



JOSÉ RIZAL UNIVERSITY

FACULTY HANDBOOK SY 2024-2025

Junior High School



JUNIOR HIGH SCHOOL DIVISION

FACULTY HANDBOOK AUGUST 2024

Shaw Boulevard
Mandaluyong City 1552
Telephone Nos.: 531-8031 To 35
Fax: 531-6087
website: www.jru.edu
e-mail: jhs@jru.edu

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 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 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 often ask, experience has shown that the "actual doing" is a very different proposition from reading about it. Faculty 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

Table of Contents

	Page
FOREWORD	1
OFFICERS OF THE ADMINISTRATION	6
THE JUNIOR HIGH SCHOOL DIVISION	7
HISTORY OF THE UNIVERSITY	8
VISION OF THE UNIVERSITY	8
MISSION OF THE UNIVERSITY	8
EDUCATIONAL ORGANIZATION POLICY	9
QUALITY/EDUCATIONAL OBJECTIVES	9
JRU CORE VALUES	9
JRU INSTITUTIONAL OUTCOME	9
DATA PRIVACY	9
PROGRAM OUTCOMES OF THE JUNIOR HIGH SCHOOL	10
SCHOOL FACILITIES AND SOURCES OF INFORMATION	10
1. INTRODUCTION	13
1.1 PURPOSE AND SCOPE	13
1.2 OBJECTIVES	13
1.3 DEFINITION	13
2. ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY	13
2.1 THE BOARD OF TRUSTEES	14
2.2 THE PRESIDENT	14
2.3 THE ACADEMIC AFFAIRS GROUP	14
2.3 THE FINANCIAL AFFAIRS GROUP	14
2.4 THE ADMINISTRATIVE AFFAIRS GROUP	14
2.5 THE INFORMATION SYSTEMS GROUP	14
2.7 THE VICE PRESIDENT OFFICE	14
3. THE JUNIOR HIGH SCHOOL DIVISION	14
3.1 THE PRINCIPAL OF THE JUNIOR HIGH SCHOOL DIVISION	15
3.2 THE DEPARTMENT CHAIR	15
3.3 COMMITTEES	15
4. PROFESSIONAL RESPONSIBILITIES	15
4.1 GENERAL RESPONSIBILITIES	15
4.2 ACADEMIC FREEDOM	15
4.3 ACADEMIC GUIDANCE OF STUDENTS	16
4.4 PROFESSIONAL IMPROVEMENT	16
4.4.1 Faculty Development Plans (FDP)	16

4.5	RESEARCH AND PUBLICATION	18
4.6	CURRICULUM DEVELOPMENT	19
4.7	SCHOOL FUNCTIONS	19
	4.7.1 Convocations	19
	4.7.2 Divisional Events/Activities	19
	4.7.3 University Week	19
	4.7.4 Commencement Exercises	19
	4.7.5 NCAA Athletic Events	19
	4.7.6 Public Relations	20
5.	INSTRUCTIONS PROCEDURES	20
5.1	TEACHING ASSIGNMENTS	20
	5.1.1 Teaching Assignments and Working Hours	20
	5.1.2 Class Adviser	20
	5.1.3 Consultation Hours	21
5.2	CLASS SCHEDULE	21
5.3	SUBJECT SYLLABI	21
5.4	TEXTBOOKS	21
5.5	CLASSROOM MANAGEMENT	22
	5.5.1 Admission and Enrolment Permit	22
	5.5.2 Student Attendance and Absences	22
	5.5.3 Medium Instruction	22
	5.5.4 Classroom Discipline	23
	5.5.5 Substitution and Replacement	23
5.6	EXAMINATION	23
	5.6.1 Schedule of Examinations	23
	5.6.2 Preparation of Examinations	23
	5.6.3 Special Examination	24
	5.6.4 Cheating in Examinations and Other Forms of Dishonesty	24
	5.6.5 Supervision of Online Examination	24
5.7	GRADES	24
	5.7.1 General Principles of Grading	24
	5.7.2 Grading System	25
	5.7.3 Deadline and Posting of Grade Reports	26
5.8	EDUCATIONAL TOURS/FIELD TRIPS/OFF-CAMPUS ACTIVITIES	26
6.	CO-CURRICULAR ACTIVITIES	26
6.1	ADVISERSHIPS	27
	6.1.1 Objectives	27
	6.1.2 Appointment as Adviser	27
	6.1.3 Duties of Adviser	27
	6.1.4 Schedule of Activities	27

6.1.5 Use of Facilities	27
7. RECRUITMENT, SELECTION, PLACEMENT AND TENURE	28
7.1 RECRUITMENT	28
7.2 SELECTION	28
7.3 PLACEMENT	29
7.3.1 Employee Number	29
7.3.2 Faculty Records	29
7.3.3 End of Appointment	30
7.4 TENURE	30
7.4.1 LOSS OF TENURE	30
8. COMPENSATION, BENEFITS AND PRIVILEGES	30
8.1 COMPENSATION	30
8.1.1 SALARY PAYMENT PROCEDURE	30
8.2 OVERLOAD PAY	31
8.3 LEAVES AND ABSENCES	31
8.3.1 Sick Leave	31
8.3.2 Vacation Leave	32
8.3.3 Maternity Leave	32
8.3.4 Paternity Leave	32
8.3.5 Bereavement Leave	32
8.3.6 Birthday Leave	33
8.3.7 Study Leave	33
8.3.8 Solo Parent Leave	33
8.3.9 Travel Leave	34
8.3.7 Business Leave	34
8.3.8 Union Leave	34
8.4 OTHER FACULTY BENEFITS	34
8.4.1 Tuition Privileges	34
8.4.2 Faculty Scholarships	35
8.4.3 Medical and Dental Care	35
8.4.4 Group Insurance	35
8.4.5 Financial Assistance	35
8.4.6 Retirement and Pensions	36
8.4.7 Funeral Assistance	36
9. FACULTY DISCIPLINE CLASSIFICATION, EVALUATION AND PROMOTION	36
9.1 CLASSIFICATION	36
9.2 FACULTY PERFORMANCE AND EVALUATION	37
9.3 MERIT INCREASES	38
9.4 CLASSROOM VISIT	38
9.5 PROMOTION	38
10. DEPARTMENT	39

10.1 IDENTIFICATION CARD	39
10.2 CARE OF SCHOOL PROPERTY	39
10.3 DRESS REQUIREMENTS	39
11. FACULTY DISCIPLINE	39
11.1 FACULTY OUTSIDE ACTIVITY	40
11.1.1 Private Tutoring	40
11.1.2 Outside Employment	40
11.2 PROHIBITED ACTIVITIES	41
11.2.1 Collection of Monies	41
11.2.2 Sales to Students	41
11.2.3 Use of Textbooks Other Than Those Officially Adopted	41
11.2.4 Tutorial Services	41
11.2.5 Sexual Harassment	42
11.2.6 Other Prohibited Activities While on Campus	42
12. OTHER SUPPORT SERVICES	42
12.1 THE REGISTRAR	42
12.2 LIBRARY SERVICES	42
12.2.1 The Library System	43
12.2.2 Services to Faculty	43
12.2.2.1 Books	43
12.2.2.2 Mobile Resources	43
12.2.2.3 Non-Print Materials	43
12.3 STUDENT DEVELOPMENT OFFICES	43
12.4 GUIDANCE AND TESTING OFFICE	44
12.5 COMMUNITY DEVELOPMENT OFFICE	44
12.6 MARKETING AND COMMUNICATION OFFICE	44
12.7 MISCELLANEOUS	44
12.7.1 Duplicating and Reproduction Services	44
12.7.2 Faculty Room	44
12.7.3 Bulletin Boards	44
12.7.4 Transportation and Communication Facilities	45
12.7.4.1 School Vehicles	45
12.2.2.2 Parking Facilities	45
12.7.5 Telephone Services	45
12.7.6 Athletic Facilities	45
12.7.7 University Bookstore	45
12.7.8 JRU Cooperative Credit Union	45

OFFICERS OF THE ADMINISTRATION

VICENTE K. FABELLA

President

MIGUEL M. CARPIO

Vice President - Academic Affairs

AUGUSTO K. FABELLA

Vice President

EDNA C. CRUZ

Vice President - Information Systems

SOPHIA D. DETERALA

Dean, Graduate School Division

LILIA R. BAUTISTA

Dean, Law School Division

ALLAN F. GALVEZ

Dean, Business Administration & Accountancy

MA. DULCE B. MANGIBIN

Dean, Criminal Justice Education

LIZA R. REYES

Dean, Computer Studies and Engineering

DON VICENTE C. REAL

Dean, Education, Arts, and Sciences

KATHLEEN G. APILADO

Dean, Hospitality & Tourism Management

TESSIE R. DA JOSE

Dean, Nursing & Health Sciences

ROMEL C. NAVARRO

Principal, Senior High School Division

GRACE MARIE B. MARTIN

Principal, Junior High School Division

JOSEPHINE B. CULALA

Principal, Elementary School Division

LORRAINE R. PARANGUE

Director, Guidance & Testing Office

AUXENCIA A. LIMJAP

Director, Research Office

HIROMI M. LASCANO

Director, Student Development Office &

Community Development Office

BILLY JAY B. ANGELES

Director, Institute of Technology-Based Learning

ELENITA G. SABA

University Registrar

THEODORE U. CALAGUAS

Vice President - Financial Affairs

JEFFERSON S. AQUINO

Vice President - Administrative Affairs

RENANTE G. FERNANDEZ

Director, Accounting Office

MARYBELL B. MATERUM

Director, Administrative & Human Resource Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

CAROLINA A. FERNANDEZ

Director, Budget & Payroll Office

ADENALD M. COMIA

Director, Customer Advocacy Office

BONIFACIO C. TALENS

Director, Engineering & Maintenance Office

CEZAR C. CABALLES

Director, Information Technology Office

ROSELA D. DEL MUNDO

University Librarian

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

MARIA KARENINA S. GUILLERMO

Director, Quality and Linkages Office

EDITHA A. SANTOS

Assistant Dean, Law School Division

JOSEPH S. DELA CRUZ

Assistant Director, Engineering & Maintenance Office

REA S. ALBUNA

Assistant Director, Treasury Office

BENJIE A. EVANGELIO

Assistant University Registrar

JUNIOR HIGH SCHOOL DIVISION

Grace Marie B. Martin

Principal

Rovelyn A. Arcilla

Chair, English Department

Marinelle S. Lara

Chair, Social Studies Department

Roberto H. Layague

Chair, Mathematics Department

Rachel Aubrey S. Bosito

Chair, Filipino Department

Angelita R. Teodoro

Chair, Science Department

Marissa M. Rongcales

*Chair, Business Technology-MAPEH
Department*

Gemma V. Garcia

Coordinator, Student Development

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 had 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 the Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

In its more than 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, 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 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. 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.

EDUCATIONAL ORGANIZATION POLICY

Jose Rizal University is committed to provide a quality education, research and extension programs through compliance with stakeholder requirements, promotion of social responsibility, respect to intellectual property, continuous improvement of its organizational system, and the development of competent and professional teaching and non-teaching personnel, to ensure efficient transfer of relevant knowledge and desirable values.

QUALITY/EDUCATIONAL ORGANIZATION OBJECTIVES

1. Continuously provide academic intervention to its students.
2. Continuously provide feedback loops in satisfying its clients through metrics.
3. Demonstrate a keen sense of social responsibility.
4. Demonstrate knowledge in producing research outputs while adhering to intellectual property.
5. Maintain and continuously develop a competent workforce through effective performance management system.
6. 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 others' rights, feelings, and ideals in making decisions for the University.
- **With Integrity.** A person who acts truthfully, morally, and ethically.

JRU INSTITUTIONAL OUTCOME

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

DATA PRIVACY

The University is committed to protect the privacy rights of its students (also known as data subjects) on personal information pursuant to the provisions of the Data Privacy Act of 2012. Students are urged to read and understand the privacy notice posted on the University's website, which explains how the University collects, uses, retains, and discloses the 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.

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.: 8531-80-31 to 35
Private Exchange Connecting to All Departments.
(The switchboard is open from 7 A.M. to 7 P.M.,
from Mondays through Fridays)
Fax No.: 8531-60-87
E-mail: support@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 (AHR)	For employees continuing professional development, benefits, completion of employment, request of office supplies, materials, and equipment. Located on the 2 nd floor of Building A (Room A-22)
Athletics Office (ATH)	For the use of athletic equipment and facilities. Located on 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 (BPO)	For budget and payroll preparation and management. Located at ground floor of Building A (Room A-12)

Business Technology Demo Laboratory	For hands-on activities related to cooking, home making, and workshop, located on the second floor of building M (Room M-210).
Cashier	For payment of accounts. Located at the ground floor of building A (Room A-16)
Centennial Auditorium	For varied events and formal assemblies. It is located at the Centennial Building, 9 th floor.
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), and at the 2 nd , 3 rd , 4 th , and 5 th floors of Building H (Rooms H-201, H-310, H-311, H-411, H-412, and H-506).
Customer Advocacy Office (CAO)	For customer service assistance and inquiries. Located on the 2 nd floor of Building H, (Room- 202)
Engineering & Maintenance Office (EMO)	For security, repairs, and maintenance of equipment and facilities, location of buildings and offices within the campus. Located on the ground floor of the JRU Gymnasium. For admission, study programs, academic matters, student affairs, counseling, excuse slips, and communication to faculty and parents/ guardians. Located on the second floor of Building C (Room C-27)
Guidance & Testing Office (GTO)	For counseling (educational, social, career, or personal) and testing (IQ, Personality) needs. Located on the 2 nd floor of Building H (Room H-212)
Institute of Technology-Based Learning (ITBL)	For blended learning courses (Canvas). Located at 2 nd floor Bldg. H (Room H-202)
IT Office (Technical)	For technical support. Located at the 4 th floor of Building H (Room H-409)
Library	For books, newspapers, magazines and other reading materials support, ID, and email concerns. Located at the ground floor of Building M.
Management Information System (MIS)	For request of ID, creation of accounts, data encoding. Located on the 3 rd floor of Building H, Room H 309
Marketing and Communication Office (MCO)	For student recruitment and brand management. Located on 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 on the ground floor of Building C (Room C-18)

Principal's Office

For student recruitment and brand management. Located on the 6th floor of Tower Building, Room T-61.

Quality and Linkages Office (QLO)

For maintaining University's quality initiatives and overseeing Linkages that support CHED typology. Located at the 7th floor or Tower Building.

Registrar's Office (REG)

For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located on the ground floor of Building A (Room A-18)

Science Laboratories

For experiments, hands-on, and other related activities for Science subjects. Located on the second and Third Floors of Building M (Rooms M-209, M-309, and M-310).

Student Accounts

For student accounts, assessment, examination permits, periodical, and final grades. Located on the ground floor of Building A (Room A-13)

The Office of President's

Located on the 3rd floor of the Building H(Room H-309)

Treasury Office (TRE)

For tuition adjustments and refunds. Located on the ground floor of Building A (Room A-13)

Vice President for Academic Affairs (VPAC)

located on the 2nd floor of Building B (Room B-29)

Vice President for Administrative Affairs (VPAD)

Handles the University's support services. Located on the 2nd floor of Building A (Room A-22)

Vice President for Financial Affairs (VPFIN)

Located on the ground floor of Building A (Room A-12)

Vice President for Information Systems

Located on the 3rd floor of Building H (Room H-307)

Vice-President Office (VPO)

Located on the 2nd 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 of their duties, responsibilities, norms of conduct, and benefits so as to enable them to discharge their functions with greater efficiency and understanding.

This Handbook contains primarily, excerpts from the Academic Manual and is applicable to all faculty of the Junior High School Division and so written that while it forms part of the Academic 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 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 semester. The person ceases to be considered as a member of the faculty if no appointment is extended the following semester 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, 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 not currently teaching; these are not covered by the provisions of this Handbook.

2. ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

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

2.1. THE BOARD OF TRUSTEES

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

2.2 THE PRESIDENT

The President is the chief executive of the University and is ultimately responsible for all its activities. In this task he is assisted by the Vice Presidents, who exercise all the authority and bear the responsibility of the President in the absence of the President. The Office of the President also supervises the Alumni Office, Athletics Office, Customer Advocacy Office, Institute of Technology–Based Learning, Marketing, and Communications Office, and the Quality and Linkages 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 (VPAC).

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 VICE PRESIDENT OFFICE

The Vice President heads the University initiated projects. He is responsible for leading, managing, and overseeing projects and strategic initiatives that align with the University's mission, vision, and aspirations. The Office of the President ensures the successful completion of all University initiate projects.

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 Department Chairs, who in turn supervises the major areas of learning in the division.

3.1 THE PRINCIPAL OF THE JUNIOR HIGH SCHOOL DIVISION

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

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

3.2 THE DEPARTMENT CHAIRS

Junior High School faculty 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 Head, who is recommended by the Principal through the VPAC for approval of the President.

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

Faculty 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 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, 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, 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, such freedom shall not be used by faculty 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 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 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, webinars, meetings, forums, and workshops which will tend to improve their efficiency and mastery of their disciplines.

In particular, interest is acquiring proficiency in the use of the official Learning Management System (LMS). This online education system allows efficiency in the delivery of an alternative mode of teaching and learning when in-person or face-to-face classes are not possible or when a blended mode of learning delivery is necessary.

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 Plan (FDP)

The Principal shall come up with a Faculty Development Plan (FDP) based on the developmental needs of his/her faculty 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 before star of the year for presentation to and approval by the University President.

Membership in Professional Organization. Faculty 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 Department chairs, faculty, or invited recognized experts in those areas of knowledge which would be useful to the faculty. These trainings, seminars, and webinars shall involve both pedagogical techniques and the latest developments in specific disciplines, and all expenses involved in such trainings, seminars, and webinars shall be borne by the University. In certain cases, limitations in the number of participants may be imposed. A mentoring program is conducted in which grade level chairs share their expertise with their faculty as part of these in-house training programs.

Attendance in Seminars, Webinars, Conferences, and Similar Training Programs. Faculty shall be encouraged to attend technical conferences, meetings, seminars, webinars, 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 in such affairs. An echo seminar shall be conducted within the semester. This echo seminar shall form part of the annual clearance requirements. For 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, webinars, 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 a meritorious and on 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 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 shall also be encouraged to do graduate work during the summer vacation periods.

4.5. RESEARCH AND PUBLICATION

Faculty shall undertake research as part of their function.

Research covers all disciplines and continuously evolves. It is both a systematic and scientific extension, as well as a practical application of knowledge through careful and appropriate investigation. It involves basic, applied, and operational studies. Faculty shall adhere to the standards of the JRU Code of Research Ethics.

Research in the University shall be overseen by the Research Office (RSH) Director, assisted by the Research Committee and the University Ethics Committee. The RSH shall serve as the depository and monitoring office of all research contracts, research outputs, and other relevant research databases, documents, and other properties of the University.

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

Subject to availability of funds, the faculty may be entitled to incentives for their researches. The Research Director shall recommend the classification and type of incentives and endorsed by the Vice President for Academic Affairs (VPAC) for the approval of the University President. An honorarium shall be given to researchers for approved research. Payments are released upon the completion of the research. Research projects that have been accepted for presentation at local, national, and international conferences, seminars, and webinars may be given financial support.

Faculty are encouraged to submit scholarly work for publications in national and international indexed journals. These serve as a mark of distinction and a gauge of their professional competence. The University may assist in the publication of scholarly work upon the nature and quality of its contents. The University shall also consider proposals for the preparation of textbooks, workbooks, and other instructional materials.

The Journal of Business, Education, and Law (BEL Journal) is a professional ASEAN publication dedicated to the active application and dissemination of scholarly research in the fields of business, education, and law as well as other disciplines in Higher Education Institutions (HEIs). It shall be published by Research regularly and accepts contributions from researchers from the ASEAN region and beyond.

The Research Office shall oversee publications in the University.

4.6 CURRICULUM DEVELOPMENT, DEVELOPMENT AND VALIDATION

Faculty shall participate in curriculum, development, review, and validation in their respective areas as part of their function. Review of the existing programs in the K-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 may review its existing program to ensure and maintain high-quality standards.

4.7 SCHOOL FUNCTIONS

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

4.7.1 Convocations

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

4.7.2 Divisional Events/Activities

Faculty 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.

4.7.3 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 are required to be present during University Week festivities.

4.7.4 Promotion Ceremony

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

4.7.5 NCAA Athletic Events

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

4.7.6 Public Relations

Parents are welcome at school and should be treated with every consideration. Faculty 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 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

The teaching assignment states the hours, subjects, and other information necessary and useful to the faculty. The teaching assignment must be received and signed by the faculty before the start of classes to be submitted to AHR and to the Principal. Faculty shall render no more than 360 minutes/day or 1,800 minutes per week of actual classroom teaching.

5.1.1 Teaching Assignments and Working Hours

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

Working hours, on the other hand, refer to the daily amount of time that the faculty may be expected to be present in school, of which total time should not exceed eight hours in 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. 1.2 Class 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.

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

5.1.3 Consultation Hours

All full-time faculty of Basic Education shall allot one (1) period per day for student consultation. Faculty shall conduct consultation meetings with students and parents as the need arises and documents it using the BEd Consultation Form.

5.2 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 7:00am to 3:30pm and in accordance with the schedules for the different curriculum grades.

Faculty are required to register their attendance through SMAR ID System installed in the following: Main lobby; Building K; Gym Parking; JHS gates along Fabella St; Fabella small gate; and JHS Parking gate upon arrival and before leaving the University.

5.3 SUBJECT SYLLABI

In the broadest sense, the University has an overview of the entire course of studies for all levels and for all options as a continuum. The syllabus aligned with the outcome-based education approach shall be prepared before the start of the school year needs to be updated and revised. And shall require the approval of the Principal. The syllabus shall contain a brief description of the subjects, including a list of topics that should be taken up in the class. It shall include the following components; mission, vision, program educational objectives, student outcomes, subject code, the subject title, credit units, subject description, subject objectives, prerequisites, subject outline, textbook and references, subject requirements, grading components, faculty who prepared the syllabus, the Principal's approval, and the date of effectivity.

The syllabus becomes the roadmap for the entire school year

5.4 TEXTBOOKS

It is the policy of the University for all academic divisions that a textbook should be assigned and correlated with each subject, so as to enable students to keep up with the course in case of unavoidable absences. It is understood that there may be subjects in which no reasonably-priced or pertinent textbook may be available; in such cases, 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, endorsed by the Vice-President for Academic Affairs 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.

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 or five (5) copyright date does not fall within five (5) year recency.

As in the case of official syllabi, faculty 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.

5.5 CLASSROOM MANAGEMENT

5.5.1 Admission and Enrolment Permit

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

5.5.2 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. Furthermore, class advisers are responsible for ensuring that accurate attendance records of all their students are maintained. Attendance must be available for inspection during school hours by Department Chairs or school administrators.

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

At reasonable intervals during the school year, faculty should check the student's 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 should report immediately to the Principal any student whose total absences exceed the 20% limit.

5.5.3 Medium of Instruction

The medium of instruction in all classes is English, except for classes in Filipino. Faculty 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 are requested to maintain conversation in the English language in front of students as much as possible.

5.6.4 Classroom Discipline

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

A faculty 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 concerned must report the matter as soon as possible to his/her department chair and subsequently to the Principal.

No faculty 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 Substitution and Replacement

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.

Replacement of assigned faculty shall be done in cases of resignation, termination, death, and other conditions that may render the concerned incapable of teaching.

5.6 EXAMINATION

5.6.1 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.

5.6.2 Preparation of Examinations

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

All examination questions shall be reproduced in advance. All examination questions should be submitted to the Department Chair between 5 to 10 working days before the examination date for checking, approval, and for reproduction/ uploading in Canvas.

5.6.3 Special Examination

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

5.6.4 Cheating in Examinations and Other Forms of Dishonesty

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

5.6.5 Supervision of Online Examination

Class advisers are required to supervise the conduct and administration of their examinations through the school's Learning Management System (LMS). It is expected that all student are reminded of their scheduled examinations and to follow the provisions defined in the Online Examination Guidelines.

Faculty should remind their students that Academic Integrity should be observed and that cheating is a major offense and is considered a grounds for disqualification from academic recognition.

5.7 GRADES

5.7.1 General Principles of Grading

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

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

The assessment process shall be holistic, with emphasis on the formative or developmental purpose of quality assuring student learning. It is also 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.

5.7.2 Grading System

5.7.2.1 Grading Periods

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

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

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

5.7.2.2. Grading Standards

The 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.

5.7.2.3 Descriptor and Grading Scale

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

Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed

Satisfactory	80-84	Passed
Fairly Satisfaction	75-79	Passed
Did not Meet Expectations	Below 75	Failed

5.7.2.4 Promotion and Retention

Promotion and retention of students shall be by subject. Students who did not meet expectation 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 still did not meet expectation, then they may be required to take summer classes.

5.7.3 Deadlines and Posting of Grade Reports

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

5.8 EDUCATIONAL TOURS/FIELD TRIPS/OFF-CAMPUS ACTIVITIES

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. Educational tour shall be defined as an extended activity involving the travel of students and supervising faculty outside the school campus, which is of longer duration for more than one day. The University shall encourage and stimulate participation of students in co-curricular activities that will help enrich and supplement their academic performance

Itinerary of the educational tours/field trips shall be designed based on the curricular requirements and aligned with the students' Track/Strand.

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 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.

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

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

6. CO-CURRICULAR ACTIVITIES

The Principal, together with the Student Development Coordinator shall prepare a Student Development Plan (SDP) that focuses on developing programs that address and improve students' abilities based on their individual potentials, skills, interests, and needs. All SDPs for the ensuing school year shall be submitted to the Office of the Vice President for Academic

Affairs for approval.

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

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.

6.1.2 Appointment as Adviser

The appointment of a faculty 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 are not expected to dictate the activities of the organization, but rather to stimulate student activity. As faculty adviser, the faculty 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 should seek the permission of the department chair to attend the meeting, and the Principal should be promptly notified of the circumstances.

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 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, PLACEMENT AND TENURE

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

7.1 RECRUITMENT

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

7.2 SELECTION

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

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

7.3 PLACEMENT

Faculty 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. A photocopy of their ID Cards shall be given the soonest possible time. If the employee or the new hire has more than one (1) employer, they shall inform AHR accordingly, as needed and for appropriate action. Those employed in the government shall be required to submit the proper teaching permits.

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

7.3.1 Employee Number

Upon hiring, the faculty shall be issued an Identification Card (ID) bearing his/her employee number. The University uses the employee number in preparation of the payroll as well as in other employee transactions.

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, 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 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.

7.4 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 provided he/she has complied with minimum requirements as provided by law and satisfactorily served at least three (3) consecutive years at the University.

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

8. COMPENSATION, BENEFITS AND PRIVILEGES

8.1 COMPENSATION

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

Compensation for regular faculty is provided on a monthly basis. while compensation for the part-time faculty shall be provided on an hourly basis. In the case of substitute teachers, the compensation shall be based on his current rate and he/she may only be paid if they exceed 360 minutes multiplied by the number of contact days in the given school year.

Salaries of faculty in all divisions are paid on the 15th and end of the month unless these dates fall on a Sunday or a Legal or Special Holiday in which case payment is usually made on the last working day prior to the prescribed payday.

8.1.1 SALARY PAYMENT PROCEDURES

All employees are required to open an ATM Payroll account for payroll crediting. However, those who have not opened their ATM payroll accounts are paid by checks and therefore need to get their payroll checks at the Budget and Payroll Office at Room A-14 on

the 15th or end of each month. Employees receiving their payroll through their ATM accounts can view the details of their payroll by accessing their individual AIMS accounts.

Faculty must check that the amounts credited to their accounts are in accordance with the employee pay slip. Any questions regarding payroll calculation shall be addressed to the Budget and Payroll Office. Questions regarding attendance shall be referred to AHR or the Division concerned.

8.2 OVERLOAD PAY

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

8.3 LEAVES AND ABSENCES

For the Junior High School regular faculty, the grace period for excused absences in a school year is a 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. In addition, payroll deductions may be made.

Faculty 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 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.

Day son which no classes are held but which are not legal holidays are considered working day for faculty and employees unless otherwise indicated in writing by the University.

Faculty are required to register their attendance through the Smart ID System installed at the following: (a) Main Lobby; (b) Building K; (c) Gym Parking; (d) JHS gate along Fabella St.; (e) Fabella small gate; and (if) JHs Parking Gate upon arrival and before leaving the University.

8.3.1 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 third 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 ten (10) working days of absence during the school year, due to temporary disability caused by actual sickness as duly certified by the University physician.

8.3.2 Vacation Leave

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

8.3.3 Maternity Leave

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

8.3.4 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.

8.3.5 Bereavement Leave

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

8.3.6 Birthday Leave

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

8.3.7 Study Leave

Eligible faculty 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, grant other benefits as deemed appropriate for faculty on study leave.

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

8.3.8 Solo Parent Leave

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

In order to be entitled to the leave, a solo parent faculty 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 resides.

8.3.9 Travel Leave

Request of faculty 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.

8.3.10 Business Leave

Faculty 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.

8.3.11 Union Leave

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

8.4 OTHER FACULTY BENEFITS

8.4.1 Tuition Privileges

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

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

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

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

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

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

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

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

8.4.2 Faculty Scholarships

Every year the University may grant a number of full scholarships with full pay to selected regular faculty 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.

8.4.3 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 and non-teaching staff by the University with a partner HMO, effective May 15 of every year to expire May 14 the following year.

8.4.4 Group Insurance

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

8.4.5 Financial Assistance

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

8.4.6 Retirement and Pensions

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

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

In computation of total retirement benefits as provided above, the University further assures that retirement benefits 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.

8.4.7 Funeral Assistance

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

9. FACULTY CLASSIFICATION, EVALUATION AND PROMOTION

9.1 CLASSIFICATION

All regular faculty 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.

Regular faculty who wish to be reclassified shall submit a written request for reclassification (including pertinent documents) addressed to the Principal on or before July 31 of every year. All approved promotions to the next rank shall take effect on August 1 of the same year. There shall be no diminution of salary or demotion of the rank of any employee, either non-teaching or faculty, as a result of the implementation of the Classification Plan. However, the result of the evaluation shall be made of record in the employees' 201 File Folder. The results of the classification and the assignment of points may be shown to the employee upon his/ her

request within (30) days after classification. Request for re-evaluation or reconsideration will be entertained within 30 calendar days after the results of the classification or the assignment of points is shown to the faculty concerned. The results of the evaluation for reclassification applied by the applicant shall be communicated to the latter in writing.

Before the implementation, results of the classification will be subject to review by authorized representatives of the Union and the Management to make sure that the correct number of points have been correspondingly applied to each factor or category of criteria.

Any review of the job classification is recommendatory in nature, and that the final approval of any changes shall be strictly a prerogative of Management.

The criteria for evaluation of faculty are summarized as follows:

Criteria	Weight	Maximum Points
I Academic Preparation	30%	120%
II Professional Growth	25%	140%
III Competence	35%	140%
IV College/Community Service	10%	40%

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

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

Promotion from one (1) rank to another shall not be automatic.

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

9.2 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.

9.3 MERIT INCREASES

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

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

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

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

9.4 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's work, together with reasons favoring promotion, as prepared by the Principal and submitted to the President. Final approval rests with the President.

10. DEPARTMENT

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

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

10.1 IDENTIFICATION CARD

All faculty 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.

10.2 CARE OF SCHOOL PROPERTY

Faculty 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.

10.3 DRESS REQUIREMENTS

Every school year, the University supplies the Basic Education regular 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 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. In the same manner, faculty are expected to wear appropriate footwear for a professional setting

11. 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 matters shall of course be followed.

Three (3) days after receipt of the complaint, AHR shall inform the concerned faculty of the complaint lodged against him/her through a letter. The receipt of a registered mail shall serve as proof of transmittal of such complaint.

In case the letter was served personally, and the employee refuses to acknowledge receipt of the letter, the immediate Supervisor shall attest that the letter has been served but refused by the employee.

A hearing shall be scheduled by the AHR Director preferably within five (5) days upon receipt of the written reply from the faculty, where necessary.

11.1 FACULTY OUTSIDE ACTIVITY

As a general rule, faculty 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.

11.1.1 Private Tutoring

No faculty 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 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.

11.1.2 Outside Employment

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

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

Those employed by the government are requested to present the proper teaching permits from their respective employer before any assignment can be given to them.

11.2. PROHIBITED ACTIVITIES

11.2.1 Collection of Monies

Faculty 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. 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.

11.2.2 Sales to Students

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

11.2.3 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.

11.2.4 Tutorial Services

Faculty 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 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.

11.2.5 Sexual Harassment

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

11.2.6 Other Prohibited Activities While on Campus

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

Any violation of these policies will be considered as a serious matter, and will be subject to severe disciplinary action, including dismissal.

12. OTHER SUPPORT SERVICES

12.1 THE REGISTRAR

The Registrar fulfills a number of duties which are of direct concern to students and faculty. 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.

12.2 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 attention 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.

12.2.1 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 and SHS 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.

12.2.2 Services to Faculty

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

12.2.2.1 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.

12.2.2.2 Mobile Resources

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

12.2.2.3 Non-Print Materials

Non-print materials may be borrowed at one time for a maximum of three (3) hours. However, special requests 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.

12.3 STUDENT DEVELOPMENT OFFICE

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

12.4 GUIDANCE AND TESTING OFFICE

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

12.5 COMMUNITY DEVELOPMENT OFFICE

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

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

12.6 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 the like that use the University seals/logo/colors should be in conformity with the JRU standards and guidelines. The JRU standards and guidelines shall emanate from MCO.

12.7 MISCELLANEOUS

12.7.1 Duplicating and Reproduction Services

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

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

12.7.2 Faculty Room

A faculty room is available for use of faculty. This is located at the first floor of Building M. of Building C.

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

12.7.4 Transportation and Communication Facilities

12.7.4.1 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 served basis except in cases of emergency.

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

12.7.4.2 Parking Facilities

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

12.7.5 Telephone Services

The University has its own automatic telephone system, which obviates the need for coursing telephone calls through the telephone operator. As a general rule, local phone calls may be made at any office where extensions are located

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

12.7.6 Athletic Facilities

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

12.7.7 University Bookstore

The University Bookstore is located on the ground floor of Building C. The facilities of the University Bookstore are available to faculty 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 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.

12.7.8 JRU Cooperative Credit Union

There is established in the University a cooperative credit union whose

membership, among others, is open to all faculty as a mechanism to encourage thrift through savings and at the same time provide an immediate source of funds to cover emergency situations.