



COLLEGE DIVISION
FACULTY HANDBOOK 2015

JOSÉ RIZAL UNIVERSITY

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OFFICERS OF THE ADMINISTRATION

VICENTE K. FABELLA
President

VICENTE K. FABELLA Vice President – Academic Affairs	NORMA M. MONTALVO Vice President - Administrative Affairs
MA. CRISTINA F. BATE Vice President - Quality Management	THEODORE U. CALAGUAS Vice President - Financial Affairs
RAUL RAFAEL RAMOS Dean, Graduate School Division	NOEL A. DIMASACAT Vice President - Information Systems
LILIA R. BAUTISTA Dean, Law School Division	ELENITA G. SABA University Registrar
BARBARA WONG-FERNANDEZ Research Director and Consultant for Curriculum Development	RENANTE G. FERNANDEZ Director, Accounting Office
LEODIGARIO M. DAVID Dean, College of Business Administration & Accountancy	EFREN JOSE Y. SUPAN Director, Athletics Office
HENRY G. MAGAT Dean, College of Liberal Arts, Criminology & Education	BRIAN GAIL E. BAUTISTA Director, Marketing & Communications Office
LIZA R. REYES Dean, College of Computer Studies & Engineering	EDNA C. CRUZ Director, Information Technology Office
ELEONOR C. TANGKEKO Dean, College of Nursing & Health Sciences	FABIAN B. QUITALES Director, Administrative Human Resource Office
RONALD DEXTER V. ANTIPORDA Dean, College of Hospitality & Tourism Management	BONIFACIO C. TALENS Director, Engineering & Maintenance Office
ROMEL C. NAVARRO Principal, High School Division	MA. CARMELA F. BATE Director, Treasury Office
JOSEPHINE B. CULALA Principal, Elementary School Division	CAROLINA A. FERNANDEZ Director, Budget & Payroll Office
MENDELSON P. QUIBA Director, Guidance & Testing Office	MARIA KARENINA S. GUILLERMO Assistant Director, Office of the President
ANA BELEN S. CUYUGAN OIC, Student Development Office & Community Development Office	BENJIE A. EVANGELIO Assistant University Registrar
MANUEL A. QUIAMBAO Assistant Dean, Law School Division	CEZAR C. CABALLES Assistant Director, Information Technology Office
GRACE MARIE B. MARTIN Assistant Principal, High School Division	RECHILDA B. IBARDOLAZA Assistant Director, Administrative Human Resource Office
ROSELA D. DEL MUNDO University Librarian	JOSEPH S. DELA CRUZ Assistant Director, Engineering & Maintenance Office
NOEMI R. BUGARIN Assistant University Librarian	

THE COLLEGE DIVISION

Leodigario M. David

Dean, College of Business Administration and Accountancy

Liza R. Reyes

Dean, College of Computer Studies and Engineering

Ronald Dexter V. Antiporda

Dean, College of Hospitality and Tourism Management

Henry G. Magat

Dean, College of Liberal Arts, Criminology and Education

Eleonor C. Tangkeko

Dean, College of Nursing and Health Sciences

Ana Belen S. Cuyugan

OIC, Student Development Office

Ana Belen S. Cuyugan

OIC, Community Development Office

DEPARTMENT CHAIRPERSONS AND COORDINATORS

Daisy A. Dela Cruz	Accountancy
Daniel D. Dasig, Jr.	Computer Engineering
Antonio S. Lacapan	Criminology
Michael Juyad	Economics and Finance
Darwin Bonifacio	Education
Felixberto Dolot III	Electronics Engineering
Ricky Maaño	History and Social Sciences
Tirso O. Palermo	Hotel and Restaurant Management
Israel V. Cariño	Information Technology
Guia F. Constantino	Languages
Gloria H. Reyes	Management and Marketing
Eleonora E. Claricia	Mathematics
Teresita D. Dijamco	Natural Sciences
	Tourism Management
Lotis Melinda V. Bernarte	Nursing, Clinical Coordinator
Luzviminda M. Orinday	Student Coordinator

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.

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 the 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.

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.

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 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.

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 is committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of others' rights, feelings and ideals.
- **With Integrity.** A person who acts truthfully, morally and ethically.

OBJECTIVES OF THE UNIVERSITY

The Constitutional mandate defines the aims of education as the inculcation of love of country, the teaching of the duties of citizenship, the development of moral character and personal discipline, and scientific, technological, and vocational efficiency.

Given the national objectives, the objective of the University is to train young men and women to become responsible and useful citizens of the nation, (1) by providing balanced instruction in general education and technical knowledge, (2) by stressing the principles of representative government in a free society, (3) by inculcating respect for the truth, (4) by teaching the art of the utilization of knowledge, and (5) by encouraging active participation in the process of national development.

More specifically, the University aims (1) not only to provide students with basic tools that will prepare them for their first job but also to ensure that they are well equipped to succeed in today's rapidly changing technological world, and (2) to develop in its students the personal and intellectual qualities which characterize an educated person, such as sensitivity, creativity, vision and leadership potentials.

INSTITUTIONAL OUTCOMES

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

In general, the graduates of the JRU College Division are able to:

- 1) Demonstrate an informed understanding of human experience, culture, and society ;
- 2) Demonstrate an understanding of the experiences and worldview of other times, other places and other cultures, locally and globally;
- 3) Engage critically on fundamental questions about values in both ethical and aesthetic contexts;
- 4) Exhibit the skills of critical, creative and imaginative thinking in the liberal arts and in the professional disciplines;
- 5) Apply the knowledge, skills and methods required by the various professions;
- 6) Show competence in interdisciplinary scholarship and research;
- 7) Manifest themselves as well-rounded and service-oriented individuals guided by the Rizalian values;
- 8) Exhibit qualifications aligned to entry level positions in established local companies, international businesses and organizations, non-profit institutions, government, and entrepreneurial activities; and
- 9) Display lifelong learning skills in support of a sound career path or pursue graduate studies and continuing education.

Specifically, the outcomes of each undergraduate program are as follows:

COLLEGE OF BUSINESS AND ACCOUNTANCY

Bachelor of Science in Accountancy (BSA)

Graduates of the BSA program are able to:

1. Demonstrate mastery of professional accounting knowledge, skills and values;
2. Identify problems, know where to find the knowledge needed, and know how to apply it in an ethical manner to achieve appropriate solutions;
3. Show capacity to take the Certified Public Accountant (CPA) examination given by the Professional Regulations Commission (PRC); and
4. Demonstrate entry level skills for employment in private establishments and government agencies.

Bachelor of Science in Business Administration (BSBA)

Candidates for the BSBA program may major in: accounting, banking and finance, computer science, economics, management, marketing, office management, service management and supply management.

Graduates of the BSBA program are able to:

1. Exhibit specialized knowledge in the major functional areas of business consisting of marketing, operations, human resources and finance;
2. Show mastery of computational and communications skills for use in a business setting;

3. Apply the appropriate framework in the analysis of business situations, considering the roles of the government; and
4. Apply Rizalian values and professional ethics in making business decisions.

COLLEGE OF COMPUTER STUDIES AND ENGINEERING

Bachelor of Science in Computer Engineering (BSCpE)

Graduates of the BSCpE program are able to:

1. Apply the principles of computing, grounded in mathematics and science to successfully complete hardware and/or software related computer engineering projects to meet customer business objectives;
2. Demonstrate problem-solving and critical judgment skills required of computer professionals in an increasingly technological society;
3. Engage in lifelong learning, such as graduate studies, to remain updated in their profession and to be leaders in a technological society; and
4. Conduct themselves in a responsible, professional and ethical manner in a multidisciplinary team.

Bachelor of Science in Electronics Engineering (BSEcE)

Graduates of the BSEcE program are able to:

1. Apply the principles and fundamentals of electronics engineering to be competitive in industry;
2. Demonstrate practical applications as evidenced by laboratory design, project studies, computer exercises and practicum courses;
3. Work well independently or as part of a group; and
4. Show a sense of professional awareness and responsibility.

Bachelor of Science in Information Technology (BSIT)

Graduates of the BSIT program are able to:

1. Demonstrate breadth and depth of IT knowledge needed in the professional field;
2. Show competence in application, installation, operation, development, maintenance and administration of IT;
3. Demonstrate problem-solving and critical judgment skills required of IT professionals in an increasingly technological society;
4. Engage in lifelong learning to remain relevant in their profession and to be leaders in a technological society; and
5. Conduct themselves in a responsible, professional and ethical manner in a multidisciplinary team.

Bachelor of Science in Information Technology with Specialization in Animation and Game Development (BSIT-AGD)

Graduates of the BSIT-AGD program are able to:

1. Demonstrate knowledge and skills of Information Technology;
2. Show competence in graphic design, art & interactive media, game methodologies, 3D modeling & animation, and game design & programming;
3. Perform a combination of technical and creative thinking skills in animation and game development;
4. Engage in lifelong learning to remain relevant in their profession and to be leaders in the entertainment and multimedia computing industry; and
5. Conduct themselves in a responsible, professional and ethical manner.

COLLEGE OF HOSPITALITY AND TOURISM MANAGEMENT

Bachelor of Science in Hotel and Restaurant Management (HRM)

Graduates of the HRM program are able to:

1. Show competence for entry positions all the way to the administration of hotels, restaurants and related establishments;
2. Demonstrate mastery of techniques in performing specific functions in the areas of food and beverage, front office, rooms division, housekeeping operations and culinary arts;
3. Execute the principles of conceptualizing, planning, organizing, managing and evaluating meetings, events and festival management which include conventions and events in tourism, event design, project management, methods and evaluation, physical requirements, promotion and sponsorship;
4. Show ability to advance their careers in the international arena of hotels, resorts, condominiums, clubs, restaurants, professional event organizations, entertainment centers and cruise lines; and
5. Conduct themselves in a responsible, professional and ethical manner.

Bachelor of Science in Tourism Management (BSTM)

Graduates of the BSTM program are able to:

1. Show competence in tourism management field through academic, laboratory and field internship experiences;
2. Demonstrate the knowledge, skills and attitude necessary for the students, ensuring that their efficiency and quality meet world class tourism standards;
3. Execute planning, developing, managing and evaluating tourism destinations at the local and international levels;
4. Manage natural and cultural heritage resources in a sustainable manner;
5. Execute the conceptualizing, organizing, handling and assessing of meetings, incentives, conventions, exhibitions and other related events;

6. Show ability for future employment in a variety of hospitality and tourism positions in the growing in the tourism industry such as airlines, cruise lines, travel agencies, resorts, leisure, recreation, and gaming facilities both in the local and international settings; and
7. Conduct themselves in a responsible, professional and ethical manner.

COLLEGE OF LIBERAL ARTS, CRIMINOLOGY AND EDUCATION

Bachelor of Arts (AB)

Candidates for the Liberal Arts (AB) degree may major or specialize in Economics, English, History, Mathematics, or Psychology. The title Associate in Arts (AA) may be awarded after the completion of the first and second curriculum years.

Graduates of the AB program are able to:

1. Show informed understanding of human experience, culture and society;
2. Demonstrate use of tools and methods of understanding associated with humanities, languages and literature, mathematics, natural sciences, social sciences and psychology, and perception of relationships between and among these disciplines;
3. Display breadth of vision and critical thinking associated with interdisciplinary scholarship and research;
4. Engage critically with fundamental questions about values in both ethical and aesthetic contexts;
5. Show skills as critical, creative and imaginative thinkers about culture and the arts;
6. Apply techniques of reasoned and open-minded discussion and debate; and
7. Demonstrate an understanding of the experiences and world-views of other times, other places and cultures.

Bachelor of Science in Criminology (BS Crim)

Graduates of the BS Criminology program are able to:

1. Practice the criminology profession, make progress towards becoming licensed criminologists and/or pursue graduate education in the area of criminology;
2. Show competence in law enforcement administration, crime prevention, scientific crime investigation and detection, correctional administration, and fire safety;
3. Serve society by becoming active members of the Philippine National Police and other law enforcement agencies;
4. Practice the ethics of the work as criminal justice professionals and act with honesty and integrity as agents of positive change in the justice system; and
5. Pursue lifelong learning through professional training and/or independent inquiry and study.

Bachelor of Secondary Education (BSED)

Candidates for the BSED degree may major in English, Social Studies or Mathematics.

Graduates of the BSED program are able to:

1. Demonstrate knowledge, skills, and values in facilitating learning and achievement among students in the high school level;

2. Show understanding of how students learn and are able to create learning opportunities and experiences that foster inquiry, collaboration, and interaction;
3. Show competence in the various instructional principles and strategies, including proficiency in the use of information communication technology, testing and performance-based assessment tools, and community resources;
4. Demonstrate commitment to helping students achieve their potential by providing for individual differences and fostering a classroom environment conducive for learning; and
5. Display personal integrity and practice the ethics of the teaching profession.

Bachelor of Elementary Education (BEED)

Graduates of the BEED program are able to:

1. Demonstrate knowledge, skills, and values in facilitating learning and achievement among pupils in the elementary level;
2. Show understanding of how pupils learn and are able to create learning opportunities and experiences that foster inquiry, collaboration, and interaction;
3. Show competence in the various instructional principles and strategies, including proficiency in the use of information communication technology, testing and performance-based assessment tools, and community resources;
4. Demonstrate commitment to helping pupils achieve their potential by providing for individual differences and fostering a classroom environment conducive for learning; and
5. Display personal integrity and practice the ethics of the teaching profession.

Bachelor of Science in Legal Management (BSLGM)

Graduates of the BSLGM Program are able to:

1. Write clear, effective and conventional English in the preparation of memorandums, briefs, substantive legal and litigation documents;
2. Apply critical thinking skills in the reading and interpretation of legal materials;
3. Draft appropriate documents needed by a lawyer or a law firm in civil litigation matters including pleadings, motions, and discovery of documents;
4. Conduct research on legal topics and questions using primary legal materials;
5. Apply knowledge of legal systems, concepts and methodologies to effectively and ethically support the resolution of legal disputes;
6. Use interpersonal and leadership skills to be cooperative and self-reliant members of a legal team;
7. Find employment applicable to this course of study or pursue a degree in law; and
8. Conduct themselves in a responsible, professional and ethical manner.

COLLEGE OF NURSING AND HEALTH SERVICES

Bachelor of Science in Nursing (BSN)

Graduates of the BSN program are able to:

1. Demonstrate competence in utilizing state-of-the-art technology in hospitals;

2. Use the nursing process in the delivery of health care services to individuals, families and communities, utilizing a total patient care and critical thinking approach;
3. Demonstrate leadership qualities in health care delivery in various health settings;
4. Coordinate and collaborate with members of the health team in the delivery of health services;
5. Initiate professional development activities for self and others;
6. Use research findings both within the University and the industry;
7. Develop a sound philosophy of life sensitive to the health needs of society; and
8. Conduct themselves in a responsible, professional and ethical manner.

SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University
Telephone: 531-80-31 to 35
Private Exchange Connecting to All Departments
(The switchboard is open from 7:00 a.m. to 9:00 p.m., Mondays to Fridays)
Fax No.: 531-6087
E-mail: deans@jru.edu
Website: www.jru.edu

Administrative Human Resource Office	2/F Building A, local 25
Alumni Office	Room A-23, local 38
Athletics Office	Room G-37, local 63
Clinic	Room C-18, local 24
University Bookstore	Building C, local 16
Dean's Office	
Business Administration & Accountancy	Room A-16, local 71
Computer Studies & Engineering	Room A-16, local 44
Hotel & Tourism Management	Room C-41, local 41
Liberal Arts, Criminology & Education	Room A-16, local 35
Nursing & Health Sciences	Room H-508, local 56
Graduate School	Room T-13, local 34
Guidance and Testing	Building H, local 32
Information Technology Office	Room H-313, local 17
Law School	Room T-11, local 33
University Library	Building H, local 15
Engineering and Maintenance Office	Room G-14, local 23
Registrar's Office	Room A-15, local 27
Student Accounts Office	Room A-13 & A-15, local 19
Treasurer's Office	Room A-12, local 12
President's Office	Room T-63, local 14
Vice President for Administrative Affairs	Building A, local 31
Vice President for Financial Affairs	Building A, local 26

1. INTRODUCTION

1.1 PURPOSE AND SCOPE

1.1.1 Purpose

The purpose of this Handbook is to inform all faculty of their duties, responsibilities, norms for conduct and benefits to enable them to discharge their functions with greater efficiency and understanding.

1.1.2 Scope

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

1.2 DEFINITION

A college faculty member is defined as one who has been extended a written appointment to teach or lecture for a period of not less than one semester or summer session within the current school year. The person ceases to be considered as a member of the faculty if no appointment is extended beyond the specified period of appointment.

Faculty members are classified (1) based on employment status and the manner in which they are paid: Monthly or hourly; and (2) on the basis of their teaching load and other duties in the University.

A monthly faculty is a regular faculty who successfully completed probationary period; renders service of eight hours or its equivalent as determined by the University every working day, although such service need not be within the premises of the University; possess at least the minimum academic qualifications prescribed by the University as well as those prescribed by the Commission on Higher Education for the position involved; he has no other remunerative occupation requiring regular hours of work outside the University; and is not teaching in any other educational institution.

An hourly faculty is a contractual faculty whose assignment is temporary in nature and may be renewed on a semestral basis depending on the need of the University.

A faculty with a full-time teaching load has a minimum of 24 hours per week in a given semester.

A faculty with a part-time teaching load has less than 24 hours per week in a given semester.

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, 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.

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. It is headed by the Vice President for Quality Management.

3. THE COLLEGE DIVISION

The college division is an independent academic unit, under the supervision and control of the Deans, who are responsible to the Vice President for Academic Affairs (VPAC) and ultimately to the University President. The Deans are assisted by the Department Chairs/Coordinators, who in turn supervise the major areas of learning in the division.

3.1 The Dean of the College Division

The Dean is the chief academic officers of the College division and is directly responsible to the VPAC for all academic affairs and acts as his chief adviser on academic matters.

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

At present, the following positions exist:

- 1) Dean, College of Liberal Arts, Criminology and Education
- 2) Dean, College of Business Administration and Accountancy
- 3) Dean, College of Computer Studies and Engineering
- 4) Dean, College of Nursing and Health Sciences
- 5) Dean, College of Hospitality and Tourism Management

An important element is to ensure that there is a College academic official on duty on specific days and hours, known to the students in advance, and while undergraduate classes are in session. This shall hold true for the Deans and Department Chairs.

3.1.1 THE DEPARTMENT CHAIR/COORDINATOR

The University policy is to have a separate department for each major field offered, with a faculty member appointed as department Chair/Coordinator. Faculty members are grouped into academic departments. A department is a grouping of faculty members in one or more disciplines or subject-matter areas for both administrative and curriculum purposes, and is headed by a chair who is recommended by the Dean through the VPAC for approval of the President.

The Department Chair/Coordinator is primarily responsible for the planning, organizing, administration and supervision of the department. His main duties and responsibilities shall be as follows:

1. Assisting the Dean in initiating and developing holistic and dynamic programs on in-service training and development of new academic programs;
2. Assisting in the implementation of school rules and regulations;
3. Enforcing discipline among his faculty;
4. Reviewing and checking course syllabi and periodic examinations submitted by faculty members in terms of accuracy, adequacy and conformity with the objectives of the course;
5. Preparing the teaching loads and schedule of faculty;
6. Arranging substitute faculty in case of absences;
7. Evaluating faculty members through observation of classes, review of submitted class records and/or grading sheets, and supervision in terms of attendance, performance and participation in co-curricular and extra-curricular activities, etc. ;
8. Assessing the need to hire/rehire faculty members;
9. Assisting in the hiring process of new faculty members;

10. Submitting to the Dean the following periodic reports: attainment of department's goals and objectives, faculty development programs, supervision of classes, community extension services involvement, etc.

Department Chairs shall be compensated for these administrative duties.

At present, there are 15 undergraduate academic departments of the University, as follows: (1) Accounting and Law, (2) Computer Engineering, (3) Criminology, (4) Economics and Finance, (5) Education, (6) Electronics Engineering, (7) History and Social Sciences, (8) Hotel and Restaurant Management, (9) Information Technology, (10) Languages (11) Marketing, Management and Office Management (12) Mathematics, (13) Natural Sciences, (14) Tourism Management, and (15) Clinical (Nursing).

3.1.2 COMMITTEES

In addition to the line relationships presented, committees may be organized on an ad hoc or permanent basis by the Dean, 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 Plans (FDP)

The Dean shall come up with 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's shall be prepared using the approved FDP instrument template. All FDP's 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 involved 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 in which department 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 semester. This echo seminar shall form part of the semestral clearance requirements. The faculty appointed to represent the University to such training programs and conferences, expenses 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 Dean 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 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 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 Deans, 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. To ensure competitiveness of potential graduates of new programs, the University shall enrich the curriculum of academic programs after benchmarking with other HEIs and consultation with industry partners, alumni, and other stakeholders.

Review of existing programs shall be undertaken by faculty members on a yearly basis to determine if the courses offered per year level contribute to the attainment of the competencies students are expected to acquire and develop prior to the completion of their programs of study. Curriculum review shall consist of a series of sequential events beginning with internal and external stakeholders' consultations, followed by benchmarking with the curricula of other schools, comparative analysis of relevant CHED or government requirements, competencies identification, crafting of the new curriculum, and finally, presentation, revisions and the approval of the University President through the Academic Council for subsequent implementation.

Once adopted, the faculty members shall follow the new or latest curriculum. Use of this curriculum shall be continued if there are no new developments in the program or in the absence of new directives or curricular prescriptions from CHED.

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

Academic gowns for commencement ceremonies is provided to faculty members without charge, if reservations are placed ahead of time with the Dean's Office.

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 term are always given in writing and in duplicate copies by the Dean 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 Dean.

5.1.2 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

Class schedule setting timetables shall follow the meeting patterns for courses. Generally, one lecture unit is equivalent to one lecture hour. For laboratory subjects and subjects with laboratory components, one laboratory unit is equivalent to three laboratory hours. On-the-job/practicum/internship classes shall meet in campus at least one hour per week regardless of the number of units. The faculty members handling OJT/practicum/ internship classes shall monitor the student trainees in their respective training establishments for two hours a week. Classes may begin at 7:30 a.m. and end at 9:30 p.m.

5.3 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. The syllabus shall be prepared and periodically reviewed and updated, consistent with the minimum requirements of the government regulatory authorities. The syllabus shall include the following components: course code, course title, credit units, course description, course objectives, prerequisites, course outline, textbook and references, course requirements, grading system, faculty who prepared the syllabus, the Dean's approval, and the date of effectivity.

The syllabus becomes the roadmap for the entire term.

5.4 TEXTBOOKS

Textbook shall be assigned and correlated with each subject to be used by the students and the faculty. All mandatory subjects in the undergraduate levels for a bachelor's degree shall have officially adopted textbooks.

Textbooks selected for every subject offered by the University shall be parallel course content. Each college has its own textbook committee whose members are assigned by the Dean. The findings of the textbook committee are sent to the President for approval through the Vice President for Academic Affairs upon the recommendation of the Deans.

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 Department 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, Roll-Call, and Absences

Student attendance shall be checked regularly. A student who has been absent from class is required to present an admission slip from the Student Development Office, to be signed by the faculty member; in the absence of an excuse slip, the student is marked with an "Unexcused" absence.

A student who incurs absences more than 20% of the prescribed number of class or laboratory period during the term shall be given a failing grade and/or NC (no credit) for the course.

5.5.3 Medium of Instruction

The medium of instruction in all classes is English, except for the classes in Filipino. Faculty members are expected 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.

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.

A faculty member has the right to discipline any student for any infraction committed inside the classroom by sending him out and refusing his further attendance in class until the student presents an admission slip from the Student Development Office. The faculty member concerned must report the matter as soon as possible to the Student Development Office.

No faculty member shall inflict corporal punishment on students; nor shall he/she make deduction in the student's scholastic ratings for acts that are clearly not manifestations of poor academic performance.

5.5.5 Substitute Instructors

Substitution of faculty should be resorted to only during urgent and unavoidable situations.

A substitute who will conduct or lecture a class must be academically qualified to handle the subject. The Dean shall be notified of the circumstances necessitating the substitution and his prior approval should be obtained.

The compensation of the substitute will be the starting rate for his qualification but in no case higher than the rate of the faculty being substituted.

5.6 EXAMINATION

5.6.1 Schedule of Examinations

The College Division schedules three examinations for every semester: (1) the preliminary examination, (2) the midterm examination, and (3) the final examination. These examinations are spaced at equal periods throughout the semester, and are usually held at the end of the week. The preliminary and midterm examinations are held on the regular class hour; the final examinations are held in accordance with a special schedule and may last for an hour and forty-five minutes. Examination schedules for the entire semester are announced to the faculty in advance.

5.6.2 Preparation of Examination Questions

All examination questions should be submitted to the Department Chair for checking at least ten days before the examination date. Only those endorsed by the Department Chairs and approved by the Deans for risographing shall be sent to AHR for reproduction. The reproduced examination may then be picked up from the office of the Dean on the day of the examination.

5.6.3 Exception List

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

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

5.6.4 Supervision of Examination

Only authorized faculty members assigned to the classroom shall be present to supervise the exams.

Under no circumstances can a student or a non-teaching staff of JRU be utilized as substitutes during the examinations.

No fee of any sort shall be collected by the faculty member in connection with the conduct of examinations.

5.6.5 Exemptions

Faculty members may exempt students from taking the final examinations. Exemptions should be announced on the day of the examination to be sure that the students meet all financial requirements. While the faculty members are free to determine the lowest grade exemption, a safe policy would be the grade which is required for honors, that is, a grade higher than 2.0 earned in the midterm grading period. Not more than ten percent (10%) in each class is the limit for exemption to take the final examinations.

5.7 GRADES

5.7.1 General Principles of Grading

The semester is divided into three grading periods, with respective weights of 25-25-50, that is, the grade for the preliminary grading period shall carry the weight of 25 per cent. Similarly, the midterm grading period will account for another 25 per cent. The final grading period, which is inclusive of the final examination, will account for 50 per cent of the final grade.

For summer sessions, a weight of 50% for the first half and 50% for the second half shall be observed.

Preliminary and final grades should be based on class standing (60%), which includes recitation, quizzes, seatwork, projects, performance tasks, term papers, and other similar requirements. Periodical/major examinations shall have a weight of (40%).

Skill-based subjects shall require performance-based assessment of student learning.

5.7.2 Grading System

The Collegiate Division uses the *decimal system of grading* using the increments of .1. The following range of grades may be awarded to a student:

1.0 to 1.9	Excellent
2.0 to 2.9	Good
3.0 to 3.5	Satisfactory
5.0	Failed

For prelim and midterms, the following administrative codes may appear in place of a numerical grade:

INC	Incomplete requirements/grades
NA	Not Attending
WD	Withdraw (student officially drops after the start of classes)

For the final grades, the following administrative codes may appear in place of a numerical grade:

NC	No credit (excessive absences and/or incomplete requirements)
WD	Withdraw (student officially drops after the start of classes)

For Bachelor of Science in Nursing, the periodic grades for the following professional subjects are as follows:

1. Professional subjects with Related Learning Experience (RLE) except Nursing Care Management (NCM 102) shall carry the weight of 60% lecture (which may include attendance, attitude, periodical exam, recitation, quizzes, unit exam and other similar requirement) and 40% RLE (which includes the components under the skills lab or clinical area such as performance evaluation, examination, attendance/attitude, case presentation, nursing process, learning feedback diary, peer evaluation and other similar requirements).
2. NCM 102 shall carry the weight of 50% lecture (which includes attendance, attitude, periodical exam, recitation, quizzes, unit exams, and other similar requirements) and 50% RLE.

5.7.3 Deadlines for Grade Reports

Grades must be encoded and finalized not later than six days after the last day of the scheduled examinations.

The prompt submission of grades shall be taken into account in the periodic evaluation of faculty performance and in determining subsequent teaching assignments.

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

6.1 ADVISERSHIPS

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 adviserships are considered to be significant functions.

6.1.1 Appointment as Adviser

The appointment of a faculty member as an adviser is made through a written advice by the Director of Student Development Office (SDO), and usually at the specific request of the student group. No additional remuneration attaches to an advisership, however, such duties are taken into account in the annual review of faculty performance.

6.1.2 Duties of Adviser

The duties of adviser include the guidance of the student organization, as well as approving 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 will be one.

6.1.3 Scheduling of Activities

The activities of student organizations must be scheduled only with the prior approval of the SDO Director. 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 department chair to attend the meeting and the SDO Director should be promptly notified of the circumstances.

6.1.4 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 SDO Director.

6.1.5 Financial Report

At the close of the second semester, the faculty adviser should see to it that a financial report is made of any activities of the student organization.

7. RECRUITMENT, SELECTION, AND PLACEMENT

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

7.1 Recruitment

The Dean 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 Dean, 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 Dean.

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 Dean 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 Dean, 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 Dean 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 aged has been reached.

Tenure shall be granted to a college 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.

Because of the secondary role of the University to part-time faculty who are gainfully employed elsewhere, the benefits of tenure shall not be available to part-time faculty. However, those who indicate their desire to become monthly faculty may be recommended for tenure by the Dean concerned.

9. REMUNERATION

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 13th 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 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 shall be distributed at the Budget and Payroll Office (Room A-14) on every 15th 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

The University policy on the number of class absences which may be incurred by a College faculty member is a maximum of three lecture hours for any semestral subject. During summer classes, considering that classes are held for an hour and a half for each session, an equivalent maximum of two absences is permitted. Absences may not be combined for several subjects.

Absences in excess of the above limits are noted on the faculty 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 to attend to official business for the University suffer no reduction in pay and/or be debited for such absence where he is on an hourly rate.

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

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

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 faculty consists of the semestral breaks between the first, second, and summer terms.

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 Dean.

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 13th 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 be reclassified shall submit a written request for reclassification (including pertinent documents) addressed to the Dean 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.

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 college faculty members shall be ranked as one of the following:

- Instructor A, B and C
- Assistant Professor A, B, and C
- Associate Professor A, B, and C
- Full Professor A, B, and C

An earned doctorate shall be a prerequisite for full professorship, except in exceptional circumstances as determined by the University President. The rank of full professor shall be a privileged granted by the University, through the recommendation of the University President and approval by the Board of Trustees. The applicant's research work and authorship/co-authorship of book(s) shall be considered heavily in determining the granting of this rank.

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 Dean. 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 one classroom visit during the term shall be made by the Department/Area Chair/Coordinator and the Dean, 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 shall be learning organization and management, student engagement and interaction and teaching style. 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.

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 Department Chair is undertaken by the Dean.

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 Dean 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

To maintain the social distance necessary between faculty members and their students, faculty members shall not allowed to wear jeans, t-shirts, and tennis shirts while on University premises and handling classes. For male faculty, the barong tagalog or long-sleeved shirt shall be preferred, with the polo barong as the minimum acceptable attire. For female faculty, tailored long trousers shall be considered acceptable.

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 Dean, 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 Dean 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 Dean. The official list of adopted textbooks shall be posted in the Office of the Dean 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 Dean 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.

Student organizations in the College Division shall support in the implementation of the SOCI programs under the direction of the Community Development Office (CDO) Director.

14.6 MISCELLANEOUS

14.6.1 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.

14.6.2 Faculty Room

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

14.6.3 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 Dean, and if necessary forwarded to MCO for approval and posting.

14.6.4 Transportation and Communication Facilities

14.6.4.1 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 Dean 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.

14.6.4.2 Parking Facilities

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

14.6.5 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 Dean.

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.

14.6.6 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.

14.6.7 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 Dean 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.

14.6.8 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 I

CRITERIA FOR EVALUATION
(COLLEGE)

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

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

I. ACADEMIC (25 pts. Max)

University Wide (10 pts. Max)	Major University Week Marketing University Projects (5S, Investiture, Centennial, NCAA) Chairman=5 Co-Chair=4 Member=3	Minor Rizal Day (Birth & Death) Christmas Party One Day Events (Bday) Chairman=4 Co-Chair=3 Member=2
Divisional Activities (20 pts. Max)	Major Accreditation External Competition Pyramid Projects Chairman=5 Co-Chair=4 Member=3	Minor Chairman=4 Co-Chair=3 Member=2

II. COMMUNITY SERVICE (15 pts max)

JRU Outreach (10 pts. Max)	BEd Chairman=5 Co-Chair=4 Member=3	College Member=5
Other Civic Organizations (5 pts max) Such as: Singles for Christ, Rotary Club, etc.	Officer=5 Committee=4 Member=3	

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