



# **JOSÉ RIZAL UNIVERSITY**

**FACULTY HANDBOOK SY 2024-2025**

**Senior High School**



**SENIOR HIGH SCHOOL DIVISION**

**FACULTY HANDBOOK  
AUGUST 2024**

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## 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

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*Assistant University Registrar*



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Principal

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Chair, Academic Track Specialized Subject  
Areas Department

**Airah Murielle D. Antonio**  
Chair, Languages and Social Sciences  
Department

**Leila L. Roxas**  
Chair, TechVoc and Arts and Design  
Specialized Subject Areas Department

**Gilnella S. Astilla**  
Coordinator, Student Development and  
Discipline

**Wilson P. Mones**  
Coordinator  
Sports Track Specialized Subject Areas and  
PE and Health Department

## **HISTORY OF THE UNIVERSITY**

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

The University was first located at R. Hidalgo Street in Quiapo, Manila. It offered a four-year bachelor's degree in Commerce as well as high school. 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, 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 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 members. This policy, combined with carefully planned programs in the various disciplines and adequate facilities, has formed the basis for the impressive educational record of the University.

## **VISION OF THE UNIVERSITY**

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

## **MISSION OF THE UNIVERSITY**

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

## **EDUCATIONAL ORGANIZATION POLICY**

Jose Rizal University is committed to provide 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, all 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 disciplinal 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 SENIOR HIGH SCHOOL**

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

1. Exercise higher and multifaceted analytical and communication skills in diverse situations needed for higher learning;
2. Apply analytical and critical thinking skills in solving complex questions, investigating global issues, and developing creative solutions for challenges and real-world problems;
3. Apply mathematical and scientific knowledge and skills in solving and developing creative solutions to the challenges and problems facing our nation and our world;
4. Effectively and responsibly exercise processes and skills in manipulating the emerging techniques using appropriate information significant to himself/herself and his/her community;
5. Demonstrate love of God and commitment to practice the Rizalian Core Values and love 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](mailto: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<sup>nd</sup> floor of Building A (Room A-22)

### **Athletics Office (ATH)**

For the use of athletic equipment and facilities. Located on the 3<sup>rd</sup> floor of the East Tower Building (Building G-37)

<b>Auditorium</b>	For varied events and formal assembly. Located at building H, phase 3, ground floor
<b>Budget and Payroll Office (BPO)</b>	For budget and payroll preparation and management. Located at ground floor of Building A ( Room A-12)
<b>Business Technology Demo Laboratory</b>	For hands-on activities related to cooking, home making, and workshop, located on the second floor of building M (Room M-210)
<b>Cashier</b>	For payment of accounts. Located at the ground floor of building A (Room A-16)
<b>Centennial Auditorium</b>	For varied events and formal assemblies. It is located at the Centennial Building, 9 <sup>th</sup> floor.
<b>Community Development Office (CDO)</b>	For community extension and outreach programs. Located at the ground floor of Building C (Room C-17)
<b>Computer Laboratories</b>	For computer-assisted instruction and hands-on activities in relation to their technological and curricular requirements. Located at the 4 <sup>th</sup> floor of Building M (Rooms M-405, M-406, M-407, and M-408), and at the 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> floors of Building H (Rooms H-201, H-310, H-311, H-411, H-412, and H-506).
<b>Customer Advocacy Office (CAO)</b>	For customer service assistance and inquiries. Located on the 2 <sup>nd</sup> floor of Building H, (Room- 202)
<b>Engineering &amp; Maintenance Office (EMO)</b>	For maintenance and security, location of buildings and offices within the campus. And request to use facilities. Located on the ground floor of the JRU Gymnasium.
<b>Guidance &amp; Testing Office (GTO)</b>	For counseling (educational, social, career, or personal) and testing (IQ, Personality) needs. Located on the 2 <sup>nd</sup> floor of Building H (Room H-212)
<b>Institute of Technology-Based Learning (ITBL)</b>	For blended learning courses (Canvas). Located at 2 <sup>nd</sup> floor Bldg. H (Room H-202)
<b>IT Office (Technical)</b>	For technical support. Located at the 4 <sup>th</sup> floor of Building H (Room H-409)
<b>Library</b>	For books, newspapers, magazines and other reading materials support, ID, and email concerns. Located at the ground floor of Building H.
<b>Management Information System (MIS)</b>	For request of ID, creation of accounts, data encoding. Located on the 3 <sup>rd</sup> floor of Building H, Room H 309
<b>Marketing and Communication Office (MCO)</b>	For student recruitment and brand management. Located on the 6 <sup>th</sup> floor of Tower Building, Room T-61.
<b>Medical &amp; Dental Clinic (MDC)</b>	For first aid medical and dental services and benefits. Located on the ground floor of Building K (Room K-110) and on the main campus clinic located on the ground floor of Building C, Room C-18.

<b>Principal's Office</b>	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)
<b>Quality and Linkages Office (QLO)</b>	For maintaining University's quality initiatives and overseeing Linkages that support CHED typology. Located at the 7 <sup>th</sup> floor or Tower Building.
<b>Registrar's Office (REG)</b>	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located on the ground floor of Building A (Room A-18)
<b>Science Laboratories</b>	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).
<b>Student Accounts</b>	For student accounts, assessment, examination permits, periodical, and final grades. Located on the ground floor of Building A (Room A-13)
<b>The Office of the President (TOP)</b>	Located on the 3 <sup>rd</sup> floor of Building H, Room H-309.
<b>Treasury Office (TRE)</b>	For tuition adjustments and refunds. Located on the ground floor of Building A (Room A-13)
<b>Vice President for Academic Affairs (VPAC)</b>	located on the 2 <sup>nd</sup> floor of Building B (Room B-29 )
<b>Vice President for Administrative Affairs (VPAD)</b>	Handles the University's support services. Located on the 2 <sup>nd</sup> floor of Building Office (Room A-22)
<b>Vice President for Financial Affairs (VPFIN)</b>	Located on the ground floor of Building A (Room A-12)
<b>Vice President for Information Systems (VPIS)</b>	For class schedules and classroom requests. Located on the 3 <sup>rd</sup> floor of Building H (Room H-307)
<b>Vice President (VPO)</b>	Located on the 2 <sup>nd</sup> floor of Building H (Room H-213)

## **1. INTRODUCTION**

### **1.1 PURPOSE AND SCOPE**

The purpose of this handbook is to inform all senior 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 Senior High School Division and so written that while it forms part of the Academic Manual, it can also stand alone as the Senior 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 senior 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 is 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**

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 Vice President ensures the successful completion of all University initiated projects.

## **3. THE SENIOR HIGH SCHOOL DIVISION**

The Senior 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 SENIOR HIGH SCHOOL DIVISION**

The Principal is the chief academic officer of the Senior 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 CHAIR**

Senior 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 Chair, 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 the start of the semester of the school 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 grade level 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 enroll 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 be encouraged to undertake research as part of their professional development:-

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 Basic Education Principals, RSH Director shall monitor compliance of all research contracts by parties concerned, as well as the submission of research outputs.

Subject to the availability of funds, the faculty maybe entitled to incentives for their researches. The Research Director shall recommend the classification and type of incentives to be 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 which 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 publication 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 depending 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 RSH 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, REVIEW, 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 to 12 shall be based on the changes and adjustments that will be implemented by the Department of Education. However, by virtue of continuous curricular improvements and upgrading as a result of the University's voluntary accreditation, the senior high school division may review its existing program to ensure and maintain the 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 the University Week festivities

#### **4.7.4 Commencement Exercises**

The academic divisions hold separate commencement exercises on a selected date. All faculty are required to be present during the commencement exercises.

#### **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 on the campus unless specified otherwise.

#### **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.

#### **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.

### **5.2 CLASS SCHEDULES**

Senior High School students are classified into Grades 11 through 12. 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 4:00pm and in accordance to the schedules for the different curriculum grades

The attendance of senior high school faculty is done by posting their time in and out via Canvas to monitor their daily attendance.

### **5.3 SUBJECT SYLLABI**

In the broadest sense, the University has an overview of the entire program of studies for all levels and all options as a continuum. The syllabus aligned with the Outcomes-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 subject, 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 term.

## **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, assigned reading may be given from a selection of publications available at the University Library.

Textbooks are selected for every subject offered by the senior 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. Changes in textbooks should be made at least one semester in advance.

As a general rule, no changes in the selection of textbooks may be made, except under the following conditions: (1) where the textbook has been in use for at least three school years; (2) where the textbook is no longer available in sufficient quantity 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 the 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 at a later appropriate date.

## **5.5 CLASSROOM MANAGEMENT**

### **5.5.1 Admission Enrolment Permit and Classlist**

At the beginning of class sessions, upon meeting his/her class for the first time, the faculty should inform the class of his/her name, and collect and check the enrolment permits of the students and confirm the name of their students in the Official Class list. Those students without enrolment permit and/or are not in the official class list should not be admitted and should be referred to the Principal's Office for assistance in confirming his/her enrollment.

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

### **5.5.2 Student Attendance and Absences**

Regularity of attendance is required in all classes. However, attendance and punctuality should be treated as matters of discipline and not as factors affecting scholarship ratings. The class adviser shall provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance. The teacher shall undertake all reasonable measures to contact parents promptly and within two school days of unexplained absence occurring.

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 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.

### **5.5.4 Classroom Discipline**

A faculty shall maintain discipline in conducting class online, blended or face to face.

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 re-admission slip from the Principal. The faculty concerned must report the matter as soon as possible to the Student Discipline Coordinator and subsequently to the Principal.

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

### **5.5.5 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, and the respective department chair was notified, a substitute shall be assigned by the department chair and approved by the principal.

Faculty who substitutes for another, shall be according to the former's present hourly rate upon the recommendation of the Department Chair and approval of the Principal

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

## **5.6 EXAMINATION**

### **5.6.1 Schedule of Examinations**

The Senior High School Division has three examinations throughout the semester, Preliminary Examination, Midterm Examination and Final Examination.

### **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 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 Exception List**

Term Examinations shall be given to all students on the schedule examination days. However, students whose names are not included in the Exception List shall be reminded by the Students Accounts Office to settle their outstanding balances before the next term examinations otherwise, they will be blocked from viewing their Term Grades in the JRU SWIT until they completely settled their outstanding accounts.

### **5.6.4 Cheating in Examinations and Other Forms of Dishonesty**

Proven dishonesty in examinations and student performance related assessments 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/invalidation of the test results, and reporting the incident promptly to the Principal. The usual disciplinary action for cheating in a regular examination is a suspension 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**

Faculty are required to supervise the conduct and administration of their subject's examination through the school's Learning Management System (LMS).

It is expected that all students are reminded of their scheduled examinations and follow the provisions defined in the ONLINE EXAMINATION GUIDELINES.

Faculty should remind their students that Academic Integrity should always be observed and that Cheating is a major offense and is considered a ground for disqualification from obtaining 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 provide for in an appropriate issuance or publication and, provided, further, that such adjustment is relevant to the subject content and requirements.

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

The school year is divided into two semester periods, with three examinations each semester.

<b><u>Semester</u></b>	<b><u>Periods</u></b>	<b><u>Semester Examinations</u></b>
<b><u>(2)</u></b>		<b><u>(6)</u></b>
First Semester		(1) September-Preliminary (2) October -Midterm (3) December-Finals
Second Semester		(4) February-Preliminary (5) March-Midterm (6) April-Finals

### **5.7.2 Grading System**

The Senior 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 final examination being given a weight greater than the previous term periods.

Term grade is obtained in accordance with the following components and relative weights: a weight of 40 percent is given for the term examination and the balance of 60% will be obtained from the class work which generally contains written works and performance/product tasks.

The performance of students shall be described based on the following grading scale:

A (Advanced)	90-100	Passed
P (Proficient)	85-89	Passed
AP (Approaching Proficiency)	80-84	Passed
D (Developing)	75-79	Passed
B (Beginning)	74 and Below	Failed

A general final grade of 75% is required for promotion to the next grade level. A student who did not meet expectations in the learning areas should pass remedial classes offered during the midyear/summer term for subjects with failing marks to be promoted to the next grade level.

### **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**

### **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 Class Advisership**

Faculty are appointed as class advisers to guide students towards achieving school goals. Class advisers are required to meet with their advisory sections an hour per week to resolve class concerns. Class advisers are paid remuneration equivalent to an hour per week for this task.

Faculty may arrange and facilitate consultation meetings with students and parents whether face to face or online as the need arises. Consultation proceedings shall be documented using the BEd Consultation Form a copy of which shall be submitted to their respective level coordinators or department chairs during end of term as part of their clearance process.

#### **6.1.3 Duties of Adviser**

The duties of adviser involve the guidance of the student organization, as well as the approval of the schedule of activities. Faculty 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 student organization, specially the organizational meeting during which elections are usually held, and the induction affair, if there will 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 adviser 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 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.

#### **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 assigned an employee number and issued an Identification Card (ID). The University uses the employee number in preparation of the payroll as well as in other employee transactions.

### **7.3.2 Faculty Records**

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

The faculty shall immediately inform his/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

Because of the secondary role of the University to the part-time faculty who gainfully employed elsewhere, the benefits of tenure shall not be available. However, part-time faculty who indicate their desire to become regular full-time faculty may be recommended for tenure by the Division Head concerned, provided that all qualifications for regularizations are met.

### **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.

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 account.

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 13<sup>th</sup> month pay. It shall not be part of any leave benefits and shall be treated based on "no work, no pay" principle.

## **8.3 LEAVES AND ABSENCES**

For the Senior High School regular 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 not have any reduction in pay nor be debited for such absence.

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.

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



Faculty are required to use Canvas for their official attendance

### **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.

Regular full-time faculty have 10 working days of absence during the school year due to a 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 no later than the fourth day.

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

### **8.3.2 Vacation Leave**

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

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

### **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.

#### **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.

#### **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 100% of tuition for 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.

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

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

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

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

A reduction of 50% of tuition fees will be allowed to unmarried brothers and sisters under 21 years of age of unmarried full-time regular faculty and permanent non-teaching personnel.

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

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

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

#### **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' Personnel 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:

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Points</b>
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. PA instruments with erasures shall be considered as invalid unless erasures are signed by the concerned faculty and the immediate supervisor.

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.

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.

### **9.2.1 Classroom Visit**

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

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

### **9.3 MERIT INCREASES**

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

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

The President reserves the right to review, and where necessary, revise the recommendations submitted to him for his 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. Faculty must refrain from wearing open-toes/open shoes.

## **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 in conflict 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 by the 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.

**11.2.7** 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 netbooks 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 (SOCl) 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 second floor 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.