



JUNIOR HIGH SCHOOL DIVISION

FACULTY HANDBOOK

JULY 2019

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We Care About Good Education

FOREWORD

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

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

While every effort has been made to insure the accuracy, consistency, and completeness of materials available at the time copy is made of this handbook, the University reserves the right to make changes at the time during the school year without prior notice. Such changes take effect whenever the University deems them necessary.

VICENTE K. FABELLA
President

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Vice President, Academic Affairs

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Technology Enabled Learning

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Vice President, Information Systems

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University Librarian

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Office

Tessie R. Da Jose
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Sciences

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Director, Administrative & Human
Resource Office

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Engineering

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Director, Engineering & Maintenance
Office

Dean, College of Hospitality &
Tourism Management

Ivory Joy C. Malinao
Director, Marketing & Communications
Office

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Principal, Senior High School
Division

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Director, Athletics Office

Grace Marie B. Martin
Principal, Junior High School
Division

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Principal, Elementary School Division

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President

Auxencia A. Limjap
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Benjie A. Evangelio
Assistant University Registrar

Lorraine R. Parangue
Director, Guidance & Testing Office

Noemi R. Bugarin
Assistant University Librarian

Ana Belen S. Cuyugan
Director, International Affairs
Office

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

OIC, Student Development
Office/Community Development Office

Dino A. Danao
Director, Institute of Technology-
Based Learning

Rechilda B. Ibardolaza
Assistant Director, AHR Office

Manuel A. Quiambao
Assistant Dean, Law School Division

JUNIOR HIGH SCHOOL OFFICIALS

Grace Marie B. Martin
Principal

Rufo D. De Leon
Chair, English Department

Esperanza V. Plaza
Chair, Social Studies Department

Ma. Cecilia Q. Mangabat
Chair, Mathematics Department

Rachel Aubrey S. Bosito
Chair, Filipino Department

Remelina S. Hipolito
Chair, Science Department

Rufina D. Francia
Chair, Business Technology-MAPEH
Department

Gemma V. Garcia
Student Development 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.

In its 100 years 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 committed to the goals of the University.
- Considerate and Courteous. A fair and caring person fully aware of other's rights, feelings, and ideals in making decisions for the University.
- With Integrity. A person who acts truthfully, morally, and ethically.

JRU INSTITUTIONAL OUTCOME

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

PROGRAM OUTCOMES OF THE JUNIOR HIGH SCHOOL

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

1. Exhibit higher communication and critical thinking skills;
2. Demonstrate mastery of mathematical skills and scientific concepts and their applications;
3. Practice desirable habits and attitudes essential for democratic citizenship, guided by Rizalian Values;
4. Apply technological and occupational skills in real-life situations; and
5. Demonstrate the love of God and of the Filipino nation in everyday living.

SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University
Shaw Boulevard, Mandaluyong City 1552
Telephone Nos.: 531-80-31 to 35
Private Exchange Connecting to All Departments.

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

Fax No.: 531-60-87

E-mail: highschool@jru.edu

<http://www.jru.edu>

Accounting Office	For school fees assessment and student accounts clearances. Located at the ground floor of Building A (Room A-13)
Administrative and Human Resource Office	For employees continuing professional development, medical benefits, request of office supplies, materials and equipment, and services. Located at the 2 nd floor of Building A (Room A-22)
Athletics Office	For the use of athletic equipment and facilities. Located at the 3 rd floor of the East Tower Building (Building G-37)
Auditorium	For varied events and formal assembly. Located at Building H, phase 3, ground floor
Budget and Payroll Office	For budget clearance and payroll processing. Located at the ground floor of Building A (Room A-12)
Business Technology Demo Laboratory	For hands-on activities related to cooking, homemaking, and workshop. Located at the 2 nd floor of Building M (Room M-210).
Cashier	For payment of accounts. Located at the ground floor of Building A (Room A-16)
Community Development Office	For community extension and outreach programs. Located at the ground floor of Building C (Room C-17)
Computer Laboratories	For computer-assisted instruction and hands-on activities in relation to their technological and curricular requirements. Located at the 4 th floor of Building M (Rooms M-405, M-406, M-407, and M-408)
Engineering & Maintenance Office	For maintenance and security location of buildings and offices within the

	campus. Located at the ground floor of the JRU Gymnasium.
Guidance & Testing Office	For counseling (educational, social, career or personal) and testing (IQ, Personality) needs. Located at the 2 nd floor of Building H (Room H-212)
ITBL Office	For blended learning courses (Canvas). Located at 2 nd floor Bldg. H (Room H-202)
IT Office (Technical)	For technical support, ID, and email concerns. Located at the 2 nd floor of Building H (Room H-211)
Junior High School Library	For books, newspapers, magazines and other reading materials. Located at the ground floor of Building M (Room M-106)
Junior High School Principal's Office	For admission, study programs, academic matters, student affairs, counseling, excuse slips, and communication to faculty and parents/guardians. Located at the 2 nd floor of Building M (Room M-201)
Management Information System	For data encoding, grading sheet request, and grading system. Located at the 3 rd -floor Building H (Room H-308)
Marketing & Communication Office	For student recruitment and brand management. Located at the 6 th floor of Tower Building (Room T-61)
Medical & Dental Clinic	For first aid medical and dental services and benefits. Located at the ground floor of Building K (Room K-110) or at the main campus clinic located at the ground floor of Building C (Room C-18)
Prayer Room	Located at the ground floor of building C (Room C-14)
President's Office	Located at the 6 th floor of the Tower Building (Room T-61)
Registrar's Office	For scholastic records, evaluation, diplomas, certificates, transfer

	credentials. Located at the ground floor of Building A (Room A-18)
Science Laboratories	For experiments, hands-on and other related activities for Science subjects. Located at the 2 nd and 3 rd floors of Building M (Rooms M-209, M-309, and M-310).
Student Accounts	For student accounts, assessment, examination permits, periodical, and final grades. Located at the ground floor of Building A (Room A-15)
Treasury Office	For tuition fee adjustments and refunds. Located at the ground floor of Building A (Room A-13)
Vice President for Academic Affairs	Located at the ground floor of the Tower Building (Room T-13)
Vice President for Administrative Affairs	Handles University's support services. Located at the 2 nd floor of Building A inside the Administrative and Human Resource Office (Room A-22)
Vice President for Financial Affairs	Located at the ground floor of Building A (Room A-12)
Vice President for Information System	For class schedules and classroom requests. Located at the 3 rd floor of Building H (Room H-307)
Vice President for Quality, Linkages, and Technology Enable Learning	For maintaining University's quality initiatives overseeing the University's technology-based learning initiatives, as well as those linkages that support the new CHED typology. Located at the 2 nd floor of Building H (Room H-213)

1. INTRODUCTION

1.1 PURPOSE AND SCOPE

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

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

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

1.2 OBJECTIVES

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

1.3 DEFINITION

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

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

2. 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/she 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 Senior High School, the Junior High School, the Elementary School, Research Office, the Guidance and Testing Office, the Student Development Office and the Community Development Office. The group is headed by the Vice President for Academic Affairs.

2.4 THE FINANCIAL AFFAIRS GROUP

The Financial Affairs Group is composed of the 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 the 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, LINKAGES, AND TECHNOLOGY ENABLED LEARNING GROUP

The Quality, Linkages, and Technology-Enabled Learning Group is composed of the Quality Management Office, International Affairs Office, and the Institute of Technology-Based Learning Office. The group is headed by the Vice President for Quality, Linkages, and Technology-Enabled Learning.

3. THE JUNIOR HIGH SCHOOL DIVISION

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

3.1 THE PRINCIPAL OF THE JUNIOR HIGH SCHOOL DIVISION

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

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

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

3.2 THE DEPARTMENT CHAIR

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

3.3 COMMITTEES

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

4. PROFESSIONAL RESPONSIBILITIES

4.1 GENERAL RESPONSIBILITIES

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

4.2 ACADEMIC FREEDOM

Faculty members are entitled to full freedom to research and the publication of the results, subject to the adequate performance of their academic duties; but research for pecuniary return should be based upon an understanding with the University. It is understood that publication does not mean the right to demand publication in any periodical or journal of the University, but elsewhere outside the University.

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

The University recognizes that the faculty member, in speaking or writing outside of the University on subjects beyond the scope of his/her own field of study, is entitled

to precisely the same freedom and is subject to the same responsibility as attached to all other citizens. It should be clearly understood, however, that the University assumes no responsibility for views expressed by its faculty members, and the latter should, in turn, take pains when necessary to make it clear that they are expressing their personal opinions.

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

4.3 ACADEMIC GUIDANCE OF STUDENTS

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

4.4 PROFESSIONAL IMPROVEMENT

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

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

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

4.4.1 Faculty Development Plans (FDP)

The Principal shall come up with FDP based on the developmental needs of his/her 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 chairs, faculty or invited recognized experts in those areas of knowledge which would be useful to the faculty. These seminars shall involve both pedagogical techniques and latest developments in specific disciplines, and all expenses involved in such seminars shall be borne by the University. In certain cases, limitation in the number of participants may be imposed. A mentoring program is conducted in which 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 annual 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 Principal prior to the affair if they expect University assistance; such authorization shall not be given after the affair.

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

4.4.2 Professional Activities

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

The faculty shall attend technical conferences, meeting, seminars, and the like. Depending upon the subject matter involved, the University may decide if it is sufficiently important to underwrite the participation of selected faculty members to such affairs. An echo seminar shall be conducted within the school year. This echo seminar shall form part of the annual clearance requirements. For faculty appointed to represent the University at such training programs and conferences, expenses shall be shouldered by the University. A written report of the proceedings shall subsequently be required for submission to the Division Head and Administrative & Human Resources Office (AHR)

as a minimum requirement for liquidation or reimbursement of expenses.

4.5 RESEARCH AND PUBLICATION

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 covers 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 database, documents and other properties of the University.

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

Faculty shall be entitled to incentives for their researches. The classification and type of incentives shall be recommended by the Research Director and endorsed by the Vice Presidents for Academic Affairs (VPAC) for the approval of the University President. An honorarium shall be given to researchers for 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.

The development of an organized and expanded research program is an important prerequisite for the continued improvement and competitiveness of the University. It is also an integral part of the efforts of the University to meet its general objective of preparing men and women to

become responsible and useful citizens of the nation. Research covers all disciplines. It is a systematic extension and application of knowledge through careful investigation.

Faculty members are encouraged to undertake research in their respective fields of specialization in coordination with the Research Director so that they may contribute, in no small measure, to the continuing progress of their chosen field. Modest grants are available for the purpose upon the recommendation of the Vice President for Academic Affairs and the approval of the President.

4.6 CURRICULUM DEVELOPMENT

Review of the existing programs in the K to 12 shall be based on the changes and adjustments that will be implemented by the Department of Education. However, by virtue of continuous curricular improvements and upgrading as a result of the University's voluntary accreditation, the junior high school division may review its existing program to ensure and maintain the high-quality standards.

4.7 SCHOOL FUNCTIONS

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

4.7.1 Divisional Events/Activities

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

They are advised to attend concerts and dramatic productions sponsored or produced by the University or the different student organizations so as to enrich their cultural level.

4.7.2 University Week

The founding of the University is celebrated annually in what has become traditionally known as "University Week." The celebrations are held in

February and usually cover four days, one for each division, the last day or Sunday being reserved for the Alumni Homecoming.

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

4.7.3 Promotion Ceremony

The academic divisions hold separate promotion ceremony in a selected date similar to Junior High School recognition day. All faculty members are required to be present during the promotion ceremony.

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 otherwise specified.

4.7.5 Public Relations

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

5. INSTRUCTIONS PROCEDURES

5.1 TEACHING ASSIGNMENTS

Teaching assignments for the school year are always given in writing by the Principal to the individual faculty member. The assignment states the hours, subjects, and other information necessary and useful to the faculty

member. The faculty member should sign the assignment notice and return the duplicate back to the Principal. A Junior High School faculty shall render no more than 320 minutes/day (equivalent to eight forty-minute subject period) of actual classroom teaching.

5.1.1 Teaching Assignments and Working Hours

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

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

5.2 CLASS ADVISER AND CONSULTATION HOURS

5.1.2.1 Class Adviser

Role of the Homeroom Teacher/Adviser

Homeroom Teachers/Advisers are involved in all aspects of the students' life at school. They serve as the central collection point for all information about each student. A homeroom teacher or adviser oversees the totality of the student's social, physical, and academic well-being.

Homeroom Teachers and Advisers schedule and conduct

Family Conferences, serving both as school representatives and moderators to make sure those conferences are constructive and that the student understands any goals that are set. In addition, they communicate with parents throughout the school year.

Advisers also check on the well-being of their advisees and review any issues that may affect the student.

5.1.2.2 Consultation Hours

5.1.2.2.1 All full-time faculty members of Basic Education shall allot one (1) period per day for student consultation.

5.1.2.2.2

Faculty shall conduct consultation meetings with students and parents as the need arises and documents it using the BEd Consultation Form.

5.3 CLASS SCHEDULES

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

Classes are held Mondays through Fridays from 7:00 am to 5:00 pm and in accordance with the schedules for the different curriculum grades.

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

5.4 SUBJECT SYLLABI

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

and updated, consistent with the minimum requirements of the government regulatory authorities.

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

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

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

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

5.5 TEXTBOOKS

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

Textbooks are selected for every subject offered by the junior high school, and the textbook content should parallel course content. The division has its own textbook committee whose members are assigned by the Principal. The findings of the textbook committee are then sent to the President for

approval, upon the recommendation of the Principal, through the University Librarian.

In the selection of textbooks, preference is given to (1) inexpensive and/or (2) locally printed textbooks, all other things being equal. Changes in textbooks should be made at least one semester in advance.

As a general rule, no changes in the selection of textbooks may be made, except under the following conditions: (1) where the textbook has been in use for at least three school years; (2) where the textbook is no longer available in sufficient quality or is out of print; (3) where the textbook has been supplanted due to a substantial price differential in favor of a new and equally acceptable textbook; and (4) where the textbook has been used for one year and found to be grossly inadequate.

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

5.6 CLASS REGULATIONS AND CLASSROOM MANAGEMENT

5.6.1 Admission and Enrolment Permit

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

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

5.6.2 Student Attendance and Absences

The regularity of attendance is required in all classes. However, attendance and punctuality should be treated as matters of discipline and not as factors affecting scholarship ratings. The class adviser shall

provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance. The teacher shall undertake all reasonable measures to contact parents promptly and within two school days of the unexplained absence occurring.

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

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

5.6.3 Medium of Instruction

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

5.6.4 Classroom Discipline

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

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

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

5.6.5 Substitute Teacher

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

A substitute teacher is one who handles a class assigned to a faculty as a result of the latter's being unable to meet his/her class, whether it be for a single class period or longer.

In case a faculty is absent, a substitute shall be assigned by the department chair and approved by the principal.

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

5.7 EXAMINATION AND QUIZZES

5.7.1 Schedule of Examinations

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

5.7.2 Preparation of Examinations

The coverage of the exams shall be based on the topics covered prior to the exam date and is measured by the table of specifications. Rubrics may be used for checking essays and skill work items.

All examination questions shall be reproduced in advance. All examination questions should be submitted to the Department Chair between 5 to 10 working days

before the examination date for checking, approval, and for reproduction.

After approval, the examination questionnaires shall be sent to the Administrative and Human Resource Office for reproduction at least 4 days before the examination.

The reproduced examinations shall be picked up by the Principal's staff 2 days before the exams.

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

5.7.3 Exception List

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

5.7.4 Cheating in Examinations and Other Forms of Dishonesty

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

5.7.5 Supervision of Examination

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

5.8 GRADES

5.8.1 Basis for Grading

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

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

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

5.8.2 Grading Periods

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

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

In effect, there are two grades given at the end of any current quarter: (1) the first is the quarterly

grade for student performance during the current quarter alone and; (2) and the second is the cumulative grade at the end of the current quarter, taking into consideration student performance in the preceding quarters.

5.8.3 Grading Standards

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

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

5.8.4 Levels of Proficiency

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

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

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

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

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

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

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

5.8.5 Deadlines and Posting of Grade Reports

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

5.9 FIELD TRIPS

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

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

There shall be one faculty/adviser on board per bus to accompany each group of students and ensure that students are safe and the objectives of the field trip are met.

Students joining an educational tour/field trip shall be required to submit a waiver (notarized if needed) signed by the parent/guardian and submitted to the class adviser/Department Chair in-charge of the activity.

Students unable to join the educational field trip shall be given a parallel school activity aimed at providing similar acquisition of knowledge of the required practical exposures.

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

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

6. CO-CURRICULAR ACTIVITIES

6.1 ADVISERSHIPS

6.1.1 Objectives

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

6.1.2 Appointment as Adviser

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

6.1.3 Duties of Adviser

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

The meetings of the student organization should be scheduled such that they will not conflict with the

class schedule of the faculty adviser; however, if such an arrangement should not be possible for any specific meeting, the faculty member should seek the permission of the department chair to attend the meeting, and the Principal should be promptly notified of the circumstances.

Substitutions of faculty adviser are not looked upon with approval.

6.1.4 Scheduling of Activities

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

6.1.5 Use of Facilities

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

7. RECRUITMENT, SELECTION AND APPOINTMENT

7.1 RECRUITMENT

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

7.1.1 Recruitment Procedure

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

7.1.2 Application

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

All applicants should fill out in person an application form, attaching an official transcript of school records, proof of satisfactory passage of Licensure Examination for Teachers (LET) and government examinations if any, and such additional documents as

may be required by the Principal/ AHR Director for adequate evaluation.

7.1.3 Employment Test

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

7.2 SELECTION

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

Before any applicant is given an appointment, he/she 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 APPOINTMENT

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

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

Every appointment of a faculty member shall be made by a formal agreement signed by him/her 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 Vice President for Administrative Affairs (VPAD).

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

Other employment documentation outside of the above mentioned shall be completed within the semester. The final payment 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 payment.

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/her permanent number during his/her entire stay in the University.

7.3.2 Faculty Records

The Administrative and Human Resource (AHR) Office shall maintain faculty records (201 File) composed of pre-and-post employment requirements.

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

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

7.3.3 End of Appointment

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

- (a) By the President, upon the recommendation of the Principal, for causes such as: (1) serious misconduct or willful disobedience by the employee of the lawful orders of his/her employer or representative in connection with his/her work; (2) gross and habitual neglect by the employee of his/her duties; (3) fraud and willful breach by the employee of the trust reposed in him/her by his/her employer or duly

authorized representative; (4) commission of a crime or offense by the employee against the person of his/her employer or any immediate member of his/her family or his/her duly authorized representative; and (5) other cause analogous to the foregoing after due process was observed.

(b) By the faculty member, by resignation given in writing at least one month in advance.

(c) By mutual agreement in cases not covered in (a) and (b).

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

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

8. TENURE

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

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

8.1 LOSS OF TENURE

Loss of tenure can be occasioned: (1) by such causes as enumerated in Article 296 of the Labor Code, convictions in the court for a serious crime, grave moral delinquency, professional incompetence, mental or physical incapacity, or flagrant defiance of the ideals of University on the part of

the faculty member; (2) by financial stringency on the part of the University which is demonstrably in good faith.

9. COMPENSATION

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

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

9.1 SALARY PAYMENT PROCEDURES

As a rule, salaries of faculty members are paid thru direct deposits to designated individual Automated Teller Machine (ATM) accounts on every 15th and end of the month, unless these dates fall on a Sunday or a legal or special holiday in which case payment is usually made on the last working day prior to the prescribed payday.

Electronic payslips can be accessed using our AIMS Employee/Faculty module every 15th and end of the month.

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

10. FACULTY LEAVES AND ABSENCES

10.1 LEAVES AND ABSENCES IN GENERAL

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

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

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

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

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

10.1.1 Sick Leave

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

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

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

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

Regular faculty are entitled to six (6) working days of absence during the school year, due to temporary disability caused by actual sickness as duly certified by the University physician. The grace

period for excused absences will be set at twelve (12) working days.

10.1.2 Vacation Leave

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

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

10.1.3 Maternity Leave

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

10.1.4 Paternity Leave

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

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.

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 are urgently required, the leave shall be taken and enjoyed on another date to be scheduled by the University.

10.1.7 Study Leave

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

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

Seniority shall be reinstated upon (a) completion of the degree program of the individual concerned and (b) return to his/her teaching assignment in the University. The University, may at its option, may grant other benefits as deemed appropriate for faculty on study leave.

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

The 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

Faculty. A special reduction of 100% of tuition fees shall be given to regular full-time faculty who have actually enrolled in a graduate-level degree course or program in the University for as long (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 passing grades in all subjects they are enrolled in.

No deduction will be allowed for enrolment in the Nursing Program by either faculty or non-teaching personnel, for the time being, since the Nursing Program is considered an "exit" program, that is, a course which will not be of any use within the University.

A reduction of 50% of tuition fees will be granted any other personnel of the University whose salary is on a monthly basis, who have already obtained a bachelor's level degree, and who is otherwise eligible to become a permanent employee except for insufficient residence.

A reduction of 100% of tuition fees and 20% on the selected miscellaneous fees (Development Fee, Energy Fee, Library Fee & Auxiliary Student Services Fee) will be allowed to children (including step-children and legally adopted children) of regular full-time faculty and permanent non-teaching personnel. This benefit is granted to a maximum of four (4) children enrolled in one school year. This benefit, however, shall not be enjoyed by qualified children of regular full-time faculty and permanent non-teaching personnel enrolling or continuing in the Graduate School and Law School programs.

A reduction of 50% of tuition fees will be allowed to husbands and wives of full-time regular faculty and permanent non-teaching personnel.

A reduction of 50% of tuition fees will be allowed to unmarried brothers and sisters under 21 years of age

of unmarried, full-time regular faculty, and permanent non-teaching personnel.

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

No reduction will be allowed to married relatives of full-time regular faculty and permanent non-teaching personnel, as it is presumed that where the relative is already married, they are capable of their own support.

No further reduction or scholarship will be granted those students who decide to take advantage of the privilege offered regular faculty and permanent employees and their relatives.

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.

Membership in PERAA shall be compulsory for all faculty and personnel covered by this Agreement, who shall be bound by the terms of the PERAA retirement plan. Any faculty or personnel who is not a member and who is eligible for membership shall be required to become a member upon signing of this Agreement.

The normal retirement age for JRU employees is sixty (60) years old. A covered faculty of the University can apply for early retirement on the

grounds of terminal illness or permanent total or partial incapacity or disability as determined by the University and certified by a physician selected by the University.

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

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

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

10.2.7 Uniforms for Faculty Members in Basic Education

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

10.2.8 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 classified according to academic rank based on approved guidelines. The academic rank of a faculty is a professional standing in relation to other University faculty. It indicates a person's academic status. It is not the title of their teaching position. It is a permanent status until promoted to another rank.

All regular faculty members shall submit a written request for reclassification (including pertinent documents) addressed to the Principal on or before July 31 of every year. All approved promotions to the next rank are effective August 1 of the same year.

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

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

Promotion from one rank to another shall not be automatic.

11.2 FACULTY PERFORMANCE AND EVALUATION

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

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

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

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

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

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

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

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

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

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

11.3 MERIT INCREASES

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

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

11.4 CLASSROOM VISIT

The classroom visits are undertaken basically to determine the classroom handling qualities of the individual faculty, while the performance evaluation covers a much wider range. The classroom visits usually take place earlier in the school year and form an input into the performance evaluation.

The report on classroom visits should show actual observations in the classroom only. This classroom observation forms part of the Performance Appraisal, as a significant input for the "Instructional Knowledge" factor. Other factors, such as degree obtained, length of service, or co-curricular activities outside the classroom, are disregarded for the purpose of the report. The criteria for classroom observations are mastery of subject matter (25%), effectiveness in communication and teaching technique (30%), classroom management (25%), and personal appearance and character (20%).

11.5 PROMOTION

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

12. DEPARTMENT

12.1 IDENTIFICATION CARD

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

12.2 CARE OF SCHOOL PROPERTY

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

12.3 DRESS REQUIREMENTS

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

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 a 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/her students' remuneration other than the compensation allowed for his/her services by the University. A faculty member is prohibited from asking or accepting, directly or indirectly, personal service, gifts, or other favors from any of his/her 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 a part-time basis should inform the University of their other employment and shall endeavor to faithfully and conscientiously devote so much of their time to the accomplishment of their school work.

13.2. PROHIBITED ACTIVITIES

13.2.1 Collection of Monies

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

13.2.2 Sales to Students

No classroom sales of any kind shall be permitted, faculty members. Such a prohibition shall cover the classroom sales of such instructional materials such as workbooks, textbooks, their reproduction or portions thereof, paper, equipment, and the like. All such materials as may be required for any class shall be

referred to the Principal for approval, and the latter shall notify the University Bookstore to obtain the needed materials. The prohibition shall hold true as well for the distribution or sales of tickets to affairs, including raffle tickets, in the classroom or on the campus.

13.2.3 Use of Textbooks Other Than Those
Officially Adopted

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

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

13.2.4 Tutorial Services

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

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

13.2.5 Sexual Harassment

The University is committed to establishing and maintaining an intellectual and moral environment which will guarantee the dignity and worth of all members of the University community. It is committed to providing 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 Data Privacy Act

The University is committed to protecting the privacy rights of its students and faculty members (also known as data subjects) on personal information pursuant to the provisions of the Data Privacy Act of 2012. Faculty members and students are urged to read and understand the privacy notice posted on the University website, which explains how the University collects, uses, retains, and discloses personal information of its data subjects. Questions about policy or any complaint regarding the treatment of privacy by the University may be communicated to the Data Privacy Officer.

13.2.7 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/She 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 junior 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, the 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.

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 certificates 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 the utilization of their expertise that shall benefit the disadvantaged members of the community.

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

14.6 MARKETING AND COMMUNICATION OFFICE

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

14.7 MISCELLANEOUS

14.7.1 Duplicating and Reproduction Services

Risographing may be done once the Reproduction Service Form (F-AHR-012) has been filled out and approved by the concern division/office head. The requesting party shall submit two copies of the approved form to AHR.

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

14.7.2 Faculty Room

A faculty room is available for the use of faculty members. This is located on the second floor of Building M.

14.7.3 Bulletin Boards

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

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

14.7.4 Transportation and Communication Facilities

14.7.4.1 School Vehicles

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

Request for the use of a vehicle/driver should be coursed through and signed by the Principal through a request form available for this purpose.

The application for the use of School Vehicle shall be submitted to the Engineering & Maintenance Office (EMO), who will determine the availability of vehicle/driver. Reservations are made preferably forty-eight (48) hours ahead of time.

14.7.4.2 Parking Facilities

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

14.7.5 Telephone Services

The University has its own automatic telephone system, which obviates the need for couraging 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 the Metro Manila area cannot be done automatically through regular telephone dialing. Long-distance calls will have to be initiated by the telephone operator with the prior written approval of the Principal.

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

14.7.6 Athletic Facilities

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

14.7.7 University Bookstore

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

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

14.7.8 JRU Cooperative Credit Union

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

ANNEX 1

CRITERIA FOR EVALUATION
(HIGH SCHOOL)

I. ACADEMIC PREPARATION (WT. 60% Max. 240 Points)

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

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

II. PROFESSIONAL GROWTH AND ACADEMIC EXPERIENCE

(WT. 30% Max. 120

Points)

Maximum Points

- A. 1. Scholarly Articles Published 60
 - in Journals (5 pts. each)
 - in Books (10 pts. each)
- 2. Books (published but not by the author) (15 pts. each) 30
- 3. WorkBook, 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 a member of a panel, discussant or reactor 5 times (1-3 per event)
 - 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)

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

