic Affairs and to be approved by the University President.

2.1.5 Medical Examination

Before any applicant is given a final appointment, he is required to undergo medical examination by the University physician to determine his physical fitness for a teaching assignment. All expenses which may be incurred shall be for the account of the applicant.

2.1.6 Appointment

Faculty members are appointed in writing by the President upon the recommendation of the Principal.

From the standpoint of permanency of employment, original initial appointment is probationary in nature. A new faculty member is given a probationary period of three school years, and if his/her performance is satisfactory, a permanent appointment is then given in the succeeding school year. Where the probationary period has been successfully completed, no further appointments are made, but only an assignment of the particular subjects to be handled and the schedule of classes.

Every appointment of a faculty member shall be made by a formal agreement signed by him/her and by the President of the University or his representative, and shall state the rank, salary, length of agreement, and other conditions of appointment. A copy of the terms of appointment shall be presented to each prospective faculty member prior to his acceptance of appointment. Acceptance in writing of the appointment shall be considered to indicate the appointee's willingness to be bound by all the terms of the agreement.

By accepting a position in the school, a faculty member assumes a contractual obligation. It is his/her duty to live up to his contract and should therefore, have full knowledge of the terms and conditions of his employment. He/she is expected to understand, support and carry out the legitimate policies of the University.

Starting high school faculty teaching at JRU for the first time will be given a monthly salary valid for ten months, throughout the regular classes. If the faculty member is re-appointed for the following year, his/her monthly pay will cover the twelve-month period.

2.1.7 Personnel Record

All faculty members are required to complete and submit pre and post employment requirements to AHR.

The Principal must be immediately informed by the faculty member of any change affecting his/her

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 member, especially the application form shall be considered sufficient ground for immediate termination of services, at the discretion of University authorities. This misrepresentation is considered especially serious with respect to educational attainment and qualifications.

2.2 COMPENSATION

Minimum pay scales are based on academic degrees and professional qualifications.

Compensation for regular high school faculty is provided on a monthly basis. In the case of substitute teachers, the compensation will be based on the starting rate for their qualifications, but in no case will be higher than the rate of the regular faculty being substituted

2.2.1 Salary Payment Procedures

As a rule, salaries of faculty members are paid thru direct deposits to designated individual Automated Teller Machine (ATM) accounts on every 15th 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 are distributed at the Budget and Payroll Office (Room A-14) on every 15th and end of the month.

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

2.3 Classification, Evaluation and Promotion

2.3.1 Classification

All regular faculty members shall be classified according to 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.

All regular faculty members 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 is effective August 1 of the same year.

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

Promotion from one rank to another shall not be automatic.

2.3.2 Performance Evaluation

Each faculty shall be evaluated at least once a year by his Department Chair subject to review by the Principal.

At the end of the school year, the overall performance of all faculty members shall be evaluated by the Department Chair using the University's Performance Appraisal (PA) instrument. The PA instrument contains two distinct parts, Part I is a comprehensive enumeration of their functional skills consisting of Key Result Areas (KRAs) and Key Performance Indicators (KPIs) which are their primary job responsibilities. 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:

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

- 2.3.2.2 Exceeds Job Expectations (3.75-4.74).
This rating is awarded when the employee's performance is excellent but short of being outstanding.
- 2.3.2.3. 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.
- 2.3.2.4. Needs Improvement (1.75-2.74). This rating is awarded when the employee fails to meet the requirements of the duties of his position.
- 2.3.2.5. 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.

Merit Increases

The basis for the selection of merit increases is the improvement that a person may show during the subject period based on his/her performance appraisal.

One-third of the total faculty who garnered the highest ratings shall be recommended for merit increase. As a general rule, three consecutive merit increases will disqualify the faculty to receive a merit increase on the fourth year.

Classroom Visit

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 usually take place earlier in the school year and form an input into the performance evaluation.

The report on classroom visits should show actual observations in the classroom only. This classroom observation forms part of the Performance Appraisal, as a significant input for the "Instructional Knowledge" factor. Other factors, such as degree obtained, length of service, or co-curricular activities outside the classroom are disregarded for the purpose of the report. The criteria for classroom observations are mastery of subject matter (30%), effectiveness in communication and teaching technique (30%), classroom management (30%), and personal appearance and character (10%).

2.3.3 Promotion

Promotion is based on merit and efficiency as determined by, and is the prerogative of the administration. It requires recommendations from the Principal based on the evaluation of certain criteria. Recommendations for promotion shall include a written evaluation of the faculty member's work, together with reasons favoring promotion, as prepared by the Principal and submitted to the President. Final approval rests with the President.

2.4 TENURE

Tenure means the assurance of continuous appointment for regular full-time faculty until retirement age has been reached. Tenure shall be granted to a qualified basic education faculty member, provided he/she has complied with minimum requirements as provided by law and has satisfactorily served at least three consecutive school years in the University.

Loss of tenure can be occasioned by such causes as enumerated in Article 282 of the Labor Code, convictions in the court for a serious crime, grave moral delinquency, professional incompetence, mental or physical incapacity, and flagrant defiance of the ideals of the University, on the part of the faculty member and by financial stringency on the part of the University which is demonstrably in good faith.

2.5 DISCIPLINE

It is the policy of the University to maintain a formal system of discipline applicable to the teaching personnel of the University. This policy will ensure that the 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 member of the University, ranging from simple misbehavior 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 the University administration makes every effort to determine if there has been in fact a breach of University regulations by faculty members.

The Administrative & Human Resource (AHR) Office is 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 President.

In dealing with deficiencies in conduct and work performance, the University tries to be fair and consistent in its treatment of employees. Many factors are taken into consideration if it becomes necessary to discipline an employee, including the nature and seriousness of the offense, the employee's past record, the total impact on the employee's department and on the University, and any mitigating or aggravating circumstances. In general, the discipline for employees is applied in progressive steps as follows:

- 1 - DIALOGUE / VERBAL WARNING (VW) - can be recommended by the Department Head concerned whereby the employee is required to attend dialogues facilitated by an authorized personnel staff. The warning is also recorded by the immediate supervisor in writing and the record is placed in the employee's personnel file.

- 2 - WRITTEN WARNING (WW) - if an employee is issued a written or a final written warning, the immediate superior will meet with the employee to discuss the disciplinary action and the employee will be asked to sign the warning. The employee's signature is only an acknowledgement that the employee has been informed of the warning; it does not indicate agreement with the warning. All written warnings are retained in the employee's personnel file.
- 3 - SUSPENSION (S) – is a suspension from work without pay for one or more days for a repeated or serious infraction of University rules or policies. A record of the suspension is retained in the employee's personnel file.
- 4 - DISMISSAL (D) from the service is only done after due process is followed.

2.6 OUTSIDE ACTIVITIES

As a general rule, faculty members are not prohibited from engaging in an outside activity provided such activity is not incompatible with their teaching commitments nor does it interfere with their teaching activities.

2.6.1 Private Tutoring

No faculty member shall accept remuneration, directly or indirectly, for tutorial service to any of his students other than the compensation allowed for his/her 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/her professional relations with them.

2.6.2 Outside Employment

Regular faculty members 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.

2.7 DEPARTMENT

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

To merit reasonable social recognition, it is the duty of faculty members to keep themselves socially accepted and normally upright, as by avoiding slovenly dress, drunkenness, and other undesirable visually manifested practices.

2.7.1 Identification Cards

All faculty members will be required to wear ID cards at all times around their necks while within the school premises.

2.7.2 Care of School Property

Faculty members readily appreciate the importance of maintaining school property in good operational condition. For this reason, they should endeavor to exercise due diligence in this respect and to encourage others under their supervision, whether University staff or students, to do likewise. There are two dimensions involved. The first is the need for ensuring that school property, particularly specialized equipment used by them, should be carefully handled and stored. The second is the obverse, namely, that school equipment under their acknowledged responsibility must be treated with similar care and security, and that they are responsible for any damage or loss for such property.

2.7.3 Dress Requirements

Every school year, the University supplies the high school 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.

2.8 Prohibited Activities

2.8.1 Collection of Monies

Faculty members are prohibited from collecting money from students at any time for any purpose whatsoever. This prohibition is all the more binding if the students involved are students of the faculty member. The only exceptions are 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 the written communication.

2.8.2 Sales to Students

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

2.8.3 Use of Textbooks Other than those Officially Adopted

The adopted textbook shall be followed, and no substitution will be allowed. Any criticism concerning the approved textbook should be addressed to the Principal.

2.8.4 Tutorial with Remuneration

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

The faculty may conduct remedial classes, as differentiated from tutorial services, provided that approval of the Principal is obtained. Such remedial

classes are voluntary and parents should be informed and must conform through a waiver. There must be no remuneration involved.

2.8.5. 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 environment for students, faculty and administrative personnel, free from sexual harassment and all forms of sexual intimidation and exploitation.

2.8.6. Other Prohibited Activities while on Campus

Gambling, drinking, soliciting, smoking in school premises, fraud or falsification of University records and carrying of deadly weapons are forbidden while on campus.

Needless to say, circumspect social distance should be maintained with students, especially those in their classes.

A more comprehensive discussion of these prohibited activities is available at the Administrative & Human Resource Office. It is the duty of every faculty to be familiarized with these rules.

3. PROFESSIONAL RESPONSIBILITIES

3.1 GENERAL RESPONSIBILITIES

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

3.2 ACADEMIC FREEDOM

Faculty members are entitled to full freedom to research and the publication of the results, subject to adequate performance of their academic duties; but research for pecuniary return should be based upon an understanding with the University. It is

understood that publication does not mean the right to demand publication in any periodical or journal of the University, but elsewhere outside the University.

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

The University recognizes that the faculty member, in speaking or writing outside of the University on subjects beyond the scope of his/her own field of study, is entitled to precisely the same freedom and is subject to the same responsibility as attached to all other citizens. It should be clearly understood, however, that the University assumes no responsibility for views expressed by its faculty members, and the latter should in turn take pains when necessary to make it clear that they are expressing their personal opinions.

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.

3.3 ACADEMIC GUIDANCE OF STUDENTS

Faculty members are expected to guide students in a wholesome environment and in the adoption of habits that would improve their character and personality. While they should be sympathetic to the needs and deficiencies of students, nevertheless they should seek to instill discipline and respect for authority.

3.4 PROFESSIONAL IMPROVEMENT

Faculty members are 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.

They are encouraged to seek membership in desirable professional and technical societies or associations which may have a direct relation to their teaching progression and to actively participate and contribute their knowledge thereto.

3.4.1 Professional Activities

Faculty members are encouraged to engage extensively in professional activities aimed at personal improvement, efficiency and competence in their respective fields of specialization.

The faculty shall attend technical conferences, meeting, 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 school year. This echo seminar shall form part of the annual clearance requirements. For faculty appointed to represent the University at such training programs and conferences, expenses shall be shouldered by the University. A written report of the proceedings shall subsequently be required for submission to the division head and Administrative & Human Resources Office (AHR) as a minimum requirement for liquidation or reimbursement of expenses.

3.4.2 Research

The development of an organized and expanded research program is an important prerequisite for the continued improvement and competitiveness of the University. It is also an integral part of the efforts of the University to meet its general objective of preparing men and women to become responsible and useful citizens of the nation. Research covers all disciplines. It is a systematic extension and application of knowledge through careful investigation.

Faculty members are encouraged to undertake research in their respective fields of specialization in coordination with the Research Director so that they may

contribute, in no small measure, to the continuing progress of their chosen field. Modest grants are available for the purpose upon the recommendation of the Vice President for Academic Affairs and the approval of the President.

3.4.3 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. Under certain circumstances and depending upon the contents proposed for publication, the University may assist in the publication of scholarly work. Similarly, the University will consider very carefully any proposal for the preparation of a textbook and course modules should it be demonstrated that currently available texts are either inadequate, or excessively expensive.

3.4.4 Curriculum Development

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 high school division may review its existing program to ensure and maintain the high quality standards.

3.5 SCHOOL FUNCTIONS

Faculty members are expected as much as possible to attend all official University affairs or functions, particularly when they are invited.

3.5.1 Divisional Events/Activities

Faculty members should endeavor to exert special effort to attend all school affairs and student activities, especially when there are extended invitations, as their presence indicates their concern for student welfare, the betterment of the University and their acceptance of social obligations.

They are advised to attend concerts and dramatic productions sponsored or produced by the University or

the different student organizations so as to enrich their cultural level.

3.5.2 University Week

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

All faculty members are required to be present during the High School Day Celebration of the University Week.

3.5.3 Commencement Exercises

The academic divisions hold separate commencement exercises during the same week, the High School Division on a Friday. All faculty members are required to be present during the commencement exercises.

3.6 PUBLIC RELATIONS

Parents are welcome at school and should be treated with every consideration. Faculty members and school officials are to maintain cordial relations with parents of students, and conduct should be such as to merit the confidence and respect of the parents. It is the duty of faculty members to 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.

4. FACULTY ORGANIZATION

4.1 ORGANIZATION & 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.

4.1.1 The Board of Trustees

The Board of Trustees, consisting of a chairman and four other members, of five 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.

4.1.2 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. For the faculty, the role of the Vice President for Academic Affairs is of special significance. The Office of the President also supervises the Athletics Office, Marketing and Communications Office, and the Alumni Office.

4.1.3 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, Institute of Technology-Based Learning, 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.

4.1.4. 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.

4.1.5. 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.

4.1.6 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; and lastly

4.1.7 The Quality Management Office

The Quality Management Office covers all areas of academic and non-academic services, which have an impact on the quality of the services being provided. It is headed by the Vice President for Quality Management.

4.2 THE HIGH SCHOOL DIVISION

The high 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 Department Chairs.

4.2.1 The Principal of the High School Division

Among other duties, the Principal is responsible for the scheduling of classes, the planning of teacher schedules, the assignment of classrooms, examination schedules, and the sectioning of classes, where required.

Taken all together, this complex and laborious operation deserves the understanding and cooperation of all faculty members. Only in exceptional circumstances should a faculty member request changes in class period, classrooms, or teaching schedules.

The Principal has the duty of collecting material for changes and revisions in the annual High School bulletin and must have the cooperation of faculty members, particularly the Department Chairs, if he is to meet the printer's deadline.

4.2.2 The Assistant Principal

The High 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 High 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 pupils in advance, and while high school classes are in session.

4.3 THE DEPARTMENT CHAIR

High School faculty members are, in general, grouped into curriculum or subject area discipline. However, there is a separate grouping for each major subject area or discipline for both administrative and curriculum purposes, and is headed by a department chair, who is appointed by the President upon the recommendation of the Principal.

4.4 COMMITTEES

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

4.5 JRU COOPERATIVE CREDIT UNION

There is established in the University a cooperative credit union whose membership 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.

4.6 JRU FACULTY EMPLOYEES UNION SMP/NATOW

The JRU Faculty Employees Union (JRU FEU SMP/NATOW) is a local chapter of the Samahang Manggagawang Pilipino (National Alliance of Teachers and Office Workers), a duly registered labor federation, and membership is optional to qualified faculty members.

5. FACULTY LEAVES AND ABSENCES

5.1 LEAVES AND ABSENCES IN GENERAL

For the High 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 they are 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.

5.1.1 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.

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) Friday or Monday of any week, or (b) 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 preferably in writing of his said illness and submit a medical certificate upon reporting for work.

Regular faculty are entitled to five (5) working days of absence during the school year, due to temporary disability caused by actual sickness as duly certified by the University physician. The grace period for excused absences will be set at twelve (12) working days.

5.1.2 Vacation Leave

Eligible high school faculty is entitled to vacation leave with pay. Vacation leave for regular high faculty consists of one month during the summer period. Vacation leave is non-cumulative and non-convertible to cash.

Days in which no classes are held but which are not legal holidays are considered working days for faculty unless otherwise indicated in writing by the University.

5.1.3 Maternity Leave

The University shall provide maternity leave benefits according to law. 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.

5.1.4 Paternity Leave

The University shall provide paternity leave according to law. Such leaves 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 maybe enjoyed only once a year and up to a maximum of four (4) times per covered male employee.

5.1.5 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.

5.1.6 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 enrollment 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, may grant other benefits as deemed appropriate for faculty on study leave.

5.1.7 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.

5.1.8 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.

5.1.9 Birthday Leave

A covered faculty member shall be entitled to a birthday leave with pay provided that the leave is taken on the day of his/her actual birthday.

For regular high school faculty, the leave is with pay if it falls on their regular working day.

If the covered faculty's birthday falls on an examination date or on a date where the faculty's services is urgently required, the birthday leave shall be taken and

enjoyed on another date to be scheduled by the University.

5.1.10 Solo Parent Leave

Parental leave shall be granted to any qualified faculty 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 member 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.

5.1.11 Union Leave

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

6. OTHER FACULTY BENEFITS

6.1 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 who have enrolled in a graduate-level degree course or program in the University for as long as:

- 6.1.1 their contact hours with students are not disrupted,
- 6.1.2 existing classes already scheduled can accommodate them,
- 6.1.3 they maintain at least an 85% attendance in their classes, and
- 6.1.4 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.

6.2 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.

6.3 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.

6.4 GROUP INSURANCE

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

6.5 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.

6.6 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 determined 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 by 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.

6.7. UNIFORMS FOR FACULTY MEMBERS IN BASIC EDUCATION

All faculty members in Basic Education shall be provided with uniforms as stipulated in the existing CBA.

6.8. FUNERAL ASSISTANCE

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

7. FACULTY DEVELOPMENT

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 attend conferences, conventions, seminars, meetings, fora and workshops which will improve their efficiency and mastery of their disciplines.

7.1 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

The faculty shall be encouraged to seek membership in 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.

7.2 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 discipline 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.

7.3 CONCURRENT ENROLMENT IN OTHER INSTITUTIONS

The faculty may wish to enroll in graduate studies elsewhere at the same time that they are teaching at 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 their summer vacation periods.

8. INSTRUCTIONS PROCEDURES

8.1 TEACHING ASSIGNMENTS

Teaching assignments for the school year are always given in writing by the Principal for the individual faculty member. The assignment states the hours, subjects, and other information necessary and useful to the faculty member. The faculty member should sign the assignment notice, and return the duplicate back to the Principal. A High School faculty shall render no more than 320 minutes/day (equivalent to eight forty-minute subject period) of actual classroom teaching.

8.1.1 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 pupils (sometimes referred to 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, of which total time should not exceed eight hours a working day. Considering that some of the work (such as the correction of papers) which a teacher is expected to undertake can be done in locations 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.

8.2 CLASS SCHEDULES

High School students are classified into Grades 7 through 10. Each grade is divided into sections, a teacher being assigned to each section. All sections are under the grade level coordinator responsible for coordinating subject coverage according to the lesson plans.

Classes are held Mondays through Fridays from 7:00am to 5:40pm

The attendance of high school faculty is done through the use of the biometrics before the start of the first class and after the end of the last class.

8.3 SUBJECT SYLLABI

In the broadest sense, the University has an overview of the entire course of studies for all levels and for all options as a continuum. From this general overview, the courses of study for each division are then determined, with special care being taken to avoid either (a) unnecessary duplication of topic coverage, or (b) leaving gaps in subject presentation and coverage. For this purpose, divisional curricula are prepared and periodically reviewed and updated, consistent with the minimum requirements of the government regulatory authorities.

The divisional curricula are then desegregated into specific subject offerings. Finally, summary syllabi are prepared and filed for the individual subjects.

Course outlines for all subjects offered in the division are on file with the Principal, and the coverage of each subject has been carefully integrated into the coverage for the entire discipline. Such course outlines may be obtained from the principal upon application, however, the Principal may require at his discretion the preparation and submission of a new course outline prior to making available the syllabi on file.

As a general rule, subject outlines are required from each faculty member handling a subject for the first time. Such subject outlines are not required in detail; however, the topic coverage per week has to be given, and the amount of time to be devoted to each sub-topic must be indicated. The reading assignments to be correlated with the assigned text must also be given.

Faculty members are welcome to comment on and criticize existing subject syllabi on file, and to submit their own views and outlines; however, approval of the Principal must be obtained before such deviations from official syllabi are permitted.

8.4 TEXTBOOKS

It is the policy of the University for all academic divisions that a textbook should be assigned and correlated with each subject, so as to enable students to keep up with the course in case of unavoidable absences. It is understood that there may be subjects in which no reasonably-priced or pertinent textbook may be available; in such cases, assigned reading may be given from a selection of publications available at the University Library.

Textbooks are selected for every subject offered by the elementary school, and the textbook content should parallel course content. The division has its own textbook committee whose members are assigned by the Principal, the process of which is supervised by the assistant Principal. The findings of the textbook committee are then sent to the President for approval, upon the recommendation of the Principal, through the University Librarian.

In the selection of textbooks, preference is given to (1) inexpensive and/or (2) locally printed textbooks, all other things being equal. Changes in textbooks should 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 differential 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.

As in the case of official syllabi, faculty members are welcome, and in fact encouraged, to comment upon and criticize the selected textbooks and to offer alternative options in their stead. Such suggestions should be addressed to the grade level Chair, for subsequent discussion in a later appropriate date.

8.5 CLASS REGULATIONS AND CLASSROOM MANAGEMENT

8.5.1 Admission and Enrolment Permit

Upon meeting his/her class for the first time, the faculty member should inform the class of his/her name, and collect the enrolment permits of the students. Those students without enrolment permit should not be admitted.

In addition, for subsequent meetings of the class, the faculty member should carefully note the date of the enrolment permit submitted by latecomers, as some students make it a practice to defer attendance for a number of sessions.

8.5.2 Student Attendance, Roll-Call, and Absences

Roll-call is a necessity, but it takes up valuable time in larger classes if not done efficiently. It is suggested that students be assigned specific seats in class, perhaps arranged by sex and/or alphabetically, so that it will be possible to immediately identify absent students by noting the vacant seats and checking with a seating chart. Alternative methods are also possible.

A student who has been absent from class is required to present an excuse slip from the Principal, to be signed by the faculty member; in the absence of such an excuse slip, the student is marked with an "Unexcused" absence.

At reasonable intervals during the school year, faculty members should check the student attendance record to determine whether any student has accumulated unexcused absences of more than 20% of the total class days in a school year (DepEd requirement). Faculty

members should report immediately to the Principal any student whose total absences exceed the 20% limit.

8.5.3 Medium of Instruction

The medium of instruction in all classes is English, except for classes in Filipino. Faculty members are expected to be able to express themselves fluently in English; the argument that communication with students is facilitated by interspersing the vernacular with English is not acceptable. Outside the classroom, faculty members are requested to maintain conversation in the English language in front of students as much as possible.

8.5.4 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.

A faculty member has the right to discipline students for any infraction committed inside the classroom by sending them out and refusing further attendance in class until they present a readmission slip from the Principal. The faculty member concerned must report the matter as soon as possible to his/her department chair and subsequently to the Principal.

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.

8.5.5 Teaching Methodology

The faculty member shall strive to use various teaching methodologies that will encourage students to participate actively in class.

8.5.6 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.

8.6 EXAMINATION AND QUIZZES

8.6.1 Schedule of Examinations

The High 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.

8.6.2 Preparation of Examinations

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. Rubrics may be used for checking essays and skill work items.

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 4 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.

8.6.3 Exception List

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

8.6.4 Cheating in Examinations and Other Forms of Dishonesty

Proven dishonesty in examinations will not be tolerated in any division of the University. Where the evidence of dishonesty is incontrovertible, cheating by students during regular examinations must be dealt with by the confiscation of the test papers, and reporting the incident promptly to the Principal. The usual disciplinary action for cheating in a regular examination is dismissal from that class period, and a failing grade; depending upon the severity of case, non-readmission to the University may be decided upon.

8.7 GRADES

8.7.1 Basis for 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 outcomes-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.

8.7.2 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</u> <u>(4)</u>	<u>Monthly Examinations</u> <u>(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.

8.7.3 Grading Standards

The High School Division 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 the four levels of assessments: Knowledge (15%), Process or skills (25%), Understanding (30%), and Products/Performances (30%). These levels shall be the outcomes reflected in the class record.

8.7.4 Levels of Proficiency.

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

- 8.7.4.1. 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.
- 8.7.4.2. 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.
- 8.7.4.3. Approaching Proficiency (AP): 80%-84% - The student at this level has developed the fundamental knowledge and skills and core understanding and with little guidance from the teacher and/or with some assistance from peers, can transfer these understanding through authentic performance tasks.
- 8.7.4.4. 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.
- 8.7.4.4. Advanced (A): 90% and above – The student at this level exceeds the core requirements in terms of knowledge, skills and understandings, and can transfer

them automatically and flexibly through authentic performance task.

Promotion and retention of students shall be by subject. Student 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 pupils are still at the beginning level, then they may be required to take summer classes.

8.7.5 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.

8.8 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 and ensure that students are safe and the objectives of the field trip are met.

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 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.

9. CO-CURRICULAR ACTIVITIES

9.1 Adviserships

9.1.1 Objectives

It is the policy of the University to foster properly organized and supervised co-curricular student 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.

9.1.2 Appointment as Adviser

The appointment of a faculty member as an adviser is made through a written advice by the Principal. No additional remuneration attaches to an Advisership, however, such duties are taken into account in the annual review of faculty performance.

9.1.3 Duties of Adviser

The duties of adviser involve the guidance of the student organization, as well as the approval of the schedule of activities. Faculty members are not expected to dictate the activities of the organization, but rather to stimulate student activity. As faculty adviser, the faculty member is expected to attend all meetings and activities of the pupil organization, specially the organizational meeting during which elections are usually held, and the induction affair, if there be one.

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 coordinator to attend the meeting and the Principal should be promptly notified of the circumstances.

Substitutions of faculty adviser are not looked upon with approval.

9.1.4 Scheduling of Activities

The activities of student organizations must be scheduled only with the prior approval of the Principal.

9.1.5 Use of Facilities

A faculty member who is the adviser of a student organization may request the use of University facilities such as auditorium, gym, classrooms, quadrangle, school vehicle, public address system, multi-media projectors and other equipment of the University that may be needed for a specific event or activity sponsored by the organization.

10. MISCELLANEOUS

10.1 LIBRARY SERVICES

The University considers the library as an important repository and source of knowledge, and encourages its faculty members at all levels to utilize the resource as fully as possible, and to 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.

10.1.1 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 tertiary level 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.

10.1.2 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 for internet access purposes.

10.2 DUPLICATING AND REPRODUCTION SERVICES

Unless otherwise explicitly stated below, all services under this group may be availed of through the Administrative and Human Resources (AHR) Office.

Requesting party shall submit two (2) copies of the approved form to AHR.

All examination papers should be risographed to facilitate reproduction, unless the faculty members have themselves have them reproduced.

10.3 FACULTY LOUNGE

For the convenience and comfort of faculty members, separate air-conditioned faculty rooms are provided for each Division under the following rules:

- (1) Faculty members may receive their visitors in the faculty room.
- (2) Student and administrative personnel of the University are not allowed the use of the room.
- (3) The room may not be used for sleeping, eating, dressing, hanging one's clothes, a meeting place for any student organization, or for faculty-student conferences, even on Saturdays and Sundays.
- (4) Since the room is for the benefit of all, good manners require that conversations therein be maintained in the moderate tone, excessive noise be avoided and an atmosphere of serenity be observed at all times.
- (5) While the school's janitorial service will keep the room clean, nevertheless a common effort should be exerted by all faculty members to keep the room neat and clean.

10.3.1 Lockers for Faculty Members

Lockers are available in the faculty room for faculty members who may have need for them.

10.3.2 Bulletin Boards

With the approval of the Principal, faculty members may post notices in the bulletin boards located in various sites in the campus on matters which they feel to be of general interest to the student body.

There are also bulletin boards located in the various faculty lounges, which may contain communications from the University or which may contain messages from other groups for faculty information.

10.4 DINING FACILITIES

A separate room exclusively for faculty members is provided in the main canteen.

10.5 TRANSPORTATION AND COMMUNICATION FACILITIES

10.5.1 School Vehicles

School vehicles may be availed of, provided the request does not conflict with other previously scheduled uses, and that the application was made in advance to the Administrative and Human Resource Office, with prior approval of the Principal and final approval by the Vice President for Administrative Affairs.

10.5.2 Parking Facilities

The University advises against parking on the streets surrounding the University. The city government prohibits parking on Shaw Boulevard, on Vicente Fabella Street on the side, and on P. Martinez Street behind the main campus. In addition, the University itself does not normally permit parking on the driveway fronting Shaw Boulevard, as the security guards of the University have strict orders not to permit any vehicle to be left along the driveway except that of the President and the Vice Presidents.

Nevertheless, faculty members have a choice in parking their vehicles:

(a) They may park inside the school campus, through the rear vehicle entry to the campus located on P. Martinez Street. Parking inside the campus is on a first-come first-served basis.

(b) A limited number of parking spaces outside the campus are also available in the special parking spaces located along the University side of P. Martinez Street. No attention should be paid to “watch your car” boys, as University security personnel undertake periodic checks. Any case of “watch your car” offers should be promptly reported to the security guard on duty.

(c) Parking is also available in Bldg. M, during school days. Those using this facility are required to present their JRU ID.

10.5.3 Telephone Services

The University has its own automatic telephone system, which obviates the need for coursing telephone calls through the telephone operator. 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 the 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 for faculty members.

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.

10.6 UNIVERSITY BOOKSTORE

The University Bookstore is located on the ground floor of Building C, adjacent to the Faculty House. 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 who shall make the necessary arrangements in their behalf.

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

10.7 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. Arrangements for the use of these facilities should be made with the Athletics Director.

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.

1. As speaker or organizer (1-3 per event) maximum 5 times

2. As member of a panel, discussant or reactor 5 times
(1-3 per event)

3. As moderator, resource person and/or committee 5 times
chairman: 1-3 for each symposium, seminar
and workshop

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

III. UNIVERSITY/COMMUNITY SERVICE (WT. 10% Max. 40 Points)

		Maximum Points
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
	Member	2
B.	Community Service	15
	Participation/Recognition in civic activities	
	2 points each activity	

LOCATION AND VICINITY MAP