



REPUBLIC OF THE PHILIPPINES
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES

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PSAT-PCAT-TUP
Centennial
1901-2001



April 28, 2022

IMPLEMENTING ORDER
No. 18, s. 2022

APPROVAL IN PRINCIPLE OF THE REVISED TUP CODE 2022

TO: ALL CONCERNED

1. After thorough deliberation and on a motion made and duly seconded, the Board on its First Quarter Special hybrid meeting held on April 27, 2022, resolves to adopt Resolution No. 18, s. 2022, approving in principle the Revised TUP Code subject to the incorporation of all the suggestions of the members including the manifestation and suggestions of RD Paras and RD Cristobal.
2. For the information and guidance of all concerned.


JESUS RODRIGO F. TORRES, DPA, CSEE

University President 

OFFICE OF THE BOARD SECRETARY

TUP CODE OF 2022

April 27, 2022
Panglao Island, Bohol

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FOREWORD TO THE FINAL DRAFT

The Board of Regents in a Special Meeting held on April 27, 2022 at the BE Grand Hotel in Panglao Island in Bohol, finally approved the TUP University Code after substantial and important amendments were introduced to therein. This is a very important development for the University as the incoming President will already be properly guided in the rules and regulations relevant to the management and operations of the University. When I came to TUP as President in September, 2018, I naturally sought for rules and regulations and guidelines on specific matters to guide me on decisions I had to make. In so many occasions, the answer was there were no guidelines, or if there were, I was given those which were issued during the time of President Camarao, or even earlier during the terms of office of Presidents Frederick Pada and Jose Vergara. The 1985 University Code, issued during the term of President Jose Vergara, already had limited value, and applying many of its provisions to the operations of the University would have created problems. Further, the 1985 Code was issued for application to TUP Manila alone. The operations of the Campuses are left blank. This University Code, now known as the “TUP Code of 2022” considers the operations and situations of the Campuses as well, and is going to endure for many decades to come. We must only prepare the Implementing Rules and Regulations, which may be revised from time to time to apply the needs of the circumstances. It will now be the task of the students, officials and staff, administrators, and faculty of the University to start working on the IRRs to operationalize the various provisions of the Code. This Code is theirs. The credit is theirs for this Code is a reward for their dedication to the University. Their thoughts and ideas were mostly incorporated in the Code which greatly enriched it. I thank the Chairman and Members of the Board of Regents for finally approving this Code. They are Commissioner Jo Mark M. Libre, Chairperson-Designate and Regents Carlos Bernardo O. Abad Santos, Jose B. Patalinjug III, Allwin M. Wagan, Virgilio F. Lanzuela, Zachariah John A. Belmonte, Benefrido B. Reyes, Tristan A. Badilla, Members. I also would like to thank the former Commissioner-In Charge and Board Chairman Perfecto Albin for his encouragement in the drafting and finalization of this Code. He pushed us beyond our limits, and emerged much better because of it.

PROFESSOR JESUS RODRIGO F. TORRES

May 2, 2022

FOREWORD TO THE FOURTH DRAFT

A few days ago the list of observations by the faculty members was given to me by the Board Secretary. Most of the observations, however, may be discussed in the crafting of the IRRs with a few tweaks on the provision on the Mission and Purpose of the University as embodied in Article 4 particularly on the offering of advanced vocational courses. This was particularly emphasized by Regent Zach Belmonte, and it turned out that it is in PD 1518.

Even when the approval of this Code is still hanging, we have already made some initial plans on the drafting of the IRRs. We will have a general workshop-seminar on how to write the IRRs. The people who will draft the specific provisions of the IRR shall be identified and formed into sub-committees, and if the situation in the Pandemic would allow, we may finally have face-to-face workshops. The sub committees will involve all sectors, from the officials, administrative employees, faculty members, to the students. The draft IRRs shall be submitted to the Executive Committee for finalization. The IRRs shall be referred to the Academic Councils and the ADCOs for discussion before being submitted to the BOR for deliberation and appropriate action.

PROFESSOR JESUS RODRIGO F. TORRES

July 12, 2021

FOREWORD TO THE THIRD DRAFT

In this draft I have integrated the suggestions of the Alumni Federation, Administrative Councils and the Academic Councils in all Campuses. The laws relevant to the suggestions of the Office of the Solicitor General have been painstakingly reviewed in order to have said suggestions integrated in the draft. Still there will be faults to be found in this Code, if those are specifically the things which one would be looking for, since this document cannot be perfect, as all things made by man are not perfect. I may even have missed some of the suggestions or found them to be incongruent to the other provisions. Nevertheless, this is the nearest the TUP has gone so far into having a University Code after four previous administrations who have spent millions of pesos each in various consultations to have their own Code drafted. Perhaps this Code will go the same way as the draft which came out in 2005—a forgotten document—or it may become the official TUP University Code if it survives the onslaught of academic politics. Its fate is now in the hands of the Board of Regents.

PROFESSOR JESUS RODRIGO F. TORRES

July 8, 2021

FOREWORD TO THE SECOND DRAFT

The consultations for the First Draft were undertaken from January 7, 2021 to March 11, 2021. The different sectors of the University such as the faculty, the academic and administrative officials, and the students, were represented in the consultations. Further, Assistant Solicitor General James Cundangan was occasionally present. Atty. Dan Abayon, Atty. Christian Calingasan, and Atty. Christopher Mortel were present in all consultations. I have integrated to this draft the suggestions of all the sectors.

PROFESSOR JESUS RODRIGO F. TORRES

March 2021

FOREWORD TO THE FIRST DRAFT

On the day after our last Board meeting on July 23, 2020, I had another of those eureka moments when I decided to begin writing the University Code of TUP. I am not exactly new to writing college and university Codes. I have done it twice in the RTU when as Director of Research and Development in 1992, I wrote the College Code of the then Rizal Technological Colleges. Rich in energy and theoretical knowledge but sorely lacking in experience, I was able to finish the 200-page Code in 22 days. Seven years later, I was able to finish the 200-page University Code of RTU in one and a half years. And now after more than 40 years of administrative and teaching experience, not to mention participation in CHED technical panels, RQAT teams, and technical committees, with much more experience and knowledge of the intricacies of the operations of the TUP, the relevant laws and pronouncements, and a greater ability to consult and to ask penetrating questions, I was able to finish drafting the University Code in 76 days. Needless to say, the Pandemic of 2020 has given me greater time to concentrate on the things needed to complete this University Code, including reading numerous laws, Supreme Court Decisions, CHED Memorandum Circulars, procurement law, and other materials.

Experience alone was not enough. I had to do much consultations. For this, I would like to acknowledge the invaluable insights given to me by the TUP Vice Presidents, Dr. Dionisio Espression, Dr. Ricardo De Lumen, Dr. Maria Leonor Validor, and Dr. Melito Baccay. I frequently asked questions to Dean Juliet Catane, Dean Maria Ian De los Trinos, Dean Ben Fortaleza, and Dean Romeo Ebonite. Our new Registrar, Dr. Rosemarie Theresa Cruz, has been very helpful on matters regarding admission, registration and retention policies. Dr. Apolo Portez helped significantly in the section on student affairs, while Mr. Catalino Fortes gave me a lot of technical information on the administrative operations particularly on financial matters. Mr. Jonathan Monsad, then the Chief of Executive Staff and now Vice President for Administration and Finance, apprised me on the historical reasons for the present set-up of the University. I am grateful to Assistant Solicitor General Angelita Miranda for her guidance on personnel matters and issues, and for Atty. Christian Calingasan for giving me a very valuable book, the Education Act by Atty. Joseph Noel Estrada, a go-to book on the legal aspects of education. Ms. Mona J. Purganan and I had lengthy discussions on the procurement laws. Assistant Solicitor General James Lee Cundangan attended many of the consultations with the various sectors of the University and was particularly helpful in procedural matters affecting due process.

And thanks to God for giving me the strength and wisdom to undertake the project. In the beginning, I thought it would be a breeze, but with every new Article, Chapter, Section and Book the writing became more difficult, and I have to admit that there were moments when I just wanted to quit. But I am the President of TUP, and in TUP we never quit. And with all the grit, I am now presenting the First Draft of the University Code of TUP.

INTRODUCTION

When I took it upon myself to write the University Code of TUP, I knew that I had to be guided by clear principles in order for me to be able to proceed with clarity of direction in the drafting of the Code.

The first consideration is on the organizational structure of the University. When Ms. Mona Purganan gave me the Table of Organization of TUP with the job description of each, I was surprised to learn that the TUP organizational structure contains similar and overlapping positions and designations. For example, there were Assistant to the President designations which duplicate the functions of the regular designations. The problem with overlapping designations is not only on the costs entailed but also on the decision-making process as well as on who must have the responsibility, much more, the accountability, on the performance of a job. I have a personal experience on this myself when I was designated as Assistant to the President for Student Affairs while there was a Dean of Student Affairs. This function is one of the most problem-prone in the University, and inevitably, when a critical issue was encountered, the finger-pointing started and the two of us would not want to dip our fingers in the problem. Therefore, the importance of clearly delineating the functions and duties and responsibilities of each of the offices and officials is of paramount importance.

Secondly, the organizational set-up of the University must be lean and mean. Until now, entering my third year of being President, I still encounter designations which I have not known to have existed before and which I thought could have been absorbed into the functions of other offices. Again, conflicts and overlapping in the functions would be inevitable in this kind of set up. Thus, I have attempted to create a well-toned organizational structure through the combination of offices, with clearly defined functions for each. I have combined some functions and offices resulting into greater cohesiveness. I have proposed the upgrading of some positions into the Director level due to increased responsibilities and scope of operation.

Thirdly, the Code should clearly define the scope of authority of the officials in the Main Campus with those of the officials in the Campuses. Here, we must be guided by the principle of giving the Campuses a certain amount to autonomy without being unduly detached and independent from the entire system, and also following the principle of unity in diversity. When I became President of TUP, I was surprised to find out that the Campus Directors could sign contracts and MOAs without informing the President or even the Board of Regents. While it is true that the TUP is an amalgamated University with four different components with differing cultures and traditions being put in the same house, the time has come that all units must follow the same direction, and a clear set of rules to follow. I have, I believe, been quite successful in weaving the units into a common thread, while allowing individuality to prosper if that is best for the Campuses and to the University.

Another matter which I thought should be given attention is the undefined relationship of the Manila officials with the Campus officials and personnel. For example, the Academic Council as I have found it, is comprised, into one body, by the professors in ALL Campuses. Thus, there were occasions when professors in the Main Campus were required, at their own expense, to go to TUPV just to attend the Academic Council to be held there. Or the TUPV professors, as well as

those in Cavite and Taguig, to attend the Academic Council in Manila. In this proposed Code, each Campus will have their own Academic Councils and Administrative Councils, but with a common thread running in each of them: the President shall be the Presiding Officer. This task has been made a lot more accessible due to the Pandemic, when we have discovered our capability to hold online sessions, bridging time and space, and saving on costs as well.

Further, I have noticed that some VPs in the Main Campus, and even some other officials, perhaps not having a very clear notion of their duties and responsibilities, would directly interfere in the affairs of the Campuses, even by-passing the Director. In this regard, I have attempted to define the scope, limits, and delimitations of the functions of the Main Campus officials vis-à-vis the Campuses, and this will clearly be revealed in the provisions of the Code.

Fourthly, I sought to be guided by the most important laws including their implementing rules and regulations, CHED Memorandum Orders, Civil Service rules and regulations, Supreme Court decisions, and relevant guidelines issued by government agencies. The Code must be up to date on these jurisprudences. I was assisted in this regard by the lawyers of the Office of the Solicitor General whom I frequently consulted, and by our own lawyers in the University. The integration of the jurisprudence into the Code makes it more reliable and richer, particularly in the aspects of student governance, faculty and employee matters, the business and financial activities of the University particularly in budgeting, accounting, and procurement.

And lastly, this Code is designed and written to stand the test of time. Often, rules and regulations change. Customs and practices also change. But the Code should transcend time and momentary need. While many of the provisions of the Code are self-executory, many provisions cannot be defined with finality as they are subject to periodic changes. For these provisions, we will have to supplement the provisions with implementing rules, guidelines, office orders, memoranda, and others, to give applicability to the provisions. The Code will have a second volume containing the details of executive action on the provisions.

PROFESSOR JESUS RODRIGO F. TORRES

October 2020

BOOK ONE
PRELIMINARY TITLE

GENERAL PROVISIONS

ARTICLE 1. **Title of this Code.** This Code shall be known as "The TUP Code of 2022."

ARTICLE 2. **The Technological University of the Philippines as a State University.**

The Technological University of the Philippines is a State University created by law, henceforth to be called the "University" in this Code. The University shall be a non-sectarian and non-profit institution of higher learning.

ARTICLE 3. **The TUP System, Campuses and Extension Units.**

The University shall be comprised of all its present campuses and extension units and all campuses and units which may be added in the future. The TUP System shall be comprised of the following campuses and extension units, to wit: the Main Campus, otherwise known as the TUP-Manila, the TUP-Taguig Campus, the TUP-Visayas Campus, the TUP-Cavite Campus, and the extension units in Cuenca, Batangas and in Lopez, Quezon, Sagay and Silay in Visayas. (Letter of Implementation No. 79 and PD No. 1518, s. 1978). The integration or affiliation to the University of existing tertiary institutions or new campuses shall be subject to the approval of the Board of Regents or by the Commission on Higher Education as may be required by law. It is understood that all funds, properties, and other assets as well as obligations of the integrated schools shall be transferred to the University. New campuses such as those to be sponsored by public or private entities shall be owned by, possessed, and titled in the name of the University and the operations of the same shall be clearly spelled out in memoranda of agreement between the sponsors and the University.

ARTICLE 4. **Mission and Purpose of the University.**

The University shall provide higher and advanced engineering, advanced vocational, technical, industrial, science, technological and professional education, liberal, applied and practical arts, and training in the industries and technology, leading to certificates, diplomas, and degrees. It shall provide progressive leadership in fundamental and applied research, developmental studies in technical, industrial and technological fields, and production using indigenous materials, effect technology transfer in the countryside; and assist in the development of small and medium-scale industries in identified growth centers (PD No. 1518, s. 1978).

ARTICLE 5. **Academic Freedom.** Pursuant to Section 5 (2), Article XIV of the 1987 Constitution of the Philippines, the University shall enjoy academic freedom.

ARTICLE 6. **Seal and Color.**

Unless otherwise provided by University rules, the Seal of the Technological University of the Philippines shall bear a 16-cog gear that represents the

16 areas of specialized courses in skills training, with an inscription of Technological University of the Philippines, following the circle that forms a ring, the color of the gear which is cardinal red symbolizes bravery and purity, and inside the ring is gray color for work. The 1901 at the bottom represents the year when the institution was established. There is an inscribed symbol of Pythagorean Theorem which means that “*the sides of the squares on the hypotenuse of the triangle is equal to the sum of the squares on the two sides of the triangle*”. The side with nine (9) square-box represents the graduate programs; the side with 16-square box symbolizes the different major technology areas; and the 25-square box, represents the bachelor programs, which emphasizes the relevance of mathematics, science, physics, trigonometry, arts and other related areas of studies that shall complete the skills training aimed at producing quality graduates. [University Seal registered at the Intellectual Property Office (IPO) under Certificate of Registration No. 4-2012-007718; Date of Registration: November 22, 2012; Term: 10 Years (Until November 22, 2022) and Published for Opposition: IPO e-gazette released on October 22, 2012]

ARTICLE 7. University Sports Emblem and Name. The official name of the University athletic teams representing the University in sports activities shall be "The GRAYHAWKS" or such other names which may be authorized by the Board of Regents from time to time. The sports emblem of the University shall be a fierce grayhawk emerging out of a red circle. The design of the emblem shall be authorized by the President from time to time.

ARTICLE 8. University Hymn. The official Hymn of the University shall be the composition "Himno ng TUP." The University shall endeavor to compose a March which shall be presented to the Board of Regents for approval.

TITLE ONE: THE GOVERNANCE OF THE UNIVERSITY

CHAPTER 1. THE BOARD OF REGENTS

ARTICLE 9. The Governance of the University. The governance of the University shall be vested in the Board of Regents as constituted by law, the University Administrative Council and the University Academic Council. Upon the direction of the Board of Regents, executive bodies within the University Administrative Council and University Academic Council may be formed to facilitate the implementation of programs and actions, while the Academic Councils for each Campus may be formed to facilitate action on matters exclusive to such Campuses, subject to University rules and regulations.

ARTICLE 10. Composition. The governing body of the University shall be vested in the Board of Regents, hereinafter referred to as the Board (IRR, RA 8292). It shall be composed of the following members:

- a. The Chairman of the Commission on Higher Education (CHED) as Chairman who may be represented by another commissioner in accordance with law;
- b. The University President as Vice Chairman;
- c. The Chairman of the Committee on Education of the Senate, Congress of the Philippines, as member;
- d. The Chairman of the Committee on Higher and Technical Education of the House of Representatives, Congress of the Philippines, as member;
- e. The Regional Director of the National Economic Development Authority (NEDA) of the National Capital Region where the Main Campus is located;
- f. The President of the federation of faculty associations, as member;
- g. The President of the Federation of Student Governments or the student representative elected by the said Federation who shall be known as the Student Regent;
- h. The President of the federation of alumni associations;
- i. Two (2) prominent citizens representing the private sector who have distinguished themselves in their professions or fields of specialization; and
- j. The Regional Director of the Department of Science and Technology in the National Capital Region where the Main Campus is situated.

ARTICLE 11. Meetings and Proceedings. The Board shall have regular meetings at least once every quarter. Special sessions may be called by the Chairman whenever necessary and in accordance with pertinent laws, rules and regulations, provided that the members are notified at least three (3) days prior to the meeting. A majority of all the members of the Board shall constitute a quorum, provided that the Chairman of the Board or the University President is among those present in the meeting. The Chairman of the Board shall preside over the regular or special sessions, except as may be determined by the Board (IRR RA 8292).

ARTICLE 12. Powers and Duties of the Governing Board. The Board shall have the following powers and duties, in addition to its general powers of administration and the exercise of all the powers granted to a Board of Directors of a corporation as specifically provided in the Corporation Code of the Philippines:

- a. to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University (IRR RA 8292);

- b. to receive and appropriate all sums as may be provided for the support of the University, in the manner it may determine and in accordance with its discretion, in order to carry out the purposes and functions of the University (IRR RA 8292);
- c. to receive in trust legacies, gifts and donations of real and personal properties of all kinds to administer and dispose the same when necessary for the benefit of the University including its campuses or units, subject to limitations, directions and instructions of the donors, if any.
Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor.

The Commissioner of the Bureau of Internal Revenue and the Secretary of Finance shall be informed by the Board of such donations in order to effect the necessary tax exemptions as herein provided (IRR RA 8292);

- d. to fix the tuition fees and other necessary charges, such as, but not limited to, matriculation fees, graduation fees, laboratory fees, and such other fees the Board may deem proper to impose, after due consultations with the involved sectors, including the CHED and the Unified Student Financial Assistance for Tertiary Education (UniFAST) Secretariat. (IRR RA 8292, RA10931). Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interest that shall accrue therefrom shall be part of the same fund for the use of the University. Any income generated by the University from tuition fees and other charges, as well as from the operation of auxilliary services and land grants should there be any, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension, or other programs or projects of the University, Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University.

- e. to create a mechanism to enable students with the financial capacity to pay for their education in the University to voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the school (RA 10931, Section 4), or to adopt and implement a socialized scheme of tuition and greater access to poor but deserving students; (IRR 8292)
- f. to authorize the construction or repair of buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal

properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties (IRR RA 8292).

- g. to appoint, upon the recommendation of the President of the University, the Vice Presidents, Deans, Directors, heads of departments, faculty members and other officials and employees, in all Campuses (IRR RA 8292).
- h. to fix and adjust the salaries of faculty members and administrative officials and employees, subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law (IRR RA 8292);
- i. to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as provided in this Code and relevant laws and rules and regulations (IRR RA8292);
- j. to set policies for admission and graduation of students (IRR RA 8292);
- k. to award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology, engineering, humanities, including any field of specialization within the academic competence of the University and to authorize the award of certificates of completion of non-degree and traditional courses offered by the University (IRR RA 8292);
- l. to absorb non-chartered tertiary institutions within the respective local government units where the Campuses and extension units of the University are located, in coordination with CHED which must approve the same, and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses in order to promote and carry out equal access to educational opportunities mandated by the Constitution (IRR RA 8292);
- m. to establish research and extension centers in the University where such will promote its development, Provided, that the existing Campuses in Taguig, Visayas, Cavite, and Manila will have their own research and extension centers and without prejudice to the establishment of additional specialized research centers (IRR RA 8292, n);
- n. to establish Chairs in the University and to provide fellowship for qualified faculty members, and scholarships to deserving students (IRR RA 8292);

- o. to delegate any of its powers and duties provided herein to the President and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University (IRR RA 8292);
- p. to authorize an external management audit of the University and request the CHED to finance the same, subject to COA rules and regulations; and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- q. to collaborate with the other Governing Boards of chartered SUCs within the province or region of the Campuses of the University, under the supervision of the CHED which must approve the same, and in consultation with the Department of Budget and Management, and work towards their restructuring so that they will become more efficient, relevant, productive and competitive (IRR RA 8292);
- r. to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which is to be used for the development and strengthening of the University (IRR, RA 8292);
- s. to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University (IRR RA 8292);
- t. to develop academic arrangements for institution-capability building with appropriate institutions and agencies, public or private, local or foreign and to appoint experts and specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be (IRR RA 8292);
- u. to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, synchronous, on-line, and asynchronous methods of educational delivery, community laboratory and the like, for the promotion of greater and universal access to the courses and programs of the University. Such modes shall especially be applied readily by the University in situations necessitating their application (IRR RA 8292, modified);
- v. to establish policy guidelines and procedures for participative decision-making and transparency within the University (IRR RA 8292);
- w. to privatize, where most advantageous to the University, the management of non-academic services such as health, food, building or grounds or property maintenance, security, and similar such activities (IRR RA 8292); and

- x. to extend the services of the incumbent President of the University beyond the compulsory age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated by the Board as outstanding, after unanimous recommendation by the Evaluation Committee or Search Committee concerned (IRR RA 8292).

ARTICLE 13. No Compensation for the Chairman, Vice-Chairman and Members of the Board. The Chairman, Vice-Chairman and Members of the Board shall not receive any regular compensation as such but they shall receive entitlements to actual allowances allowed by law, and reimbursements of necessary expenses incurred during or in conjunction with their attendance in the regular meetings or special sessions of the Board or in connection with their performance of official business duly authorized by the Board through a Resolution (IRR RA 8292).

ARTICLE 14. Committees. The Board may create such Committees, whether standing or special, as it may deem convenient for the proper performance of its powers and functions.

CHAPTER 2. THE ACADEMIC COUNCILS AND THE EXECUTIVE COMMITTEE OF THE ACADEMIC COUNCILS

ARTICLE 15. Academic Councils in the Campuses. There shall be University Academic Council and an Academic Council for each of the Campuses of the University, namely, the Main Campus, the Taguig Campus, the Visayas Campus, and the Cavite Campus, subject to the definition of their functions in accordance with University rules. The qualified Academic Council members in the Lopez Extension and the Cuenca Extension shall belong to the Academic Council of the Main Campus except as may be provided by appropriate orders. Each College in the Main Campus and such other Colleges which may be created in the campuses shall have their own College Academic Council, to be presided by their respective Deans, and shall perform such duties and functions as may be provided by University rules (based on Section 38, IRR RA 8292).

ARTICLE 16. Composition. The members of the faculty with the rank of Professor, Associate Professor, and Assistant Professor shall be members of their respective Academic Councils (IRR RA 8292).

ARTICLE 17. Key Officers. The President shall be the Presiding Officer of the University Academic Council and the Campus Academic Councils. In his/her absence, or when he/she deems it necessary, he/she may, in writing, assign the Campus Director to preside in the meeting of the Campus Academic Council, or the Vice President for Academic Affairs in the meeting of the Academic Council of the Main Campus.

The Campus Secretary shall be the Secretary of the Campus Academic Council. He/she shall be in charge of recording the proceedings of the meetings as well as in the formulation of resolutions and proposals resulting from said meetings. The Board Secretary shall directly act as the Secretary of the University Academic Council and the Academic Council in the Main Campus.

The Board of Regents may form the University Secretariat whose main function shall be to consolidate the decisions and recommendations of all University Academic Council and the Campus Academic Councils. The University Secretariat shall be under the supervision and leadership of the Board Secretary. The University Secretariat shall have such functions to be defined by appropriate University rules.

ARTICLE 18. The Executive Committee of the Academic Councils. There shall be the consolidated Executive Committee of the Academic Councils with the President as Chairman and Presiding Officer, and the Vice President for Academic Affairs, the Deans, the Campus Directors, the Assistant Directors for Academic Affairs of the Campuses, and two ranking faculty members per Campus, as Members. The ranking faculty members shall be recommended by the Campus Directors and shall be confirmed by the majority of the Executive Committee. The Executive Committee shall finalize the proposals of the Campus Academic Councils and recommend the same, together with any resolutions which it may deem proper, to the President for appropriate action, or to the Board whenever the matter shall fall under its jurisdiction.

ARTICLE 19. Powers of the Academic Councils. The Academic Councils so formed and constituted in each of the Campuses shall have the following powers, in accordance with Sec. 4 (o) and (v) of RA 8292:

- a. determine, review and recommend to the Executive Committee of the Academic Councils for endorsement to and review of the Board the curricular offerings and rules of discipline of the University and such which shall have specific applications in the Campuses; to fix the requirements for admission of students as well as for graduation and the conferment of degrees. (IRR RA 8292)
- b. to provide a venue for the exchange of communication and information, the discussion of issues among its members on matters relevant to education, research policies, and academic directions of the University, and to endorse the same to the President, and to create from among its members the Research and Extension Committee which shall have such membership and functions as may be determined by University rules.

ARTICLE 20. Meetings. The Campus Academic Councils shall assign a specific day for its regular meetings which shall be held at least once every quarter. Special meetings may be called by the President or upon the recommendation of the

Campus Director. It shall be the duty of every member to attend all meetings of their respective Academic Council, but any member may be excused from attendance for valid reasons.

CHAPTER 3. THE ADMINISTRATIVE COUNCILS AND THE EXECUTIVE COMMITTEE OF THE ADMINISTRATIVE COUNCILS (ADCOS)

ARTICLE 21. The Administrative Councils (AdCo) in the Campuses. There shall be separate Administrative Councils in the Campuses of the University in Manila, Taguig, Cavite, and the Visayas. The Coordinators in the Lopez and Cuenca Extensions and in any extensions or in the Campuses which may be additionally established, shall be members of the ADCO of the Main Campus until such time that the Board may declare them as qualified to be separate ADCOs. The student, alumni, and private sector representatives may be invited from time to time as observers or as resource persons (based on Section 36, Rule IX, IRR, RA 8292)

ARTICLE 22. Composition. The following shall be the composition of the ADCOs in the Main Campus and in the other Campuses:

- a. For the Main Campus, the President as Chairman and Presiding Officer, the Vice President for Planning, Development, and Special Projects as Co-Chairman, the Vice President for Academic Affairs, the Vice President for Administration and Finance, the Vice President For Research and Extension, Academic Deans, the Chief Executive Assistant, the Internal Auditor/Head of Internal Audit Service, the Director of Alumni Affairs, the Director of the Graduate Program, the Dean of Student Affairs, the Director of Educational Media and Innovation Technology Center, the Dean of Student Records, Admission and Registration, the Director of Library, the Director of Industrial Relations and Job Placement (IRJP), the NSTP Director, the Director of the Expanded Tertiary Education, Equivalency, and Accreditation Program (ETEEAP), the Director for Research, Publication and Development Center, the Director for Linkages and Extension Services, the Director for Integrated Research and Technology Education Training Center (IRTETC), the Director of Finance Services, the Director of Administrative Services, the Director for Human Resource Management, the Chief Accountant, the Head of the Budget Office, the Director for Auxiliary Services, the Director of the University Information Technology Center, the Director for Planning, and the Director for Quality Assurance and Accreditation Coordinating Office (QAACO), and the Director for Sports and the Director for Cultural Development Office as Members.
- b. For the Campuses, the President as Chairman and Presiding Officer, the Campus Director as Co-Chairman, the Assistant Director for Academic Affairs, the Assistant Director for Research and Extension, the Assistant Director for Administration and Finance, the Assistant Director for Planning, Development, and Special Projects, the Campus Budget Officer,

the Campus Human Resource Management Officer, the Campus Internal Auditor/IAS, the Campus Registrar, the Head of Student Affairs, the Head of Industry Relations and Job Placement (IJRP) or SIT Officer, the Campus Librarian, the Administrative Officer, the Sports and Cultural Coordinator, the Head of Infrastructure Management Office, the Planning Officer, the Head of Accounting, the Chairman of the Bids and Awards Committee (BAC) as Members, and such other officials who may be designated as members in accordance with University rules. Other officers of the Administration who are not Regular Members of the ADCOs may be required by the Chairman and Presiding Officer to attend any ADCO meeting.

ARTICLE 23. Key Officers. The President shall be the Chairman and Presiding Officer of the ADCOs in all Campuses. In his/her absence, or when he/she may deem it necessary, he/she may assign in writing the Campus Director to preside or in the case of the Main Campus, the VP for Planning, Development, and Special Projects. The Board Secretary shall be the ADCO Secretary in the Main Campus. The Campus Secretaries shall act as the ADCO Secretary in the Campuses.

ARTICLE 24. Executive Committee of the Administrative Council. On matters requiring University-wide consultations and decisions, the Executive Committee of the ADCO is hereby constituted, with the President as Chairman, and the Vice Presidents and Campus Directors as Members. Depending on the matters for deliberation, other officers of the Administration may be required from time to time to attend and participate in the meetings.

CHAPTER 4. THE OFFICERS OF THE ADMINISTRATION

ARTICLE 25. Who Constitute the Officers of the Administration? In addition to the President, the officers of the Administration shall be the following:

- a. **Officers Under the Office of the President:** The Vice President for Academic Affairs, the Vice President for Administration and Finance, the Vice President for Research and Extension, the Vice President for Planning, Development, and Special Projects, the Campus Directors, the Chief Executive Assistant, the Board Secretary, the Chief Legal Counsel, the Head of the Internal Audit Service, the Head of the Office of Public Affairs, Director of the University Information Technology Center, and the Director of the Sports Office, and the Director of Cultural Development Office. The Bids and Awards Committee shall likewise be under the Office of the President;
- b. **Officers Under the Vice President for Academic Affairs (VPAA):** The Deans, the Program Director for the Graduate School, the Dean of Student Affairs, the Dean of Student Admission and Registration, the Library

Director, the Director for Guidance and Counseling Services, the Director for Industrial Relations and Job Placement, the Director of Alumni Affairs, the NSTP Director and the Director of the ETEEAP;

- c. **Officers Under the Vice President for Research and Extension (VPRE):** the Director for Integrated Research and Technological Education Training Center, the Director for the Center for Linkages and Extension Services Center, the Director for the Research, Publication and Development Center, and the Director for the Center for Educational Media and Innovation Technology;
- d. **Officers Under the Vice President for Administration and Finance (VPAF):** the Director for Finance Services, for Director for Administrative Services, the Director for Auxiliary Services, the Director for Human Resource Management, the Chief Accountant, the Head of the Cash Disbursement Office, the Budget Officer, the Supply and Property Officer, the Head of the Medical and Dental Clinic, the Head of the Motorpool, and the Chief of Civil Security;
- e. **Officers Under the Vice President for Planning, Development, and Special Projects (VPPDSP):** the Director of Planning, the Head of the Infrastructure Management and Development Office, the Director for Quality Assurance and Accreditation Coordinating Office, the Bids and Awards Committee (BAC), the BAC Secretariat, the Gender and Development Focal Person, the Focal Person for Seniors' Citizens Affairs, and the Records Management Officer.
- f. **Officers Under the Campus Directors:** the Assistant Director for Academic Affairs, the Assistant Director for Research and Extension, the Assistant Director for Administration and Finance, the Assistant Director for Planning, Development and Special Projects, the Office of the Coordinator of Sports, the Office of the Coordinator of Development, the Campus Budget Officer, the Campus Head of Human Resources, the Campus Internal Auditor, the Campus Registrar, the Campus Head of Student Affairs, the Campus Librarian, and the Campus Secretary.

Section 1. The President of the University

ARTICLE 26. Role and Appointment. The leadership and administration of the University is vested in the President who shall be the chief executive officer. He/she shall be selected and appointed by the Board upon the recommendation of the Search Committee for Presidency duly constituted by it. He/she shall have a term of four (4) years, the beginning and end of which shall be clearly specified in the appointment made by the Board. He/she shall be eligible for reappointment for another term only. (TUP Code of 1986, IRR, RA 8292, Rule VII)

In case the incumbent President is eligible and qualified per standards set by the Board in accordance with RA 7722 for re-appointment, no search need be conducted, at the discretion of the Board. The Board may prescribe the terms and conditions under which this discretion may be exercised such as but not limited to an evaluation of the performance of the incumbent. (Section 28, Rule VII, IRR 8292)

ARTICLE 27. Vacancy. In case of vacancy by reason of death, transfer, resignation, removal for cause or incapacity of the incumbent President to perform the functions of his office, the CHED Chairman or the CHED Commissioner as Chair of the Board, shall within fifteen (15) days from the occurrence of such vacancy, designate an Officer-in Charge in the Office of the President (OP), subject to confirmation by the Board. (Section 30, Rule VII, IRR RA 8292)

ARTICLE 28. Tenure of Successor. In case of permanent vacancy in the Office of the President as mentioned in the immediately preceding Article, the new President as the successor shall hold office only for the unexpired portion of his term. This service for the unexpired term shall not, however, count as one (1) full term for purposes of appointment or reappointment. (Section 31, Rule VII, IRR RA 8292)

ARTICLE 29. Fall Back Position. In case the term of the President has expired after his second term or after his first term if he was not reappointed, he may be appointed to his/her academic rank before he/she was appointed President, or to such rank where he/she is deemed qualified for the remaining period of his/her active service, subject to prevailing rules and regulations as may be provided by the CHED, DBM, and CSC.

ARTICLE 30. Salary of the President. The salary of the President shall be subject to the existing compensation and classification system and to relevant compensation systems issued by the Government and shall be comparable to the standard salaries being received by other presidents in similar educational institutions or State Universities of like standing.

ARTICLE 31. Powers and Duties. In addition to the powers and duties provided for in Presidential Decree 1518 and in Republic Act 8292, the President shall exercise the leadership and symbolic functions appurtenant to his/her Office as the chief executive officer of the University. As such, he/she shall carry out the general policies laid down by the University Charter, the Board, and pertinent laws. He/she shall have the power to act within the framework of said policies, and he/she alone shall undertake to direct or assign the details of executive action. He/she shall also exercise the following general powers and duties:

- a. to have general supervision over the academic and administrative, and business and financial operations of the University, including all the main and the component campuses and extensions. He/she shall have the general

responsibility for the enforcement of discipline in the University. He/she shall ensure the maintenance of satisfactory academic standards throughout the University system. Accordingly, all officers, members of the faculty, and employees of the University shall be under his/her direction; (TUP Code of 1986);

- b. to act as the ex-officio Chairman of the Academic Councils, and the Administrative Councils, and the Executive Committees, and the Research and Extension Committees of both Councils;
- c. to determine and prepare the agenda of all meetings of the Board of Regents, the Academic Councils, the Administrative Councils, subject to the right of any member of the Board or Councils to propose the inclusion of any matter in its agenda in accordance with pertinent rules and regulations on the matter as may be determined by said bodies; (TUP Code of 1986);
- d. to preside at commencement and other public exercises of the University, and to confer such degrees and honors as may be granted by the Board of Regents. H/she alone, together with the Dean of Student Records, Admission and Registration, and the concerned Dean or Campus Director in case of the Campuses, shall sign all diplomas and certificates issued by the University; (TUP Code of 1986);
- e. to act as the highest official link of communication between and among the various sectors of the University and between such sectors and the Board. (TUP Code of 1986);
- f. to preserve the peace and order in the University, and to uphold and preserve its smooth and regular operations. Towards this end, and especially in cases requiring immediate response when such cases occur between meetings of the Board, he/she shall take such action and arrangements as he/she may deem necessary and proper, so that the interest of the University will be protected. (n)
- g. the President shall be the Campus Director of the Main Campus and shall be assisted in this function by the currently designated Deputy Campus Director from among the Vice Presidents. (n)

ARTICLE 32. Specific Powers and Duties. The President shall exercise the following specific powers and duties:

- a. to recommend qualified persons to fill all vacancies and new positions, from those of the Vice-Presidents, Deans, Campus Directors, Directors, Department Heads, Assistant Directors, heads of offices including those in the Campuses and extensions, and other officials and employees, and to make such appointments as are officially permitted or delegated to him/her

by the Board of Regents. No vacant positions shall be filled without prior authorization by the President; (n)

- b. to accept the resignation of University officials and employees, grant or deny leaves of absence with or without pay, or extend the same (Art. 29 par. a, TUP Code of 1986);
- c. to approve the retirement applications of the faculty members and other employees (Art. 29, par. c, TUP Code of 1986);
- d. to grant fellowships and scholarships for a period not exceeding three (3) academic years, subject to budgetary and similar considerations, and for reasons he/she may deem important and to give authority for training, fellowship, scholarship, or attendance of faculty and employees to seminars and conferences, sponsored by local and international agencies or organizations, subject to University rules and regulations (Art 29, par.d, TUP Code of 1986);
- e. to make *ad interim* appointments, and renew appointments for not more than one (1) year if the budget permits and the services are necessary; (TUP Code of 1986);
- f. to transfer faculty members and employees from one department, unit, or from one Campus of the University to another, or assign them additional duties, or relieve them of some or all of their duties, in the exigency of the service and upon consultation with concerned University officials, or upon their recommendation; (Art. 29, par. f, TUP Code of 1986);
- g. to supervise and control, through the Vice President for Academic Affairs, the Campus Directors, the Dean of Student Affairs, and other responsible officials, the extra-curricular activities of students, and to promulgate reasonable rules and regulations affecting the organization and operation of student organizations. The President through the officials herein mentioned, shall aim to safeguard the funds and property of the student organizations, and to protect the persons and interest of the members (n);
- h. to hold University officials and employees to the full discharge of their duties, and, when there is legal ground to do so, initiate disciplinary action against any erring official or employee in accordance with Civil Service and other relevant laws, rules, and regulations (Art. 31, TUP Code of 1986);
- i. to execute and sign in behalf of the University all contracts, deeds, and other instruments necessary for the proper conduct of the business and affairs of the University subject to prior authorization by the Board. However, in regular recurring undertakings and transactions where his action is virtually ministerial, or when he could not be physically present in the signing, and

where the conditions and terms therein having been fixed in the University, existing regulations, and general laws, he may direct through appropriate written instructions that approval in specific cases be made in his/her behalf by officer of the administration or heads of the University offices, units or Campuses, subject to such safeguards as he/she may impose (Art. 33, TUP Code of 1986, modified);

- j. to accept donations, grants, or any gratuitous dispositions of money or real or personal property in favor of the University or any of its units, provided that no onerous considerations or expenditure by the University is entailed thereby, and subject to Article 11, paragraph (c) and Article 344 of this Code (n);
- k. to modify, suspend or disapprove any action or resolution of any unit, office, Campus, or official of the University, if in his judgment, or upon the recommendation of responsible officials, the larger interest of the University so requires. He/she shall communicate in writing to those immediately affected the reason or reasons for his/her action, furnishing the Board a copy of his written communication, for the Board's information and appropriate action (Art. 35, TUP Code of 1986);
- l. to invite scholars and persons who have distinguished themselves in some learned profession or career to deliver lectures or assist in some projects, and for this purpose he/she may authorize the payment of honoraria for their services to be taken from the appropriate fund and at rates which shall not exceed the allowable rates (Art. 36, TUP Code of 1986);
- m. to designate, subject to his/her instructions and policies of the Board, in case of his/her absence for brief periods of time, a ranking officer of the administration who may be any one of the Vice Presidents or Deans, to act as officer-in-charge of the University, who shall carry out the day to day management of University affairs in the name of the President, provided that all vital decisions shall be referred to the President using whatever available means of communication (Art. 38, TUP Code of 1986);
- n. to prepare an annual report to the Board of Regents on the accomplishments of the past year and on the needs and targets for the current year, and to submit to the Board the annual budget of the University, with estimates of income and expenditures (Art. 32, TUP Code of 1986);
- o. to ensure the well-being of the faculty members and employees of the University through the conduct of health and wellness and sports activities among them, and to ensure the implementation of proper and adequate health programs, initiatives and protocols in the University (n); and

p. to perform such other powers and duties as may be provided to him/her by law or by the Board of Regents, or such which are usually pertaining to the Office of the President, and to delegate in writing the performance of any of his specific functions to any office or officer of the University (Art. 37, TUP Code of 1985).

Sub-Section 1. Officers and Offices Immediately Under the President

ARTICLE 33. The Officers/Offices Immediately Under the President. The offices immediately under the President are those enumerated in Article 25, paragraph (a) of this Code. They shall render specialized assistance inherent in, or as implied by, their respective office designations, subject to such additional functions as may be assigned by the President from time to time.

ARTICLE 34. The Office of the Chief Executive Assistant, Composition. The Office of the Chief Executive Assistant shall be composed of the Chief Executive Assistant and such deputies under him/her as the President may designate from time to time, to assist the President in the performance of his/her powers and duties, and the purposes and objectives of the Office of the President. (n)

ARTICLE 35. The Chief Executive Assistant, Duties and Functions. (n) The Chief Executive Assistant shall, subject to the control and supervision of the President, carry out the following duties and functions:

- a. to directly assist the President in the management of the affairs of the University, particularly in coordinating with the various units, Campuses and extension units;
- b. to assist in the implementation of presidential directives, orders, and decisions;
- c. to consult with the President on matters not requiring presidential discretion, and to decide for and in behalf of the President;
- d. whenever warranted by circumstances and if specifically instructed by the President, to sign for and in behalf of the President such correspondence, issuances, and papers not requiring specific presidential action;
- e. to coordinate, together with the legal consultants and counsels of the University, and through the Deputy Chief Executive Assistant, the legal affairs of the University, with concerned Government offices such as the Office of the Solicitor General, the CHED, the CSC, and similar judicial and quasi-judicial bodies; and
- f. to perform such other functions and duties which the President may assign to him/her from time to time.

ARTICLE 36. The University and Board Secretary, Duties and Functions. (n) There shall be a University and Board Secretary who shall be appointed by the Board of Regents upon the recommendation of the President. He/she shall be primarily in charge of reporting, recording, and of keeping the records of proceedings of the Board of Regents, the Executive Administrative Committee, the Executive Academic Committee, and the Academic and Administrative Councils in all Campuses as provided in this Code. He/she shall head the University Secretariat and shall exercise such powers as may be determined by the Board of Regents from time to time. He/she shall record the historical events of the University.

He/she shall have the following specific functions:

- a. to perform the duties of the Secretary of the Board of Regents. As such, he/she shall prepare the agenda and minutes of the meetings of the Board, as well as to prepare draft resolutions for study and deliberation by the Board; (Art. 42, TUP Code of 1986);
- b. to perform the duties of the Secretary of the University. As such he/she may be called upon by the President in the preparation of memoranda, orders, guidelines and other communications in cooperation with the Chief Executive Assistant and other concerned officials of the University;
- c. except the College Academic Councils, he/she act as the Secretary of the Academic and Administrative Councils in the Main Campus, and the Executive Administrative and Academic Committees, to be assisted by such officials specifically assigned in this Code to assist him/her in the tasks of finalizing the resolutions, the keeping of minutes, and documentation. He/she shall assist in the activities of the said Councils in the Campuses in order to ensure that all information necessary for the proper conduct of the affairs in the Campus Councils are properly coordinated and disseminated. He/she shall coordinate with the Campus Directors and with the other concerned officials of the University in ensuring the undertaking of the meetings, whether through face-to-face or on-line or hybrid methods; (n)
- d. to call the attention of the President or the Board of Regents on any legal issues or concerns which may affect the affairs of the University, in cooperation with the Chief Executive Assistant and the legal counsels, the Office of the Solicitor General, or consultants of the University; (n) and
- e. to perform such other duties and functions which are provided elsewhere in this Code and such that may be assigned to him/her by the Board of Regents or the President from time to time.

ARTICLE 37. The Office of the University Legal Counsel, Duties and Functions (n). There shall be appointed a University Chief Legal Counsel who shall head the Office of the University Legal Counsel. He/she shall have the following duties and functions:

- a. to advise and assist the President in all legal matters that relate to, and concern the University, its administrative and academic operations, and its relations with other governmental and non-governmental agencies in cooperation with the Chief Executive Assistant in accordance with pertinent provisions of this Code;
- b. to act as legal consultant to the Board of Regents;
- c. to act as Chief Legal Counsel of the University , subject to deputization by the Office of the Solicitor General, in cases filed in courts or quasi-judicial bodies in civil, criminal, and administrative cases involving the University or any of its officials, in the course of their performance of official duties;
- d. to render legal opinions and advice on official matters to the President or the Board of Regents, and on matters involving legalities on actions undertaken by University officials and employees in the course of performing their duties;
- e. to perform such functions relevant to the cases submitted to the Grievance Committee and other committees relevant to personnel discipline, and to conduct regular investigations or hearings over cases and issues, and act as hearing officer upon instruction by the President;
- f. to perform such other duties and functions as the President may assign to him from time to time.

ARTICLE 38. The Office of the Internal Audit Service, Duties and Functions. (n) There shall be an Office of the Internal Audit Service composed of the Head and his assistants, to perform the following duties and functions:

- a. to assist the President and other key officials in achieving greater efficiency, economy and effectiveness in the operations of the University, by detecting fraud, waste and errors in the use of public funds and property;
- b. to ascertain the reliability and integrity of the University's financial and operational information, and the means used to identify, measure, classify, clarify and report such information;
- c. to ascertain the extent of the University's compliance with government policies, plans and procedures, and laws and regulations relevant to

University operations, and on the basis of his findings, recommend remedial measures which may be necessary and proper;

- d. to review, in accordance with instructions of the President, the operations and programs of the University, for the purpose of ascertaining their consistency with the established objectives and goals or whether they are being carried out as planned or not;
- e. to recommend corrective actions on perceived operational deficiencies;
- f. to serve as liaison between the University and the Commission on Audit on matters pertaining to the observations of the said body, and to report the same to the President and concerned officials, for the purpose of instituting remedial measures when warranted and to put in better order the financial and operational activities of the University; and
- g. to perform such other duties and functions relevant to his/her Office as may be assigned by the President from time to time and in accordance with Administrative Order No. 78, series of 1992 and other pertinent laws, rules and regulations.

ARTICLE 39. The Office of Public Affairs, Duties and Functions. (n) The Office of Public Affairs shall be headed by a Director who shall perform the following duties and functions:

- a. to establish linkages with the media, issue press releases from time to time, and disseminate and promote to the public the various activities, plans and programs, and achievements of the University;
- b. to act as spokesperson of the President to the media and the community, subject to the President's instructions;
- c. to maintain a documentary record of the various events in the University for the purposes of public relations and information;
- d. to coordinate with the Director of the University Information Technology Center for the creation and maintenance of social media accounts for the University such as Facebook, Twitter, Instagram, and other platforms and linkages for the purpose of informing the students and the community of the policies, programs, systems and procedures, developments and such other information which have to be disseminated;
- e. to act as medium between the students and the community on one hand and the University on another, and to maintain good relations with the former through the efficient response to their concerns, suggestions, and specifically, to answer their need for assistance and to address their

concerns. Towards the fulfilment of this duty, the University shall maintain an adequately staffed Social Media Unit to be managed by a Head; and

- f. to perform such other duties and functions as may be assigned to him/her by the President from time to time.

ARTICLE 40. The Campus Director, Duties and Functions. (n) The Campus Director shall exercise such duties and functions within the extent and limits provided in this Code. He/she shall act as the executive officer and the academic leader in the Campus, exercising general administration, supervision, and control over all programs pertaining to research, extension, resource generation, financial operations and other relevant and inherent functions appurtenant to the office. Specifically, he/she shall exercise the following duties and functions in coordination with concerned officials:

- a. to implement the instruction, research, extension, and production programs in the Campus in accordance with relevant laws, rules and regulations, and the pertinent provisions of this Code;
- b. to formulate strategic operational plans, effective management systems and procedures, infrastructure development, disaster risk and reduction, environmental sustainability, the administration of the maintenance of buildings and grounds, the maintenance and repairs of equipment, the operation of the Campus libraries, the admission of students, the operations of various facilities and offices, the supervision of student activities and discipline, and resource generation projects, upon instruction by, or approval of the President;
- c. to make and execute sound decisions guided by law, equity and fairness, and to monitor and evaluate outcomes of plans, programs, and activities being implemented;
- d. to preside over regular and special meetings of the faculty and the administrative personnel;
- e. to propose to the President and the Board of Regents, whenever applicable, contracts, instruments, deeds, and agreements between the University and persons, organizations or entities which in his/her judgment shall redound to the best interest of the University, including but not limited to contracts of service, memoranda of agreement, memoranda of understanding, business contracts, deeds, and infrastructure contracts. The President may, however, delegate the signing of the abovementioned documents to the Campus Director;
- f. to recommend to the President for appropriate action the appointment, designation, promotion, suspension, dismissal, resignation, and retirement

of faculty members and employees. Applications for leaves of absence shall be acted upon by the Campus Director, provided, that any leaves of absence exceeding thirty (30) days shall be recommended to the President for proper action;

- g. to recommend to the President the granting of scholarships, study grants, and fellowships for the faculty members and administrative personnel;
- h. to promptly and regularly comply and submit pertinent reports required by authorities such as financial, budget, annual and periodic campus reports, and projects and committee reports;
- i. to initiate appropriate disciplinary measures or actions against any faculty member or staff who violates the rules on discipline and proper norms and decorum of public office under existing Civil Service rules and regulations, the Code of Conduct and Ethical Standards for Public Officials and Employees, the laws against sexual harassment, the anti-cybercrime law, other pertinent laws, and University policies, and to administer student disciplinary action for violation of the rules and regulations on conduct and scholastic delinquency;
- j. to coordinate in behalf of the University with government officials and the business and industrial sector in the local governments units where the Campus is situated, provided that the President is informed and consulted, and that official reports shall be submitted by the Director upon instruction of the President;
- k. to perform such other duties and functions inherent to the position and those which may be assigned by the President from time to time.

ARTICLE 41. The Director, University Information Technology Center (UITC) Duties and Functions. The UITC shall be responsible for the development and implementation of the information technology system of the University. It shall be headed by a Director who shall perform the following duties and functions:

- a. to ensure an adequate and strong intranet, internet, communications and repair services through the design, development, implementation, management, and maintenance of ICT equipment and infrastructure in all Campuses;
- b. to administer the design, development, implementation, management and maintenance of software, information systems, and platforms for all academic and administrative processes in the University;

- c. to administer the development and application of the information technology platforms for on-line, distance, blended or modular learning, and whenever warranted, to initiate the purchase of equipment for this purpose;
- d. to coordinate with the academic sector for the training of faculty members on the operations of online, blended, distance or modular learning;
- e. to improve and sustain the communication processes between the units, students, the faculty and the community of the University through the available modes of communication and information delivery and to develop the official sites for the Campus websites, Facebook, Instagram, Twitter, and other similar modes of communication as may be developed;
- f. to ensure the submission of necessary data and information to Government agencies such as those required for universal access to education, budget preparation and implementation, and similar data;
- g. to create a data base of knowledge in the University through the gathering and compilation of the rich files, research outputs, prototype development manuals, instructional manuals, modules, and lectures of the faculty and the students and in the preservation, protection of and access to important data and preservation of the same;
- h. to act as consultant to the Campuses in the development of their ICT systems; and
- i. to ensure the submission of reports to government, non-government organizations, and other entities, in coordination with other offices in the University;
- j. to perform such other duties and functions as may be assigned by the President from time to time.

ARTICLE 42. The Director for Sports Development, Duties and Functions. (n) The Director for Sports Development shall be the head of the Office of Sports Development. As such, he shall perform the following duties and functions:

- a. to plan, prepare and organize the sports activities of faculty, students, especially those with disabilities, and administrative staff in coordination with the faculty associations and the association of administrative employees and national sports and cultural agencies. In the performance of this function in regard to the Campuses, he/she shall coordinate with the Campus Director. He shall be assisted by the Sports Coordinators and the Cultural Coordinators in the Campuses; (CMO No. 9, series of 2013)

- b. to promote and encourage sports competitiveness among student athletes and cultural performers to motivate them to give their best performance in their events on the principle that sports give life to, and instill pride and joy to the University constituents;
- c. to manage the preparations for the University's participation in the State Colleges and Universities Athletic Association (SCUAA), the National Athletic Association of Schools, Colleges, and Universities (NAASCU), and other inter-school sports and cultural competitions which the University may join (CMO No. 9, series of 2013);
- d. to initiate physical fitness activities among the faculty and administrative staff of the University through cooperation with all units and departments with the objective of integrating sports, health and wellness into the programs and social activities in the University;
- e. to ensure the recruitment of good athletes who will be willing to abide by the TUP academic culture of excellence, and to ensure that the athletes are well taken care of including their health, and accommodation for athletes who come from the provinces. The University shall seek to ensure that the student-athlete attains quality education while honing his or her skill and reaching his or her full potential as an athlete in an amateur sports setting. The University shall endeavor to develop athletes' dormitories whenever possible (RA 10676).

ARTICLE 43. The Director for Cultural Development, Duties and Functions. The Director for Cultural Development shall perform the following duties and functions:

- a. to plan, prepare and organize the cultural activities of faculty, students, especially those with disabilities, and administrative staff in coordination with the faculty associations and the association of administrative employees and cultural agencies. In the performance of this function in regard to the Campuses, he shall coordinate with the Campus Director. He shall be assisted by the Cultural Coordinators in the Campuses (CMO No. 9, series of 2013);
- b. to promote and encourage competitiveness among student cultural performers to motivate them to give their best performance in their events on the principle that cultural activities give life to, and instill pride and joy to the University constituents;
- c. to ensure the recruitment and training of good cultural performers who will be willing to abide by the TUP academic culture of excellence, and to ensure that the cultural performers are well taken care of including their health, and accommodation for cultural performers who come from the provinces. The University shall seek to ensure that the cultural performer attains quality

education while honing his or her skill and reaching his or her full potential as a cultural performer in cultural competitions and recitals. The University shall endeavor to develop cultural dormitories whenever possible (RA 10676);

- d. to provide a mechanism to promote Philippine Culture and the Arts and to perform such other duties and functions which the President may assign from time to time, relevant to his/her duties and functions (CMO No. 9, series of 2013).

ARTICLE 44. The Bids and Awards Committee (BAC). (Rule V, The 2016 Revised Implementing Rules and Regulations, RA 9184). The Technological University of the Philippines shall establish in the Main Campus a single BAC in order to facilitate professionalization and harmonization of the procedures and standards. In line with the standardization of procurement procedures and thrust towards strengthening the procurement function to increase operational efficiency and effectiveness, the Board of Regents as the Head of Procuring Entity (HoPE) shall aim to consolidate or unify all procurement activities of the Main Campus, whether locally funded or foreign-assisted, and whether pertaining to Goods, Infrastructure Projects or Consulting Services, subject to the following rules:

- a. for purposes of this Code, "**Procuring Entity**" shall refer to the Campuses of the University; (Section V, 2016 IRR, RA 9184);
- b. the HoPE may create separate BACs in the Main Campus and in each Campus or where the number and complexity of the items to be procured shall so warrant. Similar committees for decentralized and lower level offices in the University may also be formed when deemed necessary by the HoPE. The HoPE of the University shall be the Board of Regents, which may delegate such function to the President. (The 2016 Revised Implementing Rules, RA 9184, Article 82);
- c. for each BAC which may be formed, the HoPE shall designate at least five (5) but not more than seven (7) members of unquestionable integrity and procurement efficiency;
- d. the BAC shall be comprised of the Regular and Provisional Members. The Chairperson shall be at least a third (3rd) ranking permanent official of the Procuring Entity. One of the members in the Main Campus as Procuring Entity shall be an officer who is at least a fifth (5th) ranking permanent official, or if not available, an officer of the, next lower rank with knowledge, experience or expertise in procurement who, to the extent possible, represents the legal or administrative area of the Procuring Entity;
- e. another member shall be a permanent officer in the Main Campus as Procuring Entity who is at least of the fifth (5th) rank, or if not available, an

officer of the next lower rank with knowledge, experience and expertise in procurement who, to the extent possible, represents the finance area of the Procuring Entity;

- f. in the case of the Campuses other than the Main Campus, BAC members shall be at least a third (3rd) ranking permanent personnel, or if not available, an officer of the next lower rank;
- g. there shall be Provisional Members of the BAC. One shall be an officer who has technical expertise relevant to the procurement at hand and to the extent possible, has knowledge, experience and expertise in procurement. The other Provisional Member shall be the representative from the end user or implementing unit who has knowledge of procurement laws and procedures;
- h. the Chairperson and the Vice-Chairperson of all the BACs in the University shall be designated by the HoPE. Moreover, the Vice-Chairperson shall be a regular member of the BAC. For purposes of these provisions, "permanent" shall refer to a plantilla position;
- i. unless sooner removed for a cause, the members of the BAC shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of the HoPE. Upon expiration of the terms of the current members, they shall continue to exercise their functions until new BAC members are designated. In case of resignation, retirement, separation, transfer, re-assignment, removal, or death, the replacement shall serve only for the unexpired term: Provided, however, That in case of leave or suspension, the replacement shall serve only the duration of the leave or suspension. For justifiable causes, a member shall be suspended or removed by the HoPE;
- j. the BAC shall perform the functions and operational requirements provided in Sections 12 and 13 of the Revised Implementing Rules and Regulations for R.A. 9184;
- k. the Procuring Entity may grant payment of honoraria to the BAC members in an amount not to exceed twenty five percent (25%) of their respective monthly salary subject to availability of funds and in accordance with the guidelines promulgated by the DBM. The Procuring Entity may also grant payment of honoraria to the BAC Secretariat, subject to the relevant rules of the DBM;
- l. the HoPE through the VPPDSP shall ensure that the BAC, its Secretariat and TWG members, including other relevant procurement personnel are sent to attend procurement training or capacity development program. Within six (6) months upon designation, the BAC, its Secretariat and TWG

members should have satisfactorily completed such training or program conducted, authorized or accredited by the GPPB through its Technical Support Office; and

- m. the HoPE may delegate to the President such functions it may deem necessary to ensure the smooth operation of the BAC.

ARTICLE 45. The Vice Presidents, Duties, Functions and Role in the University. The Vice Presidents shall directly report to the President on matters arising from the performance of their duties and functions as identified and enumerated in the relevant provisions of this Code. They shall be directly responsible for the delivery of the services of the units under their jurisdiction in the Main Campus. They shall serve as Deputy Campus Director in the Main Campus on rotation basis and in accordance with University rules. As regards the other Campuses which deliver their services through the officials assigned to perform their duties and functions similar to the offices under the Vice Presidents, the latter shall perform functions of coordination, consolidation, and policy formulation as provided in relevant provisions of this Code. The Vice Presidents shall work with the Campus Directors whenever the performance of their duties and functions will necessitate direct intervention in the affairs of the Campuses as may be directed by the President from time to time and by this Code.

Section 2. The Vice President for Academic Affairs

ARTICLE 46. Appointment. The Vice President for Academic Affairs who shall assist the President on academic matters shall be appointed by the Board of Regents upon the recommendation of the President (Sec. 32, IRR RA 8292).

ARTICLE 47. Duties and Functions. The Vice President for Academic Affairs shall be directly responsible to the President for providing substantive inputs to University-wide planning, formulation of policies and standards, monitoring and review, and coordination of curricular, instructional, research and library services of the University. Specifically, he/she shall perform the following duties and functions:

- a. to assist the President in setting the directions of the academic programs to enable the University to respond to global and national development and changes in the field of education to maintain the relevance of the University's programs to the requirements of commerce and industry in the national and international stages;
- b. to initiate reforms and innovations for the implementation of the curriculum and academic programs of the University in accordance with the policies and standards set by the Commission on Higher Education and by the trends in the educational sector;

- c. to formulate strategic operational plans and effective systems and procedures to enhance the delivery of academic-related services, and to ensure that academic accommodation is made available to persons with disabilities and learners with special needs with proper consultation and conference with students with disabilities themselves, together with the teachers, parents, and other concerned persons; (CMO No. 9, series of 2013);
- d. to design and implement, in coordination with concerned offices, a University-wide continuing education program for the faculty, including development programs for professional and career advancement in identified priority areas relevant to the objectives and thrusts of the University, and to undertake important measures for the attainment of Centers of Development and Excellence among the academic programs of the University in coordination with concerned officials and departments;
- e. to engage in intensive development of curriculum-based instructional materials, modules and lectures available on-line or through the available and latest storage formats, or in printed form;
- f. to promptly and regularly render pertinent reports to the President and those required by authorities; and
- g. to perform such duties and functions as may be assigned relevant to his/her Office by the President from time to time.

Section 2-A. Colleges under the Vice President for Academic Affairs

ARTICLE 48. Colleges and Units Under the Vice President for Academic Affairs. Unless otherwise modified by the Board of Regents, the following Colleges with their program offerings shall be under the immediate supervision of the VPAA:

- a. **College of Science (COS).** The COS shall provide the following programs:
 - Master of Arts in Teaching Chemistry
 - Master of Arts in Teaching Mathematics
 - Master of Arts in Teaching Physics
 - Master of Arts in Teaching General Science
 - Bachelor of Science with Majors in:
 - Environmental Science
 - Computer Science
 - Information Technology
 - Information Systems
 - Bachelor of Applied Science major in Laboratory Technology

b. **College of Engineering (COE).** The COE shall provide the following programs:

Master of Science in Civil Engineering with Majors in:

General Civil Engineering
Geotechnical Engineering
Structural Engineering

Master of Science in Electrical Engineering with Majors in:

Electronics Engineering
Communications Engineering
Instrumentation and Control Engineering
Power System Engineering
Computer Engineering

Master of Science in Mechanical Engineering with Majors in:

Energy Engineering
Production Technologies

Master of Engineering with Options in:

Civil Engineering
Electrical Engineering
Mechanical Engineering

Bachelor of Science with Majors in:

Civil Engineering
Electrical Engineering
Electronics Engineering
Mechanical Engineering

c. **College of Industrial Technology (CIT).** The CIT shall provide baccalaureate programs and Graduate programs in:

Master of Information Technology

Master of Technology

Bachelor of Science with Majors in:

Food Technology
Hotel and Restaurant Management

Bachelor of Technology with Majors in:

Apparel and Fashion Technology
Culinary Technology
Print Media Technology

Bachelor of Engineering Technology with Majors in:

Construction Technology
Computer Engineering Technology
Electrical Technology
Electronic Communications Technology
Electronics Technology
Instrumentation and Control Technology
Mechanical Technology

Mechanical Technology with options in:

Mechanical Technology
Automotive Technology
Dies and Moulds Technology
Heating, Ventilation and Air-Conditioning/Refrigeration
Technology
Power Plant Technology
Mechatronics Technology
Railway Technology

d. **College of Industrial Education (CIE).** The CIE shall provide certificate, baccalaureate and Graduate course and programs in the following:

Doctor of Education with Majors in:

Industrial Education Management
Career Guidance

Doctor of Technology

Doctor of Philosophy in Technology Management

Master of Arts in Industrial Education with Majors in:

Administration and Supervision
Guidance and Counselling
Educational Technology
Curriculum and Instruction

Master of Arts in Teaching Technology and Home Economics

Master of Technology Education

Bachelor of Science in Industrial Education with Majors in:

Home Economics
Industrial Arts
Information and Communication Technology

Bachelor of Technical-Vocational Teacher Education with Majors in:

Animation
Automotive Technology
Beauty Care and Wellness
Computer Programming
Electrical Technology
Electronics Technology
Fashion and Garments Technology
Food Service management
Heating, Ventilation and Air-Conditioning Technology

Certificate Program for Professional Teaching

e. **College of Architecture and Fine Arts (CAFA).** The CAFA shall offer baccalaureate and Graduate degrees in the following:

Master in Architecture major in Construction Technology Management

Master in Graphics Technology with Majors in:

Architecture Technology
Industrial Design
Mechanical Drafting Technology
Bachelor of science in Architecture
Bachelor of Fine Arts Major in Advertising
Bachelor in Graphics Technology with Majors in:
Architecture Technology
Industrial Design
Mechanical Drafting Technology

f. **College of Liberal Arts (CLA).** The College of Liberal Arts shall offer a baccalaureate and Graduate degrees in the following:

Doctor of Management Science
Master in Management
Bachelor of Science in Entrepreneurship
Bachelor of Science in Business Administration Major in
Industrial management

g. **The Office of the Graduate School Programs.** The Office of the Graduate School Programs shall coordinate with the Colleges and Campuses in regard to their Graduate School offerings including the assignment of the subjects to the most qualified faculty members and the admission of the best and the brightest students from all over the world. The Office shall set the course for the development of the Graduate Programs in coordination with the Colleges which will include reviews in the curricula, recruitment of highly qualified faculty, the setting of a world-class research agenda, the determination of the best modes of delivery of Graduate education, the setting up of linkages with top ranking universities in Asia and the rest of the world for the joint offerings of Graduate programs. The Office of the Graduate School Programs shall be headed by a Director who shall have the following duties and functions:

1. coordinate with the College Deans for the proper implementation of the Graduate programs in order to assure their sustainability through the recruitment of highly qualified faculty members;
2. to ensure the offering of the academic programs at the highest and world-class level;
3. to initiate, in coordination with the Vice President for Research and Extension, quality research, theses and dissertations and to publish them in the Graduate School Journal and in peer-reviewed national and international journals known for their high academic standards;

4. to work for the establishment of linkages with the best universities and educational institutions in the Philippines, in Asia, and in the world;
5. to review the continued relevance of the curricular programs, to propose new programs, to review and adjust the curricula in line with the latest developments, and to determine the best modalities for educational delivery;
6. to act as consultant to the Campus Directors on the most appropriate ways of offering the Graduate Programs in the Campuses; and
7. to perform such other duties and functions which may be assigned by higher authorities from time to time.

Section 2-B. Departments Under The Vice President For Academic Affairs

ARTICLE 49. The Department of Alumni Affairs. (n) The Department of Alumni Affairs shall be responsible in coordinating and formulating the programs, projects and activities for alumni relations of the University. It shall coordinate closely with the Alumni Affairs departments of the Campuses and with the Alumni Federation and related organizations to harmonize activities as indispensable partners in the fulfillment of the development goals and programs of the University. The Department shall be headed by a Director who shall have the following duties and functions:

- a. to assist the President in setting the directions and plans towards establishing a vibrant and productive alumni relations;
- b. to revitalize and implement alumni activities and programs which will promote effective communication between the alumni and the University;
- c. to instill pride among the alumni and to encourage their participation in contributing to scholarships, employment of TUP graduates, professorial chairs, research grants, faculty development, physical infrastructure development and sports and cultural development;
- d. to develop a comprehensive alumni directory and to encourage alumni homecomings;
- e. to perform such other duties and functions as may be assigned by the President from time to time.

ARTICLE 50. The Office of Student Affairs. (n) The Office of Student Affairs shall take charge of the direction and supervision of the organized student activities conducted and sponsored by students and student organizations, subject to

University rules and regulations. The Department shall be headed by the Dean of Student Affairs who shall have the following duties and functions:

- a. to implement the University rules and regulations governing student activities sponsored by the Federation of Student Governments and the University Campus Student Governments and other authorized student organizations, in coordination with the College Deans and Campus Directors, in order to boost the potential of the students and to give them the opportunity to grow even beyond the boundaries of their academic activities, to ensure opportunities for meaningful socio-civic involvement such as volunteerism, environment protection and similar activities, and to encourage excellence, leadership, sportsmanship, and the spirit of healthy competition (CMO No. 9, series of 2013);
- b. to facilitate the solicitation of financial aid to the students in coordination with the Department of Alumni Affairs, scholarship donors and grantors, the Department of Industry Relations and Job Placement, and other concerned units of the University, and to manage the Tertiary Education subsidy of the National Government under the R.A. 10931 and R.A. 10687 and their Implementing Rules and Regulations. The parameters of the functions of the Office of Student Affairs in regard to the functions set forth in this Paragraph shall be defined in appropriate University rules and regulations.
- c. to implement remedial measures to help the students cope with the challenges of on-line education and in future similar concerns, in coordination with the Colleges and other concerned units of the University;
- d. to perform a major role in the enforcement of student discipline for acts or statements done by students whether within the premises of the University or outside of it, or in the social media, should such acts or statements materially affect their status as students or damage the good name and reputation of the University, in consonance with the tenets of responsible exercise of student rights, duties and obligations, Provided that in cases where a formal complaint has been filed and an investigation is conducted pursuant thereto, the Dean of Student Affairs shall act as the ex-officio Chairman of the Student Discipline Committee;
- e. to perform a major role in inculcating good manners and right conduct among the students, in instilling the good values of citizenship such as respect, discipline, responsible conduct towards the environment, social responsibility, hard work, perseverance, and the like for the enhancement and development of their full potential (CMO No. 09, series of 2013);
- f. to guide the student organizations in the conduct of fruitful and positive activities beneficial to the students and the University;

- g. to provide information and orientation services to the students through the development of an updated Student Handbook which shall be made accessible and available to all students, and which shall contain information on the University mission, vision, goals and the academic rules and regulations, student conduct and discipline, student programs, services and facilities, and such other information necessary for student development (CMO No. 9, series of 2013);
- h. to facilitate the economic enterprise development of the students through technical assistance in the development of student cooperatives, entrepreneurial activities, income generating projects and savings programs, subject to existing laws (CMO No. 9, series of 2013);
- i. to perform such other duties and functions as may be assigned by the VPAA and the President from time to time.

ARTICLE 51. The Department of Student Records, Admission and Registration (SRAR).

The SRAR shall have charge of admission, registration, schedule of academic calendar, examinations, scholastic records, commencements, and the publication of catalogues, releasing of scholastic documents, directories and announcements. It shall be headed by the SRAR Dean who shall perform the following duties and functions:

- a. to ensure the smooth and efficient flow of enrollment in coordination with the VPAA, the Deans and the Director of the University Information and Technology Center (UITC), the Cashier, the Department of Student Affairs, and other units involved in the enrollment process, through the most efficient and up-to-date on-line or face-to-face systems;
- b. to prepare the school calendar in consultation with concerned offices and to issue official announcements upon instruction of the President through the recommendation of concerned officials;
- c. to prepare catalogues containing information about the University, its program offerings, the curricula, history, faculty qualifications, facilities, administration and other vital data, in cooperation with the Director of UITC, and other concerned offices, for placement of the catalogues in the University website, or to cause them to be printed in attractive format;
- d. to administer the admission and registration system and to constantly introduce improvements thereon through the most efficient and updated on-line or traditional media and procedures, and to provide a liaison officer to assist international students with government agencies like CHED, Department of Foreign Affairs and Bureau of Immigration (CMO No. 9, series of 2013);

- e. to ensure the integrity and confidentiality of student records, and to ensure the prompt response to requests for Transcript of Records, Scholastic Records, Diplomas, certificates, and other similar documents; and
- f. to perform such other duties and functions which may be assigned to him/her from time to time.

ARTICLE 52. The Library. The Library shall be the repository of reading materials, books, theses and dissertations of students in all levels, e-books and e-journals, rare manuscripts pertaining to the history of the University which shall be available to researchers for examination, recordings of important meetings, declassified records of meetings of the Board of Regents, important and historical clippings from newspapers, captions from social media posts and other important documents and announcements. The Museum of the University shall be under the direct supervision of the Library Director through the faculty in charge of the unit. The Library shall be headed by the Library Director who shall have the following duties and functions:

- a. to supervise the operation of a unified library system in the Main Campus. The Director shall endeavor to establish additional specialized libraries for the Colleges and shall coordinate with the VPPDSP and VPAA for the identification of the possible facilities for development for this purpose;
- b. to plan and implement a sustained program of improving the quality and quantity of the University library acquisition;
- c. to lend support on the performance of the functions of the Campus and College libraries;
- d. to establish linkages with schools, institutions, libraries, museums and learning centers for the continuous sharing, acquisition, validation, and storage of information;
- e. to continuously professionalize the services of the Library with efficient and knowledgeable librarians and staff; and
- f. to perform such other duties and functions as may be assigned by the President and the VPAA from time to time.

ARTICLE 53. The Department of Guidance and Counseling Services. The Department of the Guidance and Counseling Services shall have the responsibility of providing programs and activities on guidance and counseling services to the students and to assist in faculty performance evaluation and in student entrance examinations. The Department's functions involve the use of an integrated approach to the development of a well-functioning individual primarily by helping him/her to utilize his/her potentials to the fullest and plan his/her future in accordance with

his/her abilities, interests, and needs. It includes functions such as psychological testing (as to personality, career, interest, study orientation, mental ability and aptitude), research, placement, group processes, teaching and practicing of guidance and counseling practices. (R.A. 9258, Guidance and Counseling Act of 2004)

The Department shall be headed by a Director who shall perform the following duties and functions:

- a. to supervise the administration of the entrance examination of students in coordination with the SRAR Department;
- b. to coordinate student orientation programs in cooperation with the Colleges and academic departments;
- c. to determine the level of achievement and capacity of students, their aptitudes, talents, strengths, skills, potentials, limitations, and to guide them in their choice of careers;
- d. to perform gender sensitive counseling activities to individual and groups of students to help them cope with the psychological challenges of college education, and the transitional period in their lives in a timely manner, including the establishment of an integrated service program that caters to the socio-psycho-cultural, academic and non-academic needs of international students (CMO No. 9, series of 2013);
- e. to sponsor seminars and group talks on responsible social media behavior, how to cope with cyberbullying, depression, the challenges of relationships, gender problems, and the like;
- f. to help maintain student discipline through gender sensitive individual and group counseling;
- g. to administer, in coordination with the Office of Human Resource Management, the performance evaluation of the faculty members, officials, and other employees of the University;
- h. to act as expert and resource person to the guidance and counselling units in the Campuses;
- i. to conduct continuing researches on issues relevant to the duties and functions of the Department and to publish the results in coordination with the Department of Research and Publication;
- j. to perform such other duties and functions which may be assigned by the President and VPAA from time to time and such functions specified in

CHED Memorandum Circular Number 9, series of 2013, and related laws and issuances.

ARTICLE 54. The Department of Industrial Job Relations and Placement (IJRP). (n) The IJRP Department shall be in charge of the supervised industrial training of the students to provide them relevant and comprehensive experience in the actual industry and work settings. The Department shall be headed by a Director who shall exercise the following duties and functions:

- a. to coordinate with businesses and industry for the purpose of deployment of the students to training in the said establishments, in accordance with relevant rules and regulations;
- b. to establish training agreements with business and industry which shall contain the terms and conditions of the students' training, the responsibility and rights of the parties, the systems for monitoring, and other related activities;
- c. to exercise supervision and control on training-related activities of the training coordinators and the student-trainees. The training coordinators, whenever possible, and through arrangements with the company, shall undergo adequate briefings by the representatives of the company to ensure the full and beneficial training of the students. The Director shall determine the most appropriate flexible learning modalities for students who will undergo industry immersion through on-line or distance modes in coordination with the host industries and businesses;
- d. to provide employment assistance to the students and the graduates of the University through regular career seminars and job placement services which may become available to them. Towards this end, the Department shall keep an inventory of available job opportunities from business and industry and other sectors. The Department shall sponsor job fairs in consultation with the Department of Labor and Employment (CMO No. 9, series of 2013);
- e. to conduct research on important concerns on the industrial training of the students, such as their skills in coping with the requirements of the job, the skills which must be developed, and how the University can better address such issues; and
- f. to perform such duties and functions which may be assigned by the President and the VPAA from time to time.

ARTICLE 55. The National Service Training Program (NSTP) Department. The NSTP Department shall provide the Civic Welfare Training Service (CWTS), the Literacy Training Service (LTS), and the Reserve Officers Training Corps

(ROTC) components of the NSTP. It shall be headed by a Director who shall perform the following duties and functions:

- a. to implement the NSTP program in the Main Campus only. The other Campuses shall have their own NSTP Coordinators;
- b. to design the most effective and efficient ways by which the Program can be implemented, with the objective of maximizing the benefit to the University and the community;
- c. to coordinate with the Armed Forces of the Philippines (AFP) for the implementation of the ROTC. The Director shall ensure the participation of the ROTC Unit of the University in the activities, competitions, and programs in ROTC sponsored by the AFP;
- d. to coordinate with the Local Government Units and Non-Governmental Organizations for the implementation of the program in the community;
- e. to design the most efficient delivery of the Program through on-line or flexible learning, as the situation may require;
- f. to recommend adaptive measures to the President and the VPAA on the coping strategies for the efficient implementation of the Program; and
- g. to perform such other duties and functions which the President and the VPAA may assign from time to time.

ARTICLE 56. The Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) Department. The ETEEAP Department shall implement a comprehensive assessment program at the tertiary level that will recognize, accredit, and give equivalencies to knowledge, skills, attitudes and values gained by individuals from relevant work in accordance with the pertinent rules and regulations issued by CHED and by other concerned government agencies. It shall be headed by a Director who shall have the following duties and functions:

- a. to manage the implementation of the Program in accordance with standards and established guidelines and procedures issued by CHED and other agencies;
- b. to implement a sustained information dissemination on the ETEEAP services provided by the University to assure the viability of the Program;
- c. to maintain the integrity and reliability of the Program to ensure the trust and confidence of the community on it;
- d. to submit to the President and VPAA periodic reports on the accomplishments of the Program;

- e. to act as consultant and expert to the ETEEAP units of the Campuses whenever such are given permits to operate by the CHED; and
- f. to perform such other duties and functions which may be assigned by the President and the VPAA from time to time.

Section 2-C. The College Dean and the College Secretary

ARTICLE 57. The College Dean, Duties, Functions and Appointment. (n) For each College in the Manila Campus there shall be a Dean, to be appointed by the President from among the members of the faculty of the College, or in the absence of a qualified faculty of the said College, from another College or from qualified applicants from the outside, subject to approval by the Board of Regents. The manner of searching for candidates to the Deanship shall be in accordance with the University standards, rules and regulations, to be set after the enactment of this Code. The Dean shall have the following duties and functions:

- a. to be the Presiding Officer of the faculty of his/her College, to notify the VPAA of all faculty meetings, and to furnish the latter with their agenda and minutes. He/she shall be an ex-officio member of all groups or committees created therein and shall participate in all undertakings of the College;
- b. to exercise direct supervision over all the faculty members of his/her College, and to motivate them in the performance of their functions, and to be available to the constituents and the publics of the College for consultation;
- c. to supervise the admission and classification of students in accordance with University policies, rules and regulations;
- d. to be responsible for the orderly behavior, discipline and welfare of the students of the College. He/she shall coordinate with the Dean of Student Affairs in the general supervision and administration of the affairs of the students of the College. He/she shall endeavor to create a student assistance fund in cooperation with the Alumni Federation to assist students who might encounter problems in their studies, particularly in regard to online learning. He/she shall have the authority to impose disciplinary action to erring students, up to the extent which may be authorized by University rules and regulations and by this Code;
- e. to be responsible for the conduct and discipline of the faculty members and staff in the College, and to ensure that no unauthorized collections or activities shall be held. The Dean shall have the authority to add subjects to the teaching load of a faculty member, or to relieve any faculty member of any or all of his loads after due process whenever warranted, if in his

judgment such decision is vital for the orderly continuity of instruction of to prevent damage or abuse on the part of the faculty member, after consultation with the VPAA, and to file charges against any faculty member for violation of the rules of discipline in accordance with law, and University rules and regulations;

- f. to prepare the teaching assignments of the faculty members in the College in cooperation with the other Deans in cases where the services of faculty members in one College may be needed in another. The Dean shall be the Graduate Program supervisor and coordinator in the College;
- g. to encourage his/her faculty members to conduct researches, write books and articles, and prepare modules and instructional materials for use in face-to-face, blended, or online learning;
- h. to submit to the President an annual report of his/her College and such reports which the President may require;
- i. to make a written report to the VPAA, two months before the beginning of each term, of the personnel needs in the College, stating the jobs to be filled and the qualifications required therefor;
- j. to propose to the VPAA promotions, demotions, transfers or removals of members of the faculty and staff, provided that, after due consideration, the VPAA shall in turn submit such proposals to the appropriate body in the University, subject to policies, rules and regulations;
- k. to initiate innovations in the educational delivery modes of the College in order to address changes in the educational environment, and to study proposals affecting courses of study, exchanges, aids, and similar matters received by his/her College from any source from within or outside of the University, to the VPAA for possible inclusion in the agenda of the Academic or Administrative Council. He/she shall be the presiding officer of the College Academic Council;
- l. to keep updated on the changes required in the curricula of the College in accordance with the pronouncements of CHED, and to propose changes in the same upon recommendation of the faculty of the College;
- m. to recommend the appointment of the College Secretary and department heads for each discipline who can assist him in performing his functions. The department heads shall be in charge of proposing to the Dean the subject offerings of the department, and shall assist the Dean in the loading of the faculty, the advising of students, the admission of freshmen applicants and such other first line functions as may be assigned by the Dean from time to time;

- n. to perform such other duties and functions as may be needed to ensure the attainment of quality education in his College and such as may be assigned by the VPAA and the President from time to time. Should the Board of Regents authorize the creation of a college in the Campuses with a Dean as its head, such Dean shall exercise such duties and functions in accordance with this Article and such as may be specified by relevant rules and regulations.

ARTICLE 58. The College Secretary, Duties and Functions. There shall be a College Secretary who shall assist the Dean in the day to day activities of the College. Specifically, he/she shall perform the following duties and functions:

- a. to prepare and review communications, correspondence, and the minutes of faculty meetings, to prepare the pertinent reports, and to serve as the permanent custodian of the permanent records of the College;
- b. to supervise the enrollment in the College in accordance with the University enrollment system, to act as admission officer in the Graduate Program of the College, to implement in coordination with the department heads the College admission requirements, and to assist the students in coordination with the department heads in the evaluation of their curricular performance, and other curricular concerns of the students;
- c. to ensure that the facilities and equipment of the College are in good order and to make a list of the needed improvements in the College;
- d. to assist the Dean in monitoring faculty attendance to their classes and to look into student delinquencies for purposes of initiating corrective measures, and to ensure that all existing policies and academic standards of the College and the University are faithfully carried out, including the monitoring and implementation of the academic programs and the curricula; and
- e. to perform other duties and functions which the Dean may assign from time to time.

Section 3. The Vice President For Research and Extension (VPRE)

ARTICLE 59. Appointment. The Vice President for Research and Extension who shall assist the President on all matters pertaining to the research and extension functions of the University shall be appointed by the Board of Regents upon the recommendation of the President.

ARTICLE 60. Duties and Functions. The Vice President for Research and Extension (VPRE) shall be directly responsible to the President for the formulation of a vibrant,

dynamic, and productive research and extension culture in the University. Specifically, he shall exercise the following duties and functions:

- a. to assist the President in the formulation of guidelines and policies on research and development and on extension programs and agenda through the Research and Extension Committees (RECs) of the different Campuses. The RECs shall have such compositions and functions as shall be provided in specific University rules and regulations;
- b. to propose the creation of Research Centers for specialized research fields and activities to allow the faculty members and researchers to concentrate their efforts towards their specific research interests;
- c. to work for the generation of resources needed to support research, development and extension programs;
- d. to coordinate with the Colleges, Campuses, and the academic units of the University and with the academic community for the dissemination of the research and development outputs of the University. Towards this end, the VPRE shall work for the publication of the research outputs in respected, non-predatory and legitimate national and international refereed journals and in in-house journals and publications;
- e. to assist the researchers and inventors of the University in the protection, licensing, patenting and copyrighting of their work as well as in the marketing of their inventions and publications, for the transfer of the technology they have generated, for commercialization, and incubation of the innovations and inventions they have produced;
- f. to propose a viable and reasonable reward and incentive system for publication and patenting, including commercial and extension applications arising from research and development activities;
- g. to supervise the short-term non-degree courses being offered by the University in connection with the industrial research and training project. Such courses shall be opened to the public as part of the extension activities of the University in all Campuses;
- h. to propose agreements with local government units, and local and international organizations and educational institutions for the delivery of the extension activities of the University. Such activities shall be conducted in coordination with the Colleges and Campuses as part of their educational delivery program services; and
- i. to perform such other duties and functions which the President may assign from time to time.

Section 3-A. Offices under the Office of the Vice President for Research and Extension

ARTICLE 61. The Research, Publication and Development Center (RPDC). The RPDC shall be in-charge of enhancing the research activities of the University in coordination with the Colleges, Campuses and other units, and in consolidating the research outputs generated. The publication of the research outputs shall be the responsibility of the RPDC. The Center shall be headed by a Director who shall have the following duties and functions:

- a. initiate programs and projects designed to upgrade and enrich the research scholarship and creative activities of the University, in coordination with the Colleges, Campuses, and offices and institutions within the University and beyond it, by utilizing and harmonizing such expertise as may be available;
- b. to open up and maintain linkages with local and international institutions for collaboration in research and for the dissemination of the research outputs of the University;
- c. to work for the sourcing of funds and grants from government agencies and private institutions for commissioned researches and such researches which have national significance;
- d. to assist the researchers in the publication of their outputs in reputable and legitimate national and international research journals in accordance with ethical standards;
- e. to study and propose from time to time a reasonable and viable incentive system for approved researches. Any research proposal which shall entail advance funding from the University shall be embodied in a research contract between the University and the research proponent;
- f. to initiate and maintain the regular releases of RPDC-sponsored learned printed and/or on-line journals and compendiums which shall contain the abstract or summaries of researches and articles on the intellectual outputs of the faculty members in the University;
- g. to facilitate the development of scientific and technical knowledge and progress in the national economy by encouraging the standardization and modernization of units and standards of measurements to adapt to the needs of the times, thereby complying with international standards and protecting the health, interest and safety of the students and the citizens of the country (R.A. 9236); and
- h. to perform such other duties and functions relevant to his/her office as may be assigned by the VPRE from time to time.

ARTICLE 62. The Integrated Research and Technological Education Training Center (IRTETC). The IRTETC has been conceived by the Philippine-Japan Friendship Association as the Integrated Research and Training Center or IRTC in 1982. As such, it catered to the training requirements of various educational institutions, industries, companies and businesses in the country in the fields which it provided. As an integral part of the University, the IRTETC shall provide specialized technological education training to the same clientele it has been serving and shall expand their reach to the people of the community, and in the fulfilment of this mandate, to extend the expertise of the University through the development of medium, small and micro-industries, business incubation, commercialization, and production.

The Center shall provide non-degree programs and short-term courses in construction technology and management, manufacturing and energy technology, power and electronics technology, information management and computer technology, multimedia printing and publication technology, and audio-visual multimedia technology. The Center shall likewise undertake cutting-edge research in energy sustainability and environmental preservation, instrument calibration, and in the development of new technologies in support of the nation's economic advancement. The Center shall be headed by a Director who shall have the following duties and functions:

- a. to design the offerings of the Center in cooperation with the faculty members therein and from other units, and to monitor the quality of the implementation of the programs and courses;
- b. to initiate linkages and agreements for resource generation and funding for the research initiatives of the Center, and for the adequate and state-of-the art delivery of its offerings;
- c. to initiate significant researches in energy sustainability and environmental preservation, the development of new technologies, and for start-up projects in industry through the development of medium, small and micro-industries, business incubation, commercialization, and production;
- d. to initiate and implement national and international research conferences in the fields of engineering and technology innovation in cooperation with the RPDC and various Colleges and Campuses and with government agencies or private entities which may lend support to such undertakings;
- e. to initiate the creation and design of the regular and special offerings of the Center in consultation with client organizations and individuals based on their specific requirements, and with the faculty members of the Center; and
- f. to perform such other duties and functions as may be assigned by the VPRE and the President from time to time.

ARTICLE 63. The Center for Linkages and Extension Services (CLES). The CLES shall be the arm of the University system in the development of linkages with local and international organizations, educational institutions, funding agencies, local government units, and national governments, and in bringing the educational services of the University to the people in the community. The CLES shall coordinate the extension services of the Colleges and shall collate data and reports on similar projects and activities from the Campuses. The CLES shall be headed by a Director who shall have the following duties and functions:

- a. to serve as the focal person of the University who shall act on requests for agreements from local and international entities with the University. The Director shall confer with the representatives of the counterpart institution for the purpose of ascertaining the most acceptable terms and conditions of the agreement. Conversely, the Director shall perform the same functions on the requests emanating from the University for such agreements;
- b. to consolidate the extension activities of the Colleges as an integral part of their functions, and to gather data and information, and to lend the Center's expertise to the Campuses on such activities. The CLES shall develop methods by which extension activities may be done on-line or by any other means of synchronous or asynchronous modes. The non-academic extension activities of the NSTP, the Sports and Cultural Department, and other units, shall be coordinated with the CLES for monitoring and for information;
- c. to gather the reports on all extension activities to be submitted to the CLES in the required format, and to organize forums for the sharing of information and experiences on the accomplished projects, whether held locally or internationally. The output of the extension projects shall be printed in an extension journal created for the purpose, which shall be initiated and maintained by the CLES;
- d. to coordinate and disseminate to all concerned the invitations for fellowships, scholarships, workshops with industries and other professional sectors whether local or abroad and to assist in the processing of the applications submitted by TUP students, faculty, and administrative staff; and
- e. to perform such other duties and functions which may be assigned by the VPRE and the President from time to time.

ARTICLE 64. The Center for Educational Media and Innovation Technology (CEMIT). The CEMIT shall be the arm of the University in the consolidation of the educational media production of the University system as answer to emerging educational developments where new multimedia technologies and applications are introduced with speed and consistency and in answer to situations where the

use of multimedia has become the primary method of delivering knowledge and skills to the community and the world.

Further, the CEMIT shall consolidate the best prototypes and inventions of the University which shall put emphasis to applications in educational media development and innovations with the objective of copyrighting or patenting the same. The CEMIT shall coordinate closely with the Colleges, the Library, and other concerned units of the University for establishment of the Educational Media Center. The CEMIT shall be headed by a Director who shall have the following duties and functions:

- a. to assist the VPRE in gathering the best innovation technology and prototype applications and inventions created by the students and faculty members of the University and to coordinate closely with the Deans and the Campus Directors through the existing support offices in the fulfillment of this task. Such prototypes and inventions shall be selected competitively and shall be submitted to the appropriate government agencies for copyrighting and patenting;
- b. to provide support to the invention and developmental projects of the University, and to propose a reasonable incentive system for the inventions and prototypes specially those which have been issued patents or copyrights, and for financial support in the process of copyrighting and patenting;
- c. to give direction to the creative activities in the University system by motivating the creators to prioritize identified needs of the educational sector and that of the nation;
- d. to work for the establishment of a multimedia library in coordination with the Colleges and the academic departments. The multimedia Library will gather into one center the video productions, applications, modules, recordings, video lectures, and the like, for the use and benefit of the students, researchers and the faculty members in the entire University; and
- e. to perform such other duties and functions as may be assigned by the VPRE and the President from time to time.

Section 4. The Vice President for Administration and Finance (VPAF)

ARTICLE 65. Appointment. The Vice President for Administration and Finance who shall assist the President on all matters pertaining to the administration of the University as may be set by this Code and on financial matters shall be appointed by the Board of Regents upon the recommendation of the President.

ARTICLE 66. Duties and Functions. The VPAF shall be directly responsible to the President in all matters pertaining to the administrative, auxiliary, and finance operations of the University within the limits set by this Code.

Specifically, he/she shall have the following duties and functions:

- a. to manage and supervise the operations of the administrative units in the Main Campus and perform coordinative functions with the other units and Campuses of the University through the formulation and dissemination of policies relative to his duties and functions;
- b. to take direct responsibility through the heads of the units in charge of the physical plant, security, and property and to create mechanisms to address disaster risk reduction, and to address the needs of persons with disabilities, in compliance with R.A. 10121 otherwise known as the Philippine Risk Reduction and Management Act of 2010 (CMO No. 9, series of 2013);
- c. to support the President in the formulation of policies on the administration, development, and management of the human resources of the University in coordination with the Director for Human Resources and the officers in charge of the said function in the Campuses, including the development of programs for career advancement of the faculty and staff;
- d. to assist the President through the Budget Officer in the preparation of the budget proposals, the release of funds, the preparation of the internal operating budget;
- e. to assist the President in the cash management in the University and to manage the controllership functions of the Accounting Office; and
- f. to perform such other duties and functions as may be required by the President from time to time.

Section 4-A. Offices under the Vice President for Administration and Finance

ARTICLE 67. The Office for Finance Services. The Office for Finance Services shall assist the VPAF in the financial affairs of the University and shall assume primary responsibility for all financial transactions and operations of the Main Campus of the University and shall assist in the financial operations of the Campuses whenever requested. The Office shall be headed by a Director who shall have the following duties and functions:

- a. to exercise immediate supervision over the Budget Office, and the Cash Disbursement Office;

- b. to provide technical support in the preparation of the University budget, and to draft an annual budget in coordination with the President, the Vice Presidents, the Campus Directors, and other concerned officials of the University;
- c. to supervise the consolidation and documentation of all income of the University including the Campuses and to assist in the assignment and distribution of the same in accordance with the formula which shall be adapted by the Board of Regents for this purpose in accordance with the One University Concept for the Technological University System;
- d. to assist in the receipt from the UniFAST of all incomes to which the University system is entitled;
- e. to ensure the accuracy in terms of amount, purpose and source of all information on income, payments and disbursement of funds;
- f. to maintain records necessary for effective budgetary control; and
- g. to perform such other duties and functions which may be assigned by the VPAF and the President from time to time.

ARTICLE 68. The Office for Administrative Services. The Office for Administrative Services shall assist the VPAF in the management and supervision of the civil security unit, motorpool services, medical and dental services and the supply and the property service in the Main Campus and may assist the Campuses whenever requested on programs and policies pertaining to these functions. The Office shall be headed by a Director who shall have the following duties and functions:

- a. to exercise immediate supervision over the Civil Security Unit, the Medical and Dental Services Section, and the Motorpool Section;
- b. to assist the VPAF and the Finance Services Director in the maintenance and operating expenditure programs of the Main Campus;
- c. to secure the building, physical facilities, and the students, faculty, staff, officials, and visitors in the Main Campus through the Civil Security Unit. The University shall outsource the security services to qualified contractors in accordance with R.A. 9184 unless otherwise determined by the Board of Regents;
- d. to ensure the most efficient use, repair, and maintenance of the vehicles of the Main Campus and to assist in requesting for the purchase of additional vehicles;

- e. to monitor the operations of the Medical and Dental Services Section in the Main Campus, and to coordinate with the Head thereof for the provision of adequate medicines, supplies and manpower in the Section to assure the health, safety and wellness of the faculty, staff, students and other personnel in the Main Campus; and
- f. to perform such other duties and functions as may be assigned by the VPAF from time to time.

ARTICLE 69. The Office of Auxiliary Services. The Office of Auxiliary Services shall be in charge of the maintenance of the physical and infrastructure facilities of the Main Campus. The Office shall be in charge of the supervision and monitoring of the Canteen operations and the proper contract compliance of the concessionaires. The Office shall be in charge of evaluating the applications for rentals of the Main Campus activities, and shall set the rates for approval by the Board of Regents. The operations of the Hostel shall be the direct responsibility of the Office. The Office shall be headed by a Director who shall have the following duties and functions:

- a. to manage the maintenance programs of the grounds and buildings and to implement preventive maintenance and repairs thereof through the trained manpower of the University and the janitorial services and to ensure that the buildings and facilities are safe and accessible especially to persons with disabilities and senior citizens, and that such buildings and facilities shall comply with government standards (CMO No. 9, series of 2013);
- b. to coordinate with the various offices in the Main Campus for the upkeep, proper use, calibration, and maintenance of the facilities, tools, implements and equipment in the Main Campus to ensure the effective delivery of services to the constituents of the University;
- c. to propose and implement updated guidelines for the proper operation of the Main Campus Hostel;
- d. to closely supervise the operations of the Main Campus Canteen and rental stalls and to enforce the compliance of the concessionaires to their contracts. The Director shall ensure the highest standards of cleanliness of the Canteen and stalls and set the criteria for safety and sanitary conditions and food choices in the food stalls. The Director and his counterparts in the Campuses shall coordinate with the local government for the safety of food service outside the University premises (CMO No. 9, series of 2013);
- e. to propose and implement the updated rates for the Hostel, Canteen and stalls and to determine the criteria for the issuance of the Certificate to Operate to be issued by the University to the food stalls (CMO No. 9, series of 2013);

- f. to process applications for rentals of the Main Campus facilities subject to applicable University rules and regulations;
- g. to prepare and submit pertinent reports on the operations of the Office of Auxiliary Services to the VPAF and the President periodically and as may be required; and
- h. to perform such other duties and functions as may be required by the VPAF and the President from time to time.

ARTICLE 70. The Office of Human Resource Development and Management Service.

The Office of the Human Resource Development and Management Service shall be primarily responsible for all activities related to staff development, personnel records, personnel performance evaluation, payroll preparation, and time keeping. The Office shall be headed by a Director who shall exercise direct jurisdiction on personnel matters in the Main Campus and shall act as consultant to the Campuses and units on such matters. He shall have the following specific duties and functions:

- a. to assist and advise the various departments and offices of the University system in the execution of their duties as required by law and by University rules and regulations involving personnel matters, such as examinations, recruitment and selection, retirement, resignation, personnel investigations and other personnel actions of similar nature;
- b. to assist in the development, formulation and execution of policies, regulations, and orders relative to personnel administration;
- c. to formulate and implement an accurate system of checking the daily attendance of the employees to their duties as evidenced by the daily time records, and to submit to the VPAF and the President periodic reports on absences, tardiness, and undertimes incurred by said employees, Provided that, upon instruction of the President through the VPAF, he may initiate the filing of disciplinary action against employees whose absences, tardiness and undertimes exceed the limits allowable under the law and by the University rules and regulations;
- d. to develop and implement a comprehensive human resource development program in coordination with the concerned units of the University and to submit pertinent reports to government agencies such as the Civil Service Commission, DBM, and the Congress of the Republic of the Philippines , whenever required;
- e. to inform the employees of their rights and obligations arising from employment, and to disseminate to the employees the latest pronouncements

from the Civil Service Commission and from other government agencies affecting the terms and conditions of work;

- f. to encourage employee participation in work improvement, to design an incentive system for employee performance rated as above ordinary, promote better employee-employer relations, and work for the upliftment of employee morale;
- g. to participate in the development and implementation of an effective and integrated performance appraisal system, merit and promotion scheme, grievance machinery, and job enrichment programs;
- h. to supervise personnel actions concerning appointments, promotions, transfers, leaves of absence and other personnel-related matters;
- i. to establish and maintain an up-to-date, accurate, complete and readily available personnel records for official use, and to maintain a University-wide personnel statistical data base for use in personnel planning and development and as may be required by government agencies;
- j. to establish close coordination with the various units of the University for the conduct of webinars, face-to-face seminars, workshops and trainings of employees; and
- k. to perform such other duties and functions relative to his/her office as may be assigned by the President and the VPAF from time to time.

ARTICLE 71. The Office of Accounting Services. The Office of Accounting Services shall be in charge of all matters pertaining to the accounting functions of the Main Campus and shall have coordinative and consultative functions with the accounting sections of the Campuses and units. The Office shall be headed by the Chief Accountant who shall have the following duties and functions:

- a. to organize and supervise the accounting operations in the Main Campus and maintain transparency in all transactions;
- b. to strictly apply the accounting and auditing principles and standards as well as the pertinent administrative and financial policies of the government;
- c. to maintain financial control and monitoring of Funds 101, 164, trust funds, fiduciary funds and others and certify to the availability of funds whenever needed;
- d. to assign, supervise, review the outputs and reports of the accounting personnel for purposes of personnel evaluation;

- e. to prepare, update, and submit the financial statements or reports and comply with all the reportorial requirements of the DBM, COA, CHED, and Congress. The Chief Accountant shall require the Campuses and units to submit the required reports and to collate the same for submission to the concerned government agencies;
- f. to make available for presentation or submission of the financial reports and status of financial operations of the University system to the President and to the Board of Regents;
- g. to sign vouchers, journals, financial statements, reports, bills, statements of account, trial balance, treasury warrant, treasury check, requisition of supplies and equipment and other similar requests;
- h. to be responsible for answering and responding to the various COA actions and notices including Audit Observation Memoranda (AOM), Notices of Suspension, and Disallowances and other similar action and notices in coordination with the Chief Legal Counsel;
- i. to recommend measures and render advise for the purpose of enhancing operational efficiency and effectiveness; and
- j. to perform such other duties and functions which may be assigned by higher authorities from time to time.

ARTICLE 72. The Supply and Property Office, Duties and Functions. The Supply and Property Office in the Main Campus shall be responsible for the inventory and disposal, recording of purchases, and the distribution of supplies, materials and equipment according to the schedules approved by the President. It shall be supervised by a Supply and Property Officer who shall perform the following duties and functions:

- a. to receive and record the delivery of supplies and equipment and to distribute them to the end-users in accordance with the schedules approved by the President;
- b. to conduct physical inventory of expendable and semi-expendable properties or assets of the University in the Main Campus and to establish and maintain records of such inventory;
- c. to maintain adequate storage and warehousing facilities for the storekeeping of the supplies and the implementation for effective controls for economic and careful handling;
- d. to supervise the disposal of unserviceable property in accordance with the government prescribed rules and regulations;

- e. to scrutinize requests for relief from liability over properties and to initiate such necessary actions in connection thereto in accordance with government rules and regulations; and
- f. to perform such other duties and functions which may be assigned by higher authorities from time to time.

Sub-Section 4-A. Offices Directly under the Director for Finance Services

ARTICLE 73. The Cash Disbursement Office. The Cash Disbursement Office shall be responsible for the receipt of money due to the University in the Main Campus and to release money to persons or entities duly entitled thereto. The Office shall be supervised by the Cash Disbursement Officer who shall have the following duties and functions:

- a. to administer the payment of salaries, wages, and other obligations of the University;
- b. to certify to the accuracy of the posting of cash advances, disbursements, collections and deposits and the balances in the cash book;
- c. to receive money or checks issued for payment of fees and receivables for the University, including the remittances from the UniFAST;
- d. to sign all checks for payment to the University creditors;
- e. to submit to the President the daily cash position report of the Main Campus; and
- f. to perform such other duties and functions incidental to his/her office which may be assigned by the higher authorities from time to time.

ARTICLE 74. The Budget Office, Duties and Functions. The Budget Office shall prepare the annual budget in accordance with the rules and procedures prescribed by the Department of Budget and Management and by the University President. It shall supervise the fiscal activities of the University in coordination with related offices. The Budget Office shall be supervised by a Budget Officer who shall have the following duties and functions:

- a. to prepare the draft of the annual, supplemental, and special budgets of the University system by reviewing, modifying, and consolidating the budget proposals of the different units and Campuses and incorporating them into one budgetary proposal for the University;

- b. to monitor and evaluate the fiscal management policies issued by government agencies particularly the DBM for proper and uniform application in the whole TUP system. The Budget Officer shall coordinate with the budget offices of the Campuses for the dissemination of information of such policies;
- c. to consolidate, analyze and interpret the results of the financial reports of the University System from all sources of funds and submit reports to the President, the DBM, the COA and other government agencies pertaining to such reports;
- d. to attend budget hearings in Congress and assist the President in justifying budget proposals to the reviewing authorities; and
- e. to perform such other duties and functions which may be assigned by higher authorities from time to time.

Sub-Section 4-B. Offices under the Director for Administrative Services.

ARTICLE 75. The Medical and Dental Clinic, Duties and Functions. The Medical and Dental Clinic shall provide outpatient health services and primary health care to be administered by licensed medical, dental, and allied professionals to ensure and promote the health and wellness of the students and employees of the University in the Main Campus. The Clinic shall perform limited emergency medical assistance. It shall also implement an annual physical check-up of the employees. The Clinic shall be supervised by a Head who shall be a licensed physician. He shall perform the following duties and functions:

- a. to take charge of the Medical and Dental Clinic to assure the adequacy of supplies, facilities, and materials, and the manpower of the unit to equip it to perform its functions optimally, and to keep updated health records including disability records for students with disabilities that are kept and maintained as required by the Department of Health and other related agencies (CMO No. 9, series of 2013);
- b. to lend assistance by way of expert evaluation on the occupational safety, sanitation and cleanliness of the Main Campus, and to coordinate with the Director for Auxiliary Services on the appropriateness and safety of the food services in the Main Campus;
- c. to implement an annual physical check-up of the employees of the University in coordination with the Medical and Dental Clinic Heads in the Campuses, and to establish mechanisms to promote healthy lifestyle and healthy environment, such as but not limited to healthy diet, physical activities, and no smoking and substance abuse, and controlled drinking of alcoholic beverages, and to work for a healthy environment inside and

outside the Campus in coordination with concerned units and LGU (CMO No. 9, series of 2013);

- d. to perform other duties and functions, like membership in important committees, which may be assigned by higher authorities from time to time.

ARTICLE 76. The Motorpool, Duties and Functions. The Motorpool shall be in charge of the operations and maintenance of the vehicles of the University in the Main Campus to keep them in good and safe condition, to provide effective transportation services to TUP employees and students, subject to University rules and regulations. The Motorpool shall be headed by a Supervisor who shall have the following duties and functions:

- a. ensure that the drivers are performing their duties and functions fully, to enhance their expertise, sense of professionalism, commitment to their job, and to be always mindful of the safety of their passengers;
- b. to ensure that the vehicles are in good condition through proper maintenance, and to coordinate with the Supply and Property Office for the adequacy of spare parts. The Director for Administrative Services shall ensure that funds are readily available in case the vehicles have to be brought to outside service centers for repairs and maintenance;
- c. to take charge of the annual registration of the vehicles with the LTO and insurance with GSIS, and to assist in the requisition of new vehicles; and
- d. to perform such other duties and functions which may be assigned by the higher authorities from time to time.

ARTICLE 77. Civil Security Office, Duties and Functions. The Civil Security Office shall be primarily responsible for the security of persons within the premises of the University in the Main Campus including the protection of the properties and premises. It shall be headed by the Civil Security Officer who shall have the following duties and functions:

- a. to safeguard and protect the employees and personnel, students, clients, premises, buildings, equipment, supplies, and other property from robbery, theft, pilferage, vandalism, fire and similar hazards. In this connection, he may conduct security checks and inspection on persons and vehicles entering or leaving the Campus premises, including incidental searches when necessary (CMO No. 9, series of 2013);
- b. to maintain peace and order in the campus and to monitor the happenings and incidents within the campus and its vicinity for reasons of security;

- c. to make representations with the police and other law enforcement agencies upon the instruction of the President for the purpose of maintaining Campus security; and
- d. to perform such other duties and functions which may be assigned by higher authorities from time to time.

Section 5. The Vice President for Planning, Development, and Special Projects (VPPDSP)

ARTICLE 78. Appointment. A Vice President for Planning, Development, and Special Projects who shall assist the President in the formulation and implementation of plans, developmental activities and special projects for the entire University system shall be appointed by the Board of Regents upon the recommendation of the President.

ARTICLE 79. Duties and Functions. The VPPDSP shall be in charge of formulating the developmental plans of the University, the developmental projects relating to physical plant and infrastructure, quality assurance and accreditation, and projects pertaining to gender and development and for special concerns of the senior citizens in the University. Specifically, he shall exercise the following duties and functions:

- a. to plan, in consultation with the President and other officials of the University, a periodic development plan, and to assist the President in setting the vision for the University and its role in national and international education;
- b. to oversee, coordinate and monitor the infrastructure projects of the University including all the aspects thereof such as the conceptualization of the project, the preparation of plans, the procurement process, and the implementation up to the completion through the offices assigned to perform such functions. Insofar as the infrastructure projects in the Campuses are concerned, the VPPDSP shall have the authority to monitor the progress of the same;
- c. to supervise the University activities pertaining to quality assurance particularly the ISO certification, and to consolidate all similar programs in all Campuses;
- d. to consolidate and coordinate the accreditation activities of all Campuses and units and to set goals for each process, always aiming to set high standards for the University;
- e. to coordinate and harmonize, through the Focal Persons assigned for the purpose, the programs and projects in all Campuses relevant to Gender and

Development and the Senior Citizen affairs, as well as similar concerns for Persons With Disability in coordination with the Campus Directors; and

- f. to perform such other duties and functions which the President may assign from time to time.

Section 5-A. Offices under the Vice President for Planning, Development, and Special Projects

ARTICLE 80. The Office for Planning Services, Duties and Functions. The Office for Planning Services shall be responsible for the formulation, in coordination with the Campuses, of the development and strategic plans of the University, including the various programs, activities, and projects. It shall be managed by a Director who shall have the following duties and functions:

- a. to assist the President and the VPPDSP in the formulation of the plans of the University in the development and management of resources and the dissemination of information thereof;
- b. to consolidate, evaluate, and monitor the developmental plans of the various units of the University. This will involve the active participation of the top leadership of the University, through the Director for Planning Services who shall organize meetings and conferences of said officials for periodic review of the objectives and mission of the University and all the units thereon;
- c. to set the evolving objectives of the programs, activities and projects of the University through constant environmental scanning on the trends in Philippine education and of the needs and requirements of the University's clientele, and to forecast future conditions;
- d. to propose revised objectives that will allow the University to cope with trends and changes, and in critical concerns, to work for alternative courses of action;
- e. to evaluate the success of the implementation of the previous plans and to propose corrective measures to be taken for a better and more effective implementation of such plans;
- f. to assist in the formulation of the Strategic Plan through a deep analysis of the competitive opportunities, the threats, strengths and weaknesses of the University, and to propose a continuing review of the University's vision and mission;
- g. to assist the middle level management of the University in formulating the Tactical Plans and the specific means for the implementation of the strategic plans;

- h. to assist the operational units of the University in the formulation and implementation of the specific action to support the Strategic and Tactical plans of the University; and
- i. to submit reports as may be required from time to time in coordination with all concerned offices and Campuses of the University; and
- j. to perform such duties and functions which the VPPDSP and the President may assign from time to time.

ARTICLE 81. The Quality Assurance and Accreditation Coordinating Services Office (QAACSO), Duties and Functions. The QAACO shall be in charge of coordinating the preparations and maintenance of the ISO Certification of the Main Campus and in the Campuses through their own QAACSO. The QAACSO shall likewise coordinate the preparations for the accreditation by the AACUP or by international accrediting organizations of the various programs in the University, with the Office of the VPPDSP as the lead office in consolidating all actions pertinent to the ISO and accreditation. The QAACSO in all Campuses shall be supervised by a Coordinator, while the QAACSO in the Main Campus, who shall exercise University-wide coordination and consolidation, shall be led by a Director. The Director and the Coordinators shall have the following duties and functions:

- a. coordinate the gathering of the data, requirements and resources and documents relevant to the ISO certification, Asian and World rankings, and to the Quality Management System of the University;
- b. to prepare and conduct ISO awareness programs for the information of all the constituents of the University to prepare the ground for full understanding of the importance of the ISO Certification and to assure the full cooperation of all the constituents for the achievement of this objective;
- c. to plan and implement the internal assessment of the activities, processes and resources in the various units and Campuses through their QAACSO in accordance with the standard quality objectives as may be required by the Performance-Based Bonus and the SUC Levelling such as the Office Performance Commitment Review and the Individual Performance Commitment Review, the standard operating procedures to ensure the quality, efficiency, and timeliness of the services, and the implementation of the standard documents and templates that are used for efficient operations such as class records, modules, and other relevant documents, for the purpose of improving on the University's accreditation status, service, and for the leveling of the University in general;

- d. to oversee, conduct and supervise the process of self-survey prior to the actual accreditation process by the accrediting agency, and to lead the team that will coordinate the visit, lead in the preparation of the programs, and to assist the accrediting teams in their visit;
- e. to lead in the discussions of the results of the evaluation with the President, the Vice Presidents and the Campus Directors in case of the Campuses and to constantly monitor the implementation of the viable recommendations of the accreditors particularly the problems, issues, needs, recognized strengths, productive activities, commendable programs, and other vital concerns revealed in the self-assessment and internal audit, and in accreditation;
- f. the QAACSO Coordinators in all Campuses shall coordinate in the activities for the Leveling of the University with the QAAC Office in the Main Campus as the lead office; and
- g. to perform such other duties and functions which may be assigned by higher authorities from time to time.

ARTICLE 82. The Infrastructure Management and Development Office (IMDO), Duties and Functions. The IMDO shall be in charge of the preparation of plans, the monitoring and supervision of infrastructure projects, and the identification of needed infrastructure development projects. The IMDO shall be managed and directed by a Head who shall have the following duties and functions:

- a. to supervise the Office in providing technical inputs and operational services on all matters pertaining to the sound implementation of infrastructure projects, from the preparation of plans to the completion and turnover of the same;
- b. to continually assess the needs for repairs and renovations in the buildings and facilities of the Main Campus, and assist in the implementation of the same in the other Campuses whenever requested;
- c. to coordinate with the VPPDSP on the rendering of technical support to the Campuses on their own infrastructure projects, whenever requested;
- d. to work closely with the Director for Auxiliary Services for the planning and implementation of building safety, and physical plant maintenance and repairs;
- e. to confer with the contractors during regular coordination meetings on on-going projects to assess the works being done on the same, and to submit recommendations to the VPPDSP and the President from time to time;

- f. to meet with the President, Vice Presidents and other concerned officials for briefing on the progress and status of infrastructure projects; and
- g. to perform additional duties and functions which may be assigned by the VPPDSP and the President from time to time.

ARTICLE 83. The BAC Secretariat/Procurement Unit. The HoPE shall create a Secretariat for each Procuring Entity of the University. The Secretariat will serve as the main support unit of the BAC. The existing Procurement Office in the Main Campus shall be designated as the BAC Secretariat for the said Campus. To strengthen and promote the professionalization of the University's procurement operations, the HoPE may create procurement units that may serve concurrently as BAC Secretariat in accordance with the guidelines issued by DBM. The Secretariat shall have the following functions and responsibilities:

- a. to provide administrative support to the BAC and the TWG;
- b. to organize and make all necessary arrangements for BAC and the TWG meetings and conferences;
- c. to prepare minutes of meetings and resolutions of the BAC;
- d. to take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented. The performance bond of the contractors and suppliers shall be under the custody of the Cash Disbursement Office and shall be kept in the vault of the said Office;
- e. to manage the sale and distribution of Bidding Documents to interested bidders;
- f. to advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- g. to assist in managing the procurement process;
- h. to monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- i. to consolidate the PPMP from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the 2016 IRR and prepare the APP in accordance with Article 342 of this Code; and
- j. to act as the central channel of communications for the BAC with the end-user of implementing units, PMOs, other units of the line agency, other

government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

ARTICLE 84. Support Staff. The HoPE shall assign a full-time and permanent support staff to the BAC Secretariat. The head of the Secretariat in the Main Campus shall be at least a fifth (5th) ranking permanent employee or, if not available, a permanent employee of lower rank; or shall be at least a third (3rd) ranking permanent employee in the Campuses, or if not available, a permanent employee of lower rank. In addition to integrity, the HoPE shall consider procurement proficiency as a factor in designating the head of the Secretariat and Procurement Unit. To expedite the procurement process, the HoPE shall ensure that the members of the BAC, its Secretariat and TWG, shall give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the said assignments at hand are completed.

ARTICLE 85. The Gender and Development Office, Duties and Functions. (RA 9710). It shall be an aim of the University to achieve gender equality in the University as a fundamental value that should be reflected in development choices and to give realization to the objective of empowering women as active agents and not just passive recipients of development. The University holds that men and women, including the students who will become vital performers for the progress of the nation, have concerns and experiences which are integral dimensions of the design, implementation, monitoring, and evaluation of policies, programs and projects in all social, political, civil, and economic spheres so that women and men may benefit and contribute equally. Each Campus of the University shall have separate GAD offices. The GAD Office shall be headed by a GAD Focal Person who shall exercise the following duties and functions:

- a. to plan, coordinate and review the implementation of GAD programs, activities, and projects based on the approved plans and budget as required by law;
- b. to prepare and submit performance reports to the University President and other concerned offices and government agencies and to recommend policy improvements to the President and other concerned officials;
- c. to gather and analyze gender-related data and to continuously conduct researches, research forums, and to have the outputs published in a dedicated GAD journal;
- d. to facilitate the conduct of gender advocacy and promotion through training;
- e. to assist the VPPDSP in the preparation of GAD plans; and
- f. to perform other duties and function which may be assigned by the VPPDSP from time to time.

ARTICLE 86. The Office for Senior Citizens, Duties and Functions. (RA 9257). It is an aim of the University to support the welfare of the Senior Citizens among its faculty and staff. The affairs of the Senior Citizens shall figure prominently in the planning for the development and progress of the University in recognition of the fact that Senior Citizens have skills, knowledge and status to be significant contributors to the institution, and in the fulfillment of this objective, all Campuses of the University shall have an Office for Senior Citizens. The Office shall be headed by a Focal Person with the rank of Head who shall have the following duties and functions:

- a. establish and maintain a Senior Citizens' Center that will serve as the general and information center for the needs of the senior citizens in the Campus with recreational, educational, and health facilities;
- b. to assist the VPPDSP in planning for a year-long program of activities which will engage the participation of the senior citizens, including programs for health planning, retirement planning, counselling, sports and nutrition for senior citizens, applicable work arrangements, and other similar activities and to provide funds therefor in accordance with law;
- c. to invite retirees from the University to participate as honored guests in important programs such as the University Week, graduations, recognition days, always assuring them of a prominent sitting assignment in the program, or to recommend selected retirees to participate in research projects which will utilize their expertise, and to the extent provided by University rules and regulations, to invite them to teach in programs where they have expertise; and
- d. to perform such other duties and functions which may be assigned by the VPPDSP from time to time.

ARTICLE 87. The Records Management Office (RMO), Duties and Functions. (RA 9470). The Records Management Office shall be responsible for the establishment and maintenance of an active continuing program for the management, preservation, use and disposition of the records of the University. There shall be a Records Management Office in every Campus of the University. It shall be supervised by a Records Management Officer with the rank of Director who shall perform the following duties and functions in accordance with University rules and regulations and pertinent laws:

- a. to establish and maintain an active continuing program for the creation, management, preservation, use and disposition of records in accordance with the provisions of Republic Act Number 9470. Such records shall include but shall not be limited to papers, memoranda, orders, publications of TUP faculty, books, articles or materials, whether in the form of

electronic, audio-visual, or print which by their very nature or characteristics have enduring value;

- b. to control, monitor and classify official communications for release and filing;
- c. to protect important University records that are important from economic, educational, legal, scientific, technological or other aspects, which are indispensable for the research of the history of the University and maintain a database through microfilming, digitizing and cataloguing of important documents and records;
- d. to establish an archive for the University and to assist the VPPDSP and other officials in the formulation of plans, and to coordinate with the University Museum for the preservation of historical records;
- e. to assist researchers in locating requested documents, with due regard to the provisions of the Freedom of Information Law and other relevant laws on the protection of persons;
- f. to authenticate copies of official papers or documents; and
- g. to perform such other duties which may be assigned by the VPPDSP and the President from time to time.

Section 6. The Offices under the Campus Director

ARTICLE 88. Offices and Officials Under the Campus Director, Duties and Functions.

The offices shall be supervised by their own officials. They shall report directly and be directly answerable to the Campus Director who shall exercise direct supervision over such offices in accordance with Article 40 of this Code. The offices shall perform the functions inherent in their operations as can be found in the functions of the offices similar to their own as provided in the relevant provisions of this Code and such as may be provided by the pertinent implementing rules of this Code. Further, such offices shall be as follows:

- a. **The Office of Academic Affairs.** This Office shall be in charge of the academic matters in the Campus. It shall supervise the implementation of the academic programs of the Campus, the review and revision of the curricular programs, the recruitment and selection of qualified faculty members, the implementation of the teaching load policies, the scheduling of classes, the formulation and implementation of student scholastic and disciplinary policies, the setting of the qualifications of the enrollees, and similar academic functions. The Office shall be headed by the Assistant Director for Academic Affairs (ADAA) who shall have direct supervision over all the functions of the Office. He shall have direct supervision over

the department heads of the various academic programs and also the library and online facilities. The Vice President for Academic Affairs and the academic Deans in the Main Campus shall assist the ADAA through the Campus Director in consultative capacity for the formulation of University-wide academic vision and academic policies and directions.

- b. **The Office for Research and Extension.** The Office of Research and Extension shall be responsible for the progressive implementation of the research programs of the Campus through a vigorous conduct of fundamental research which will seek to contribute to the enrichment of the body of knowledge of mankind. Further, the Office shall pursue applied researches which shall find better usage to the fundamental knowledge already available for the betterment of human life. The extension projects which will bring the services of the Campus to the community shall be a main concern of the Office. The publication of research and extension outputs shall be presented in forums and shall be published in reputable journals. The Office shall be headed and supervised by the Assistant Director for Research and Extension (ADRE) who shall exercise such duties and functions inherent in his Office as may be found in relevant provisions of this Code. The VPRE shall be limited to the function of consultation in regard to the functions of the ADRE in setting the research directions of the University.
- c. **The Office for Administration and Finance.** The Office for Administration and Finance shall be responsible for the proper planning and implementation of the infrastructure projects of the Campus. It shall be in charge of the upkeep and maintenance of the buildings and the facilities including the supplies and equipment. The Office shall supervise the job-related functions of the Campus including all the human resource aspects. Further, the Office shall take charge of the proper control of Campus funds through the Accounting Office and the Budget Office and in the preparation of the budget and the proper disposition of same. The office shall be headed and supervised by the Assistant Director for Administration and Finance (ADAF) who shall perform such functions which are inherent in his office and which may be found in relevant provisions of this Code. In the preparation of the University-wide budget, financial plans and developmental plans required by government agencies and needed for setting the visions for the University, the ADAF shall coordinate with the VPAA, VPAF, and the VPPDSP as may be required by the President through the Campus Director.
- d. **The Office of Planning, Development, and Special Projects.** The Office for Planning, Development, and Special Projects shall be in charge of the planning and implementation of the developmental and special projects in the Campuses. It shall like be responsible for quality assurance and for coordinating the units in accreditation activities. The management and

administration of the infrastructure projects shall be under this Office, including the BAC Secretariat and procurement unit. Other offices such as the gender and development office, the office for senior citizens, and the records management office shall be the responsibility of the Office of Planning, Development, and Special Projects. It shall be headed by the Assistant Director for Planning, Development, and special Projects.

- e. **Other Offices Under the Campus Director.** These offices shall perform such duties and functions inherent in the nature of their offices and shall be identical to the duties and functions of the similar offices described in this Code, subject only to the extent and limitations as provided in this Code and in University rules and regulations. All Campuses except the Main Campus and except as may be provided by pertinent University pronouncements, shall have the following officials: Accountant, Budget Officer, Head of Student Affairs, Librarian, Head of Physical Education, Sports and Cultural Coordinator, Campus Secretary, Focal Person for Gender and Development, Focal Person for Senior Citizens, NSTP Coordinator, and such other officials and offices which may be assigned or created from time to time.

Section 7. Program Offerings in the Campuses

ARTICLE 89. Program Offerings in the Campuses. Unless otherwise modified by the Board of Regents, the Campuses shall have the following program offerings:

- a. **Cavite Campus.** The Cavite Campus shall provide the following programs:
Bachelor of Science in Engineering with Majors in
Civil Engineering
Electrical Engineering
Mechanical Engineering

Bachelor of Science in Industrial Education with Majors in:
Home Economics
Information and Communication Technology
Industrial Arts

Bachelor of Technical Vocational Teacher Education with Majors in:
Electrical
Computer Programming

Bachelor of Engineering Technology with Majors in:
Computer Engineering Technology
Construction Technology
Electrical Technology
Electronics Technology Track: Industrial Automation Technology
Mechanical Technology
Mechanical Engineering Technology Track:

- Automotive Technology
- Power Plant Technology

b. **Taguig Campus.** The Taguig Campus shall provide the following programs:

Bachelor of Science in Engineering with Majors in:
Civil Engineering
Electrical Engineering
Electronics Engineering
Mechanical Engineering
Bachelor of Science in Environmental Science
Bachelor of Science in Information Technology
Bachelor in Graphics Technology with Major in Architecture Technology
Bachelor of Technical Vocational Teacher Education with Majors in:
Electronics Technology
Electrical Technology
Information and Communication Technology – Computer Programming
Information and Communication Technology – Computer Hardware
Bachelor of Engineering Technology with Majors in:
Automotive Technology
Chemical Technology
Civil Technology
Electrical Technology
Electronics Technology
Electromechanical Technology
Heating, Ventilation, and Airconditioning/Refrigeration Technology
Instrumentation and Control Technology
Mechanical Technology
Mechatronics Technology
Non-Destructive Testing Technology
Dies and Moulds Technology
Ladderized Bachelor of Science in Mechanical Engineering
Ladderized Bachelor of Science in Information Technology
Ladderized Bachelor of Engineering

c. **Visayas Campus.** The Visayas Campus in Talisay City, Negros Occidental and the satellite campus in Sagay City, Negros Occidental shall provide the following programs:

Bachelor of Science in Mechanical Engineering
Bachelor of Science in Electronics Engineering
Bachelor of Science in Mechatronics Engineering
Bachelor of Science in Instrumentation and Control Engineering

Bachelor of Science in Electrical Engineering
Bachelor of Science in Computer Engineering
Bachelor of Science in Chemistry
Bachelor of Engineering Technology with Majors in:
Automotive Engineering Technology
Chemical Engineering Technology
Electrical Engineering Technology
Electronics Engineering Technology
Manufacturing Engineering Technology
Electro-Mechanical Engineering Technology
Heating, Ventilating, Air-Conditioning and Refrigeration
Engineering Technology
Computer Engineering Technology
Mechatronics Engineering Technology

TUP Visayas in Sagay City

Bachelor of Engineering Technology with Majors in:
Automotive Engineering Technology
Electronics Engineering Technology
Heating, Ventilating, Air-Conditioning and Refrigeration
Engineering Technology

Section 8. The Extension and Satellite Campuses

ARTICLE 90. Extension and Satellite Campuses. The existing extension campuses in Cuenca, Batangas and in Lopez, Quezon, and the satellite campuses in Sagay City and Silay City, and any future extension or satellite campuses shall be supervised by their respective Extension Supervisor who shall exercise routinary, day-to-day supervision of the campus. Any major or out-of-the ordinary decision to be made shall be coordinated with the mother campus or unit through the available means of communication. Unless otherwise provided, the Cuenca Extension shall be under the direct supervision of the College of Industrial Education, the Lopez Extension under the College of Industrial Technology, and the Sagay City and Silay City satellite campuses shall be under the direct supervision of the Visayas Campus. Each extension campus shall offer academic programs which are relevant to the needs of the communities they serve.

Section 9. Final Provision

ARTICLE 91. Term of Office of the Officials of the University. Unless otherwise provided, the term of office of all designated officials of the University shall be three (3) years from the date of their designation to the position, except as may be deemed otherwise by the President. Any official may be re-designated to the same position upon the decision of the Board of Regents through the recommendation of the President.

BOOK TWO
CONDITIONS OF EMPLOYMENT

CHAPTER 1. GENERAL PROVISIONS

ARTICLE 92. General Provisions. The conditions of employment including the rights and privileges, the nature of employment, the eligibility to public office, the commencement of official relations, the termination of employment, the disabilities and inhibitions, and the liabilities concomitant with employment, shall be governed by this Code, by Civil Service law, by pertinent rules and regulations issued by government agencies, by pertinent budget and compensation laws, and by the provisions of the revised compensation classification system.

CHAPTER 2. COMMENCEMENT OF OFFICIAL RELATIONS

Section 1. Nature of Appointment

ARTICLE 93. Merit and Fitness. All appointments to any position in the University shall be made strictly on the basis of merit and fitness as provided by Civil Service law and by the Constitution.

ARTICLE 94. Civil Service Eligibility and Other Requirements. Administrative positions which require civil service eligibility shall be filled with appointees who meet the appropriate civil service eligibility. Members of the academic staff shall be exempt from any civil service examinations or regulations as a requisite to appointment, without prejudice to the right of the Board of Regents to impose other professional examination requirements relevant to the courses they will be teaching and shall be intended to maintain high academic standards. The Board of Regents may also set specific or higher standards for the faculty positions such as additional qualifications in experience, length of service, scholastic record, academic qualifications and others of similar nature, in order to absorb into the teaching force only the most qualified applicants [Sec. 31 2017 ORAOHRA, Revised July 2018].

ARTICLE 95. Prohibitions on Appointments. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation, and gender identity, civil status, disability, religion, ethnicity, or political affiliation. [Section 83, 2017 ORAOHRA (Revised July 2018)] The University shall strictly adhere to the Civil Service rules and regulations concerning nepotism, prohibitions on election-related acts, dual citizens, and other prohibitions provided under Rule XII of the 2017 ORAOHRA as revised in July, 2018.

ARTICLE 96. General Rule on Appointments. As a general rule, only those who meet the qualification standards prescribed for a particular position may be appointed to said position. The qualification standards for all positions shall be in accordance

with law and Civil Service Commission issuances, provided, however, that in the case of highly specialized, technical, or primarily confidential positions, the University, may, in the interest of the service, prescribe additional requirements, over and above the minimum qualifications in accordance with the Merit and Selection Plan to be formulated by the Human Resource Merit Promotion and Selection Board and the Faculty Selection Board which shall provide the guidelines, policies, and procedures in the evaluation, assessment, hiring and promotion processes. All appointments shall be made by the Board of Regents upon the recommendation by the President and on permanent basis, except when the exigencies of the service will require the issuance of contractual, or temporary appointments.

CHAPTER 3. THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AND THE FACULTY SELECTION BOARD (Rule IX, 2017 ORAOHRA Revised July 2018)

Section 1. The Human Resource Merit Promotion and Selection Board for Administrative Employees

ARTICLE 97. The Human Resource Merit Promotion and Selection Board (HRMPSB) for Administrative Employees. There shall be a Human Resource Merit Promotion and Selection Board for each Campus in the University which shall be created to assist the Board of Regents in the judicious and objective selection and career advancement of the administrative staff of the University. The HRMPSB shall be responsible for the judicious and objective selection of candidates for appointment in the University. The HRMPSBs in all Campuses shall submit to the President the report of assessment of the candidates, and except for the Main Campus, said assessment shall be accompanied by an endorsement of the best candidate for hiring by the Campus Director. In the exercise of sound discretion, the President may require the evaluation of the top five (5) candidates or less, and discuss with the Campus Director the reasons for his recommendation. The President shall decide on the winning candidate in the Main Campus based on the procedure herein provided. The President's decision on appointments of candidates for positions from Salary Grade 17 and below shall be final, but shall nevertheless be subject to the confirmation of the Board of Regents. However, he shall submit to the Board of Regents for approval the hiring of the candidates recommended for employment in positions with Salary Grade 18 and above.

ARTICLE 98. Composition of the HRMPSB. The HRMPSB in the Main Campus shall be composed of the VPAF as Chairperson, the Director of the Human Resource Development and Management Services, the head of the organizational unit where the vacancy exists, the Human Resource Management Officer serving as staff in the Office of the Human Resource Development and Management Services and who is directly responsible for recruitment, selection, and placement, or his designated alternate, and two regular and alternate representatives of the rank and file career employees from the first level and from

the second level, who shall be chosen by the duly accredited employees association in the Campus.

For the Campuses, the HRMPSB shall be composed of the Campus Director as Chairperson or the Assistant Director for Administration and Finance as his authorized representative, the head of the department where the vacancy exists, and two regular and alternate representatives from the first and second level who shall be chosen by the duly accredited employees association in the Campus.

The HRMPSB in all Campuses shall be appointed by the President. Any changes in the composition of the HRMPSB shall not be valid unless the order for such change is issued by the President. The President may modify the membership of the HRMPSB, provided it conforms to the prescribed composition. He may add a reasonable number of members, but the prescribed composition may not be reduced. The President shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.

Upon instruction of the Board of Regents upon the recommendation of the President, the HRMPSB for Executive and Managerial positions may be created in the University which shall be for Salary Grades 22 and above and shall be comprised, for the Main Campus, of the VPAF as Chair, the Director of the Human Resource Management Office, and any other official who shall be designated by the President as members. In the Campuses, the Chair shall be the Campus Director, and any of the Assistant Directors as members, as may be determined by the President. In the absence of the Executive and Managerial HRMPSB, the existing HRMPSB shall perform the functions of the Executive and Managerial HRMPSB.

The HRDM Office in all Campuses shall perform secretariat and technical support function to the HRMPSBs and to the Faculty Selection Board for the comparative assessment and final evaluation of the candidates, and other related functions as may be assigned by the Chairman.

Section 2. The Faculty Selection Board

ARTICLE 99. The Faculty Selection Board (FSB). For purposes of hiring employees who will fill up vacancies in the faculty plantilla either through an original appointment or promotion, each Campus shall have a Faculty Selection Board. The Chair shall be the VPAA, and a ranking faculty member chosen by the University President, Director of the Human Resource Development Management Services and the Dean of the College where the vacancy occurs, the Chairman of the department to which the appointee will be assigned, a ranking professor whose specialization is in line with the nature of the teaching position to be filled and who shall be chosen by the Dean of the college, requiring such expertise, the President of the CSC-accredited Faculty Association/Union

in the University, or if there is no accredited faculty association/union, a representative chosen through general elections, as Members.

The Chairman and members of the FSB in all Campuses shall be comprised of the ADAA as Chair, and such other members designated by the President in accordance with the composition provided in this Article and as provided under relevant rules and regulations issued by the CSC and other government agencies (CSC MC No. 19, series of 2005).

CHAPTER 4. CLASSIFICATION OF EMPLOYEES

ARTICLE 100. General Classification. The employees of the University shall be classified into Academic and Administrative Staff. The academic staff shall be composed of the Teaching and Non-Teaching Staff.

Section 1. Academic Staff

ARTICLE 101. Composition. The members of the teaching staff shall be classified as regular and non-regular members of the faculty.

ARTICLE 102. The Regular Members. The regular members of the faculty are those who occupy plantilla positions, chosen for such positions based on their qualifications. Unless otherwise provided by law, the regular members of the teaching staff shall include the following:

- a. University Professors
- b. Professors
- c. Associate Professors
- d. Assistant Professors
- e. Instructors

ARTICLE 103. The Non-Regular Members. The non-regular members of the teaching staff shall include the following:

I. For the Graduate Programs

- a. Professorial Lecturers
- b. Associate Lecturers
- c. Assistant Lecturers
- d. Visiting Professors
- e. Exchange Professors

II. For the Undergraduate Programs

- a. Part-time Professors
- b. Part-time Associate Professors
- c. Part-time Assistant Professors

d. Part-time Instructors

ARTICLE 104. Ranking, Per-hourly Rates and Compensation for the Lecturers and Part-time Teachers. The Director for Graduate Programs and the Deans shall implement an evaluation system for determining the academic rank, and consequently the per-hourly rates and other compensation, of the Graduate School lecturers and the undergraduate part-time teachers that shall be based primarily on National Budget Circular No. 461, or to apply the present SUC academic rank and per-hourly rate of the lecturer or part-time teacher in case he is connected with a SUC or a government agency. The faculty rank and per-hourly rate shall be indicated in the Contract of Service of the faculty concerned. The University, however, shall not be precluded from assigning the most appropriate rank and per-hourly rate to the faculty member which may be lower or higher than the evaluated rank, except for government employees who shall be entitled to such per-hourly rates based on formulas provided by law. Further, the University may set its own modified rates for part-time teachers and Professorial Lecturers which may depart from the mandated rates based on NBC 461. Such rates shall be indicated in the contract and shall be agreed upon by both parties. The modified rates shall not apply to those who are employed in SUCs or in government agencies.

ARTICLE 105. The Visiting and Exchange Professor. The President upon recommendation of the Dean or the Campus Director, may endorse to the Board of Regents the appointment of Visiting or Exchange Professors who shall serve for some special purpose for a limited period. Similarly, the University may send visiting professors to other institutions of learning upon recommendation of the President to the Board of Regents (Sec. 3, Article 117, TUP Code of 1986).

ARTICLE 106. First Day of Service of Non-Regular Faculty Members. The first day of service of the newly-hired non-regular faculty members in both graduate and undergraduate programs shall be reckoned on the first day of actual teaching; Provided, that⁷their teaching load form has been signed by the President in the Main Campus and by the Campus Directors in the Campuses, with the date of the signing clearly indicated therein.

ARTICLE 107. Temporary Appointments for Regular Faculty Members. An appointment issued to a regular faculty member who meets all the requirements of the position except the Master's degree shall be temporary, and may be subject to renewal every year for five years from the issuance of the first temporary appointment, where he is expected within such period to earn his/her Master's degree, otherwise, his/her temporary appointment shall no longer be renewed.

ARTICLE 108. University Professor. Subject to the accreditation and evaluation requirements for Professors in accordance with relevant laws and issuances, the President may recommend to the Board of Regents the appointment of any qualified faculty member to the rank of University Professor. A University Professor must be an

outstanding scholar and scientist, as evidenced by the quality of his publications and researches in his principal field of study and in allied fields. In addition to his expertise in one field, he must have a good acquaintance with at least one other subject within another field preferably in humanities, science and technology, social sciences and natural sciences. He must be known for intellectual maturity and objectivity of judgment, must have a high reputation as a professor among his colleagues and other scholars locally and internationally for his mastery of the subject of his specialization. The University Professor may be assigned to do research work, give lectures, or conduct seminars in any college or unit of the University. He must have a significant contribution to the University. He shall be directly accountable to the President.

Section 2. Academic Non-Teaching Staff

ARTICLE 109. Composition. The members of the academic non- teaching staff shall include:

- a. Research personnel composed of Researchers, Research Aides, Research Assistants, Research Associates, and Research Fellows
- b. Professional Librarians
- c. Professional Guidance Counselors
- d. Technical Specialists composed of Training Specialists, Laboratory Technicians, Information Specialists, and Training Officers
- e. Medical and Dental Staff

Section 3. The Administrative Personnel

ARTICLE 110. Composition. All employees and personnel of the University who do not belong to the academic staff shall constitute the administrative personnel. They shall include employees who are occupying plantilla appointments either on permanent or temporary status, casuals, substitutes, service workers on contractual arrangement such as contractual teachers or staff, and athletic coaches, trainers, and other athletic staff.

ARTICLE 111. Compensation. All administrative personnel shall be paid compensation as fixed by the Salary Standardization Law or such which are specified in their contracts which shall not fall below the prevailing minimum wage for workers in the Philippines, and such other compensation which shall be in accordance with law.

CHAPTER 5. MERIT, CAREER ADVANCEMENT, PERFORMANCE APPRAISAL

ARTICLE 112. Merit Plans. The University adheres to the merit and fitness principle in the recruitment, appointment, promotion, recognition, development and discipline of the faculty members and employees to ensure fitness, justice and excellence in attaining its mission. Towards this end, the University shall adopt an

appropriate merit plan for academic and administrative personnel which shall conform to existing Civil Service rules on the merit system. (Book V, E.0. 292)

ARTICLE 113. Career Advancement. Advancement in rank or position of employees in the University shall be by promotion or appointment to a higher or upgraded, or to a reclassified position, usually accompanied by an increase in salary. The University shall include in the Merit Plan, to be updated from time to time, the rules governing career advancement.

ARTICLE 114. Performance Appraisal System. The University shall establish a performance appraisal system for both the academic and administrative staff, to be administered in such manner as to continuously foster the improvement of employee efficiency. It shall be an organized and methodical system of evaluation and shall be administered in accordance with Civil Service rules and regulations and standards established by law.

The performance ratings of employees shall be used as bases for retention, promotion, or giving of awards (CSC Res. No 010112 and CSC MC No. 01, s. of 2001).

CHAPTER 6. TRAINING AND DEVELOPMENT, STUDY PRIVILEGES, STAFF DEVELOPMENT COMMITTEE, AND SUGGESTION AND INCENTIVE AWARDS

ARTICLE 115. Training and Development. To achieve the objective of the University's personnel development program in bringing about a highly educated and professional faculty and administrative staff, the University shall develop and implement a continuing program of training and development, and shall encourage its employees to pursue relevant higher studies. Further, it shall be the policy of the University to send qualified employees to seminars, conferences and trainings sponsored by outside entities. The choice of those who will undergo training and those who will attend the seminars and conferences shall be based on well-defined criteria.

ARTICLE 116. Educational Privileges. University employees including their spouse and children shall enjoy tuition fee benefits in accordance with University rules and regulations which may be issued by the Board of Regents from time to time.

ARTICLE 117. The Staff Development Committee. There shall be created a Staff Development Committee (SDC) in each Campus which shall be composed of the VPAA for the Main Campus and the ADAA for the other Campuses as Chairmen, the Director for Human Resource Development and Management as Vice Chairman for the Main Campus, the representative of the Faculty Association, and the Head of Human Resource Development and Management for the other Campuses, and such other members as may be determined by the President. The SDC shall be tasked to recommend the policies and guidelines that shall govern

the staff development programs, to prepare the plans and budget and to oversee their implementation, and to perform such other duties and functions which may be assigned under relevant University rules and regulations. The President, through the Executive Committee of the Administrative Council, shall harmonize and unify the policies and guidelines towards a consistent and equitable implementation of the staff development programs.

ARTICLE 118. Program on Awards and Incentives for Service Excellence (PRAISE). (CSC Resolution No. 010112 and CSC MC No. 01 s. 2001). The University shall adopt a Program, Awards and Incentives for Service Excellence (PRAISE) which shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the service for the University by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, and superior accomplishments which contribute to the efficiency, economy, or other extraordinary or above-ordinary acts or services for and in the interest of the public in general and of the University in particular.

ARTICLE 119. The PRAISE Committee. The PRAISE Committee shall be created which shall be comprised of such officials and employees to be specified under the University PRAISE system. The Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the University.

CHAPTER 7. GRANTS AND SABBATICAL

ARTICLE 120. Professorial Chair. The professorial chair is a grant supported by a special endowment to a deserving faculty member who has distinguished himself as a productive scholar in the fields of science, technology, humanities, and the arts. The grantee must have complied with the criteria for the granting of the award as provided under University rules. Such criteria shall include but shall not be limited to technical competence, teaching effectiveness, creativity, innovativeness, productive scholarship, commitment to the country and the University, and being an internationally-recognized and accepted scholar and peer. He shall perform the duties, functions and responsibilities appurtenant to his office as may be determined by the Board of Regents.

ARTICLE 121. Professor Emeritus. The honorific title of Professor Emeritus is awarded to a deserving retired faculty member of professorial rank who has contributed and continues to contribute to national and international scholarship and knowledge generation. He must be a distinguished scholar in his field of research at the national and international levels. The Professor Emeritus shall enjoy such benefits and privileges which may be granted by the Board of Regents.

ARTICLE 122. President Emeritus. The honorific title of President Emeritus may be granted to a President of the University whose term has expired and who has distinguished himself with excellent service to the University, who in his career has

contributed to the advancement of knowledge, and under whose term the University has developed and improved significantly. The title shall be granted by the Board of Regents according to the criteria which it shall set.

ARTICLE 123. Sabbatical Assignment. The Sabbatical Assignment is a special privilege granted to employees who are recognized and distinguished scholars who have rendered at least seven (7) years in service. The Sabbatical Assignment not exceeding one year, with full or partial payment of salary and other support, may be granted to qualified faculty members for the conduct of research, or for the improvement of their competency for service to the University. The terms and conditions of the grant shall be determined by relevant University rules.

The Sabbatical Assignment is not a privilege for which an employee shall be entitled after serving a given period of time. It is granted as a reward to an employee for outstanding performance and as an encouragement for future high performance. At the end of the grant, the grantee shall be required to submit a complete report of his outputs within a month from his return to service to ensure that the purpose of the grant is accomplished and fully achieved.

CHAPTER 8. SECONDMENT, DESIGNATIONS AND SPECIAL DETAIL

ARTICLE 124. Terms and Conditions of Secondment. Secondment is the temporary assignment of an employee to another agency or private institution. Secondment shall be governed by the rules of the University and shall be allowed only when so permitted by the Board of Regents upon recommendation of the President. Secondment to a private agency or to a career position in the government shall not exceed one calendar year renewable for a similar period. Secondment to policy determining, primarily confidential or highly technical positions in the Civil Service may initially be for two calendar years and renewable for a similar period. The other terms and conditions of the secondment, such as the period of the return to the University of the faculty concerned, shall be spelled out by the secondment authority to be granted by the Board of Regents upon recommendation of the President.

ARTICLE 125. Designations. Designation is a movement that involves an imposition of additional and/or higher duties to be performed by the employees of the University. It is temporary and can be terminated anytime at the discretion of the President or the Board of Regents. Designation may involve the performance of the duties of another position on a concurrent capacity or on full-time basis (ORAOHRA of 2017).

The Board of Regents, upon the recommendation of the President, shall designate the Vice Presidents, Deans, Directors, and heads of departments to assist in the implementation of the programs of the University. Such designations shall be valid for three (3) years from the time of the approval by the Board of

Regents, without prejudice to redesignation or until their successors shall have been designated and in accordance with University rules and regulations.

ARTICLE 126. Special Detail. Special detail shall include participation in an official capacity in project development, surveys, research, conferences, workshops, seminars, short-term courses, and similar activities. The special detail shall be subject to prior authorization by the President and to such conditions as may be attached thereto.

CHAPTER 9. HOURS OF WORK AND TEACHING LOAD

Section 1. General Provision

ARTICLE 127. General Provision. It shall be the duty of all employees to strictly observe their prescribed office hours as responsible and honest government employees. To leave the Campus during office hours to attend to personal business such as socials, events, functions, wakes, interments and similar activities should be with the permission of the Dean or the office head, and should, as much as possible, not interfere with their classes and work. Attendance to the aforementioned activities shall be charged to their leave credits in accordance with University rules and regulations.

The University shall promulgate rules and regulations for the most advantageous implementation of flexible working hours, as provided by Civil Service rules.

Section 2. Administrative Employees

ARTICLE 128. Hours of Work. All administrative employees shall render forty (40) hours of official service per week and shall be entitled to vacation and sick leaves, subject to Civil Service and University rules and regulations. They may be given teaching loads but only in schedules outside of their official time so as not to disrupt on-going administrative office work and subject to University rules and regulations. As such, they shall be considered part-time employees in respect to their teaching load.

Section 3. Regular Faculty Members

ARTICLE 129. Regular Faculty Members, Hours of Work. Regular faculty members are such whose service to the University is most often for full-time teaching except when assigned to render additional transitory services such as committee membership, student organization advising, coaching during the intramurals or other sports events, research and extension work, and the like. They shall render twenty-five (25) hours per week as their official time in accordance with pertinent University rules and Civil Service rules and regulations.

ARTICLE 130. Full-time Equivalent (FTE) of Faculty Loads. The FTE shall be eighteen (18) units or eighteen (18) hours of actual teaching per week which shall be within the official time of the faculty concerned subject to pertinent University rules and regulations and DBM requirements. The FTE may include unit equivalents for research and/or extension service as may be provided in the research or extension contract of the faculty with the University, subject to University rules and regulations. The FTE in Campuses under the trimestral system shall be 12 units or such number of hours as may be determined by University rules and regulations in accordance with this Article.

ARTICLE 131. Overload of Full-time Faculty Members. A faculty member shall be allowed a total maximum load in excess of the FTE up to twelve (12) units or as may be provided by University rules and regulations.

ARTICLE 132. Consultation Hours. Each member of the regular faculty shall be available for consultation with the students at least three (3) hours per week either on-line or face-to-face, subject to University rules and regulations. The Dean or Campus Director in consultation with the concerned regular faculty member, shall determine these hours for the convenience of both students and faculty member.

Section 4. Quasi-Administrative Faculty Members (QF)

ARTICLE 133. QF, Hours of Work. Employees holding faculty appointments and are assigned to various offices or designated to various positions to perform administrative work are referred to as quasi-administrative faculty members. Unless otherwise provided, they shall render a minimum of forty (40) hours per week on official time.

ARTICLE 134. QF, Schedule of Teaching Load. Unless otherwise directed by the President and as may be provided in relevant University rules, the following schedule of minimum teaching load as part of their official time shall be observed by the QF:

- a. Vice Presidents, if applicable – 3 units
- b. Deans - 6 units
- c. Campus Directors - 6 units
- d. Dean of Student Affairs - 6 units
- e. Dean of Student Admissions and Registration - 6 units
- f. Directors - 6 units
- g. College Secretaries - 6 units
- h. Heads of offices with “Head” designation - 9 units
- i. Assistant Directors - 9 units
- j. Sports and Cultural coaches and trainors, Research and Extension employees - 12 units
- k. QF not included above - 12 units

Section 5. Part-time Faculty Members

ARTICLE 135. Teaching Load, Part-time Faculty Members. Part-time faculty members may be given up to thirty (30) units of teaching load in the undergraduate, and/or a maximum of six (6) units in the graduate programs, provided that the total number of units shall not exceed 30 units or in accordance with relevant University rules and regulations.

Section 6. Permits for Various Undertakings

ARTICLE 136. Permit to Practice Profession or Engage in Business. No officer or employee of the University, whether in a permanent or regular capacity, temporary, casual, or hold-over, shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under RA 6713, other special laws, and through written permission granted by the President which shall be renewed annually.

Time devoted outside of office hours shall not impair in any way the efficiency of the officer or employee nor pose conflict or tend to conflict with the official functions and must be fixed by the President.

The facilities of the University, equipment, computers, and supplies shall not be used while the officer or employee is engaged in private business or practice of profession (ORAOHRA of 2017, Section 136).

ARTICLE 137. Permit to Teach Outside the University. Regular and quasi-administrative faculty members may be allowed to teach in other schools with the written permission of the President provided the schedule shall not conflict with the working hours in the University nor affect adversely the performance of the faculty member, subject to University rules and regulations.

ARTICLE 138. Permit to Study. Employees who may wish to study in any program in the University shall not need a permit to study. Such permit shall be required to be given and signed by the President or his authorized representative should the employee enroll or study in another school, provided that his official functions are not affected thereby, and that the time given to his studies must be outside of his official time in the University.

Section 7. Class Attendance Monitoring

ARTICLE 139. Monitoring of Class Attendance of Faculty Members; Prohibition Against Re-Scheduling of Classes. The actual teaching performance of the faculty members whether on face-to-face or flexible learning modes shall be ascertained by the department heads and the Deans or Campus Directors through procedures as provided under University rules and regulations. The above officials shall ensure proper documentation on the actual classes of the faculty members

particularly such which are held on-line. No faculty member shall be allowed to re-schedule any of his classes without the approval by the VPAA or Campus Director upon the recommendation of the Dean and his immediate superior. Rescheduling of classes may be done only if there are valid grounds to do so, and shall not be allowed if the reason is merely to suit the convenience of the faculty member. Instead of re-scheduling classes, the Dean should consider transferring the subject to another faculty member.

CHAPTER 10. LEAVE PRIVILEGES

Section 1. General Provision

ARTICLE 140. General Provision. In general, employees of the University whether permanent, temporary, or casual, shall be entitled to 15-day vacation and 15-day sick leave annually with full pay exclusive of Saturdays, Sundays, and Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate, and in accordance with University rules. Said employees may also be entitled to such other leaves allowed by law. (Omnibus Rules on Leave, Rule XVI of the Omnibus Rules, Implementing Book V of EO 292)

ARTICLE 141. Conditions for the Granting of Vacation and Sick Leave.

Vacation leave shall be granted to qualified officials and employees of the University for personal reasons, the approval of which is contingent upon the necessities of the service. Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his immediate family. (CSC MC No. 41, s. of 1998)

ARTICLE 142. Leave of Contractual Employees. Contractual employees are likewise entitled to vacation and sick leave credits, maternity leave, as well as special leave privileges. (CSC MC No. 14, s. 1999)

ARTICLE 143. Study Leave. Officials and employees of the University shall be entitled to study leave subject to the conditions provided by law in addition to such rules which the Board of Regents may impose, including the schedule of the half and full releases of the benefits. The study leave is a time off from work not exceeding six (6) months with pay for the purpose of assisting qualified officials and employees to prepare for their bar or board examinations or to complete their graduate degree. The leave shall be covered by a contract between the beneficiary thereof and the President or his representative, in accordance with the recommendation of the Staff Development Committee. (CSC Resolution No. 991885)

ARTICLE 144. Special Leaves. Subject to the conditions provided by law, officials and employees of the University may be granted special leaves for not more than three (3) days of any or combination of special leave privileges of his choice which he would opt to avail. Such special leaves are the following:

- a. funeral/mourning leave
- b. graduation leave
- c. enrollment leave
- d. wedding/anniversary leave
- e. birthday leave
- f. hospitalization leave
- g. accident leave
- h. relocation leave
- i. government transaction leave
- j. calamity leave
- k. other leaves which may be allowed by law

Section 2. Types of Leaves

ARTICLE 145. Teachers Leave. Regular faculty members who render 25 hours per week of service shall render forty (40) weeks of service during the calendar year and shall be entitled to two weeks of Christmas vacation and ten weeks of long vacation during Summers with full pay for such vacations less deductions for absences and tardiness as provided by law and University rules. Quasi-administrative faculty members as defined by Article 127 of this Code shall be entitled to vacation and sick leave (CSC Omnibus Rules on Leave).

ARTICLE 146. Maternity Leave for Female Workers in the University. Subject to relevant Civil Service rules, Republic Act No. 11210 otherwise known as the 105-Day Expanded Maternity Leave Law, Republic Act 9710 otherwise known as Magna Carta of Women, and other relevant laws, any pregnant female worker in the University, regardless of employment and civil status, shall be granted a maternity leave of one hundred five (105) days with full pay regardless if the delivery was normal or caesarian: Provided, That the employee who qualifies as solo parent under the Solo Parents' Welfare Act shall be paid an additional maternity benefit of fifteen (15) days. An additional maternity leave of thirty (30) days, without pay, can be availed of, at the option of the female worker.

ARTICLE 147. Paternity Leave. Paternity leave is a privilege granted to a married male employee allowing him not to report for work for seven (7) days while continuing to earn the compensation therefor, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during, and after childbirth as the case may be and assist in the caring for his new-born child (CSC Omnibus Rules on Leave).

ARTICLE 148. Solo Parent Leave. Solo parents as defined by law shall be entitled to parental leave of not more than seven (7) days in addition to the vacation and sick leave, to enable him or her to perform parental duties and responsibilities where physical presence is required (RA 8972, Solo Parents' Welfare Act).

ARTICLE 149. Forced Leave. All officials and employees of the University with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent or a minimum of five (5) working days annually under the conditions provided by law. (Sec. 25, Omnibus Rules on Leave)

Section 3. Terminal Leave

ARTICLE 150. Terminal Leave and Commutation of Leave Credits. Terminal leave is applied for by an official or employee of the University who intends to sever his connection with the University. Accordingly, the official or employee who retires, voluntarily resigns, or is separated from the service, shall be entitled to the commutation of his leave credits exclusive of Saturdays, Sundays, and Holidays without limitation and regardless of the period when the credits were earned. (2017 ORAOHRA)

Section 4. Leave Without Pay

ARTICLE 151. Leave Without Pay. All absences of an official or employee of the University in excess of his accumulated vacation or sick leave credits earned shall be without pay.

Section 5. Monetization

ARTICLE 152. Monetization of Leave Credits. Officials and employees of the University whether permanent, temporary, casual, or coterminous, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten days: Provided, that at least five (5) days is retained after monetization, and Provided Further, that a maximum of thirty (30) days may be monetized in a given year.

ARTICLE 153. Monetization of 50% or More of Vacation/Sick Leave Credits. Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons as provided by law and subject to existing rules on leaves and other relevant laws and rules and regulations. (Section 23, CSC Omnibus Rules on Leave)

Section 6. Vacation Service Credits

ARTICLE 154. Vacation Service Credits. Regular faculty members of the University who are entitled to summer vacation and Christmas vacation with pay shall be entitled to leave credits for services rendered on official activities during such vacations.

These vacation service credits shall be used to offset absences of said faculty members due to illness or absences for personal reasons or late appointment. (CSC Omnibus Rules on Leaves)

Section 7. Absence Without Leave

ARTICLE 155. Absence Without Leave. Subject to the relevant Civil Service rules and regulations, an official or employee of the University who is continuously absent without an approved leave for thirty (30) working days shall be considered on Absence Without Official Leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty (30) working days 3x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified. (CSC Resolution No. 070631)

CHAPTER 11. RIGHTS AND PRIVILEGES OF THE FACULTY MEMBERS AND STAFF

Section 1. Academic Freedom

ARTICLE 156. Academic Freedom of the University. It is the business of the University to provide that atmosphere which is most conducive to speculation, experiment and creation. It is an atmosphere in which there prevail the four essential freedoms of the University -- to determine for itself on academic grounds who may teach, what may be taught, how shall it be taught, and who may be admitted to study. (Justice Frankfurter in "Sweezy vs. New Hampshire, 354 U.S. 234 (1957)"

ARTICLE 157. Academic Freedom of the Faculty Members. Academic Freedom of the teachers in the University shall mean that: (a) the teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties... (b) the teacher is entitled to freedom in the classroom in discussing his subject, but he/she should be careful not to introduce into his teaching controversial matter which has no relation to his subject... (c) The University teacher is a citizen, a member of a learned profession, and an officer in the University. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As men and women of learning and an educational officer, he/she should remember that the public may judge his/her profession and the University by his utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman. (1940 Statement of Principles, American Association of University Professors [AAUP])

CHAPTER 12. RIGHTS

ARTICLE 158. Rights of Employees. (Batas Pambansa 232, Education Act of 1982) In addition to the rights provided by law, the faculty members and staff of the University shall enjoy the following rights:

- a. Every employee may present grievances to the University management and have them settled as expeditiously as possible through the established grievance machinery and procedure.
- b. Employee morale shall be ensured through the proper implementation of the employee suggestions and incentive awards system.
- c. The right to free expression of opinion and suggestions, and to effective channels of communication with appropriate academic and administrative bodies in the University, shall be institutionalized.
- d. The right to be provided with free legal service by the appropriate government office when charged in administrative, civil and criminal proceedings by parties other than the University or regulatory authorities concerned for actions committed directly in the lawful discharge of professional duties and/or defense of University policies, and in accordance with pertinent rules and regulations and law on the matter.
- e. The right to establish, join, and maintain labor organizations and/or professional and self-regulating organizations of their choice to promote their welfare and defend their interests.
- f. The right to be free from involuntary contributions except those imposed by their own organizations.
- g. The right to intellectual property consistent with applicable laws.
- h. The right to be accorded due respect and protection as persons in authority when in the discharge of their lawful duties and responsibilities. The faculty members of the University shall be protected from cyber-attacks under Republic Act 10175 or the Cybercrime Prevention Act.
- i. The right to choose alternative career lines for purposes of career advancement.

CHAPTER 13. EXPECTATIONS, CONDUCT, AND DISCIPLINE (adapted from the Code of Ethics for Professional Teachers, with modifications)

Section 1. Faculty Members as Professionals

ARTICLE 159. Faculty Members as Professionals. The faculty members of the University are professionals who possess dignity and reputation with high moral values as well as technical and professional competence in the practice of their noble profession, and strictly adhere to, observe, and practice ethical and moral principles, standards, and values.

ARTICLE 160. The University as Training Ground for Citizens. The University is a training ground of the citizens of the nation. Each faculty member of the University is a trustee of the cultural, and educational heritage of the nation and in a more specific sense, a vital worker for the education of future technical and skilled manpower of the country and the world. They have the obligation to elevate national morality, promote national pride, develop productive and responsible members of society, cultivate love of country, instill allegiance to the Constitution and for all duly constituted authorities of the nation and of the University, and promote obedience to the laws of the state.

ARTICLE 161. Physical and Mental Fitness. In the interest of the State and of the Filipino people as much as his own, every faculty member shall be physically, mentally, and morally fit.

ARTICLE 162. Non-Partisanship in Political Activities. A faculty member shall not engage in the promotion of any political, religious, or other partisan interest, and shall not, directly or indirectly, solicit, require, collect, or receive money or service or other valuable material from any person or entity for such purposes.

Section 2. The Faculty Member and the Community

ARTICLE 163. The Faculty Member as Facilitator of Learning. A faculty member is a facilitator of learning and of the development of the youth; he/she shall, therefore, render the best service by providing an environment conducive to such learning and growth. He/she shall endeavor to teach his/her subject with the end in view of allowing the students to learn and he shall balance the situations of the fast and the slow learners. He/she shall be compassionate and firm, never sacrificing discipline for the sake of sympathy. He shall maintain a professional distance between him/her and his/her students, taking care not to be too familiar because familiarity breeds contempt and never to use his/her power for personal aggrandizement and dubious satisfaction.

ARTICLE 164. The Faculty Member in the Community. All faculty members shall provide leadership and initiative to actively participate in community movements for moral, social, educational, economic, and civic betterment. He/she shall aim to participate in the community extension projects of the University and shall lend his/her expertise to the people in the community.

ARTICLE 165. Social Recognition for Faculty Members. Every faculty member shall merit reasonable social recognition for which purpose he shall behave with honor and dignity at all times and refrain from such activities as gambling, smoking, drunkenness, and other excesses, much less illicit relations.

ARTICLE 166. Maintaining Harmonious Relations. Every faculty member shall maintain harmonious and pleasant personal and official relations with his superiors, peers, students, government officials, with the people, individually and collectively, and subordinates, always treating them as fellow human beings, and to avoid, as much as possible ill feelings, recriminations, resentment, envious conduct, and bitterness.

ARTICLE 167. Freedom to Worship. A faculty member possesses freedom to attend church and worships as appropriate, but shall not use his position and influence to proselytize others such as requiring attendance to worship services which the students cannot refuse, deliberately criticizing and debasing religious beliefs even when the topic is relevant to the subject being taught, or discriminating against students who belong to different religious persuasions.

Section 3. The Faculty Member and his Profession

ARTICLE 168. Highest Standards of Quality Education. The faculty member shall ensure that teaching is the noblest profession and shall manifest genuine enthusiasm and pride in teaching as a noble profession. He shall make the best preparations for the career of teaching regardless of his appointment status. It is not an excuse that a faculty member is a part-timer; he should be at his best at all times in the practice of the profession of teaching. It is not an excuse that classes are being held on-line; faculty members are still expected to behave properly. All faculty members shall aim to continuously increase their knowledge in their fields through study and research. Pursuing higher degrees and conducting research are not options for the faculty member. He/she should at least earn a Master's degree.

ARTICLE 169. The Faculty Member as a Co-Worker. Faculty members shall, at all times, be imbued with the spirit of professional loyalty, mutual confidence, and faith in one another, self-sacrifice for the common good, and full cooperation with their colleagues. When the best interest of the students, the University, or the profession is at stake in any controversy, faculty members shall support one another.

ARTICLE 170. Credit for Work Done. A faculty member is not entitled to claim credit for work not his own, and shall give credit for the work of others which he may use.

ARTICLE 171. Completion of Work in a Semester. A faculty member, as an extraordinarily responsible member of the community and of the University, should know the importance of teaching and fulfilling his responsibilities in his/her subjects until

the end of the semester or term in which the subjects are offered. His/her responsibility is not to himself but to his students and the University. Once he/she accepts a teaching load, he/she must finish the semester or term. His/her highest concern shall be the welfare of his/her students. A faculty member must live up to his contractual obligations and live up to his/her contract, assuming full knowledge of the employment terms and conditions.

ARTICLE 172. Confidential Information. A faculty member shall hold inviolate all confidential information concerning associates and the University, and shall not divulge to anyone information, especially on personal matters, about his associates. He/she shall not divulge to anyone documents which have not been officially released, or remove records from the files without permission. Faculty members should be well advised that by not revealing confidential information which they have learned, they will not burst.

ARTICLE 173. Interpersonal Conflict. It shall be the responsibility of every faculty member to seek corrective measures for what may appear to be unprofessional and unethical conduct among his associates, provided there is incontrovertible evidence for such conduct. Mere suspicion is not enough, but the faculty member may seek the help of his superiors in order to dispel said suspicions. It will be the height of indiscretion on the part of a faculty member to criticize his associates in the social media or in the faculty room or elsewhere. He/she must submit to the proper authorities any justifiable criticism against an associate, preferably in writing, without violating the rights of the individual concerned.

Section 4. The Faculty Member and Higher Authorities

ARTICLE 174. Support to University Policies. All faculty members shall make it their duty to make an honest effort to understand and support the legitimate policies of the University and the administration regardless of personal feeling or private opinion and shall faithfully carry them out. They must understand that the University leadership has the best interest of the University as its foremost consideration. University rules and regulations must be reasonable and as fair and just as possible on the principle that what is good for the University shall eventually redound to the common good, though to achieve unanimity of opinion may not be possible under most circumstances.

ARTICLE 175. Accusations and Charges. A faculty member shall not make any false accusation, or even valid accusations or charges, against superiors under the cloak of anonymity especially if the same shall involve the use of the social media as this is a cowardly and traitorous act not befitting the status of a respected faculty member. Whether the accusations are false or valid, he/she should present the same under oath to competent authority.

ARTICLE 176. Business Transactions. A faculty member shall transact official business through channels except when special conditions warrant a different procedure.

ARTICLE 177. Redress of Grievances. All faculty members, individually or as part of a group, has a right to seek redress against injustice to the administration, and to the extent possible, shall raise grievances within acceptable democratic processes. In doing so, they shall avoid jeopardizing the interest and welfare of students whose right to learn must be respected. Towards this end, the University shall create a Grievance Committee to address all grievances of the faculty members and employees, in accordance with University rules.

ARTICLE 178. Duty of University Officials. All University officials shall at all times show professional courtesy, helpfulness and sympathy towards the faculty members and other personnel, such practices being the standards of effective University supervision, dignified administration, firm, decisive, and responsible leadership. Tyrannical behavior on the part of officials without regard to respect and to the dignity of employees as human beings shall have no place in the TUP academic community and shall be dealt with in accordance with law and University rules and regulations. Important changes in the system at all levels shall as much as possible be a cooperative responsibility except when the circumstances would warrant a more decisive action on the part of the administration.

Section 5. The Faculty Member and the Students

ARTICLE 179. Conduct of the Class. A faculty member has the right to determine the academic grades of his students in accordance with the generally accepted procedures of evaluation. He/she shall maintain a class record which shall be the primary evidence in case of complaints about the grades of the students. He/she shall always check the attendance of the students, whether the class is held face-to-face, on-line, or blended. He/she shall always give reasonable assignments for the purpose of challenging the intellectual interests of his/her students and to push them beyond their limits to develop character into them, and to make them better citizens through hard work, discipline, and perseverance. Most importantly, he/she must give emphasis to learning and never to satisfy his/her desire to impose his/her power over his students.

ARTICLE 180. The Welfare of the Students is the Primary Concern. The faculty member shall recognize that the interest and welfare of the students who have been entrusted by their parents to the University to give them an opportunity to have a bright future, is paramount. He/she shall deal with them impartially, without favoritism, and will not be prejudiced against anyone of them. He/she shall set aside his initial impressions of them and recognize that all human beings are capable of learning. Whenever his/her activities and commitments and his planned attendance to seminars and conferences or meetings may conflict with his classes, the latter shall take precedence. He/she must extend needed assistance in preventing or solving the students' learning difficulties as it is the pride of the faculty member to know that his/her students are really learning.

ARTICLE 181. Matters to Avoid. A faculty member shall not accept favors or gifts from the students, their parents, or others in their behalf whether in exchange for requested concessions or not, even if deserved. He/she shall not require his students to buy tickets in plays, concerts, sporting events, bingo socials, and the like without the express permission of the President in all Campuses. He/she shall not organize field trips and industry visitations and the like without the approval of University officials as provided by CHED rules and regulations.

ARTICLE 182. Selling. No faculty member shall act, directly or indirectly, as agent of, or be financially interested in, any commercial venture which furnish textbooks and other school commodities such as uniforms, t-shirts, books, workbooks, examination booklets, drafting papers, so-called official sim cards, maps, tests and the like, in the purchase and disposal of which he can exercise official influence except as may be allowed by University rules and regulations. The members of the duly recognized faculty and employees' cooperative may participate in the distribution and sale of such commodities.

ARTICLE 183. Mutual Attraction Between Faculty Member and Student. In a situation where mutual attraction and subsequent love develop between a faculty member who does not have any disqualification as provided by law, and a student, both parties shall exercise utmost discretion to avoid scandal, gossip and preferential treatment of the student.

CHAPTER 14. ADMINISTRATIVE DUE PROCESS

Section 1. Disciplinary Matters

ARTICLE 184. Due Process. No officer or employee of the University shall be suspended or dismissed except for cause as provided by law and after due process. (Sec. 46a Book V of EO 292)

ARTICLE 185. Grounds for Disciplinary Action and Penalties. Unless otherwise provided by relevant laws and rules, the grounds for disciplinary action and their corresponding penalties are such which are enumerated in Rule 10, Administrative Offenses and Penalties of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)

Section 2. Administrative Actions

ARTICLE 186. Forms of Administrative Actions. Administrative actions may take the form of mediation by the Grievance Committee for the purpose of settling disputes between the parties in a complaint whether in writing or verbal. Formal administrative disciplinary proceedings may be referred to the Preliminary Investigating Committee (PIC), the Formal Investigating Committee (FIC), to the Committee on Decorum and Investigation (CODI) for sexual harassment cases, or to the Chief Legal Counsel as Hearing Officer.

ARTICLE 187. Creation of the Committees and Designation of the Hearing Officers. The President, at his option, may refer the complaint to any of the above-named Committees depending upon the status and nature of the complaint. He shall create any of the Committees as the need arises. Instead of referring the case to a Committee, however, the President may assign the Chief Legal Counsel of the University or any lawyer in the Legal Department to act as Hearing Officer of the case, or to deputize any of the lawyers from the University Legal Task Force from the Office of the Solicitor General as Hearing Officer. This provision shall apply to all the Campuses and units of the University.

ARTICLE 188. The Grievance Committee (GC). The Grievance Committee shall be established in all Campuses of the University. It shall develop and implement pro-active measures that would prevent grievances or resolve them expeditiously in a non-formal manner. The GC shall seek to promote harmony in the workplace, thereby fostering the productivity of each employee of the University. Complaints brought by any employee against a University official, or by and between and among employees, or by and between the University officials, on any matter giving rise to employee dissatisfaction such as working conditions, poor interpersonal relations, financial issues, and issues on personnel actions, shall be resolved as expeditiously as possible by the GC. The members of the GC in each Campus shall be appointed by the President in accordance with Civil Service rules. (CSC MC No. 2, series of 2001)

ARTICLE 189. Procedure on Disciplinary Cases. All cases, except those which have been referred to the Grievance Committee for the possibility of settlement, shall adapt the provisions of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) including the rules on preliminary investigation, formal charge/notice of charge, answer, preventive suspension, formal investigation, decision, and penalties. Similar actions or cases which are likewise covered by said RACCS shall follow the procedural requirement of the same.

Section 3. The Office of the Solicitor General

ARTICLE 190. The Office of the Solicitor General (OSG). The University shall enter into an agreement with the Office of the Solicitor General for the creation of a Legal Task Force headed by the Solicitor General and comprised of OSG lawyers to assist the University in the review of contracts and procedures, to render opinion on legal issues or when such opinion is requested, to render advise on points of law, to act as Hearing Officer when so requested by the President, to assist in the formulation of rules and guidelines, to represent the University in litigation, proceeding, or investigation before the Supreme Court and the Court of Appeals, and other legal services provided by law. The OSG Task Force shall be entitled to such allowances as allowed by law.

BOOK THREE
ACADEMIC MATTERS

TITLE ONE: ACADEMIC CALENDAR AND CLASSES

CHAPTER 1. CALENDAR

ARTICLE 191. Academic Calendar. The VPAA shall prepare the academic calendar in all Campuses, subject to the approval by the President and confirmation of the Board of Regents. The academic calendar of the Campuses shall be submitted to the VPAA for consultation and review prior to the submission to the President for approval. There shall be a Consolidated Academic Calendar for the whole University.

The academic calendar shall prescribe the number of class days in the regular semester or trimester and in the summer session, as well as the schedule of regular examinations such as the preliminary, midterm, and final examinations.

There shall be separate academic calendars for the Campuses as well as for each College in the Main Campus, but all shall be in harmony with the Consolidated Academic Calendar. The College and Campus academic calendars shall include the schedule, whenever applicable, of the departmental, qualifying, review classes and co-curricular and extra-curricular activities, such as field trips, convocations, seminars, workshops, webinars, retreats, team-buildings, sports activities, academic contests, foundation weeks and the like.

All activities defined in this Article may be held only in accordance with pertinent University rules and regulations and with this Code.

ARTICLE 192. Duration of Semester and Trimester. Each semester shall consist of 18 weeks while a trimester shall consist of 14 weeks. Class work in the summer session shall be equivalent to class work in one semester or trimester.

CHAPTER 2. CLASS SIZE

ARTICLE 193. Class Size, Undergraduate and Graduate Courses. Class sizes shall depend upon the decision of the Dean and the VPAA to open a class, and depending upon the modality to be used in the delivery of instruction in accordance with the applicable provisions of this Code, or when the course is a major or specialization course or when graduating students are enrolled. Class sizes shall be monitored during and after enrolment in order to apply corrective measures therefor.

As a general rule, a lecture class shall be opened when there are 30 students enrolled in the class, and should not exceed 45 students as may be provided in relevant University rules and regulations.

A class for technical workshop shall be opened when there are at least 20 students.

A class in the Graduate School may be opened when there are 10 students enrolled. The maximum number of students in a Graduate class shall not exceed 25 students.

Laboratory classes may be opened when there are 20 students enrolled. The maximum number shall be determined by the Dean who shall consider the nature of the course, the number of available equipment and similar considerations.

ARTICLE 194. Class Sizes During Unusual Situations. The Executive Academic Council shall study the possibility of increasing or decreasing the number of students set in the immediately preceding Article when classes are to be held online, or when blended, flexible or by means of other non-face-to-face modalities, such as when classes are not confined to the limited space of a classroom.

ARTICLE 195. Remuneration of Faculty Members During Non-Face-to-face Modalities.

The University shall study the possibility of applying other methods of setting the remuneration of the faculty members for non-face-to-face modalities instead of computing the same through the per-hourly basis.

ARTICLE 196. Splitting of Classes. Splitting of classes shall be done only upon the approval by the VPAA upon recommendation of the Dean, and in the Campuses by the Campus Director upon the recommendation of the ADAA, and in accordance with appropriate University policies and rules. No class shall be split merely for the purpose of indulging the personal preference of the faculty members.

CHAPTER 3. POSTPONEMENT AND SUSPENSION OF CLASSES

ARTICLE 197. Postponement of Classes. Any postponement of classes may be done only for valid reasons and in accordance with University rules and regulations, and shall be subject to the approval of the President upon recommendation of the VPAA or Campus Director. Any Campus which will propose a postponement of the opening of their semester or trimester on valid grounds shall seek the approval of the President.

ARTICLE 198. Suspension of Classes. No campus-wide suspension of classes in any Campus shall be allowed on account of co-curricular or extra-curricular activities which are not integrated in the school calendar as required in Article 191. On-going classes may be suspended by the University President upon the recommendation of the Campus Director in regard to the Campuses during emergencies such as earthquake, fire, deteriorating peace and order, typhoon and the like, provided that the Campus Director shall monitor the situation closely and coordinate with the Disaster Risk and Reduction Management Council of the Local Government

Unit in their locality. The Campus Director shall submit a report on the incident prompting the suspension of classes a day immediately following said incident. Any other proposal for suspension of classes for reasons other than emergencies shall be submitted to the President for appropriate action at least one week prior to the planned date.

CHAPTER 4. MAKE-UP AND SUBSTITUTION OF CLASSES

ARTICLE 199. Make-up Classes. Make-up classes may be allowed by the Dean to allow a faculty member who has incurred an excusable and allowable absence to catch up with the lessons on his course. The make-up class shall be scheduled on the date and time most convenient to all of his students in the affected class. Remuneration for make-up classes shall be in accordance with University rules and regulations.

ARTICLE 200. Class Substitution. A faculty member who has been allowed to attend a seminar, webinar, training, or other similar activities, shall be substituted in his classes by other faculty members who teach the same subjects. The assignment of substitution shall be prepared before the faculty member attends his approved activity but shall not exceed four class meetings. The substitute faculty members shall be paid as overload in the subjects to which they substituted. No faculty member shall handle more than two (2) substitution subjects.

CHAPTER 5. MODALITIES IN THE CONDUCT OF CLASSES

ARTICLE 201. General Rule on the Modalities. As a general rule, the different modalities shall be discussed and acted upon by the Board of Regents upon the recommendation of the President, taking into consideration the situation obtaining in the educational, economic, environmental, and other factors affecting the delivery of education in the University. Until otherwise provided, the University shall use the face-to-face, on-line, asynchronous, synchronous, blended, and flexible or hybrid modalities in delivering education in accordance with relevant rules and regulations issued by CHED and other concerned government agencies.

ARTICLE 202. Face-to-face Classes (f2f). F2f classes are classes using the traditional method with the students physically attending the class with the teacher in front of, or physically present in, the class. In accordance with University rules and regulations, or with government pronouncements, the f2f class may be held in full attendance of the students or may be limited to a certain number during times when full attendance is not allowed in response to emergency situations or to prevent the spread of a disease.

ARTICLE 203. Online and Synchronous Classes. Classes in real time may be held using the web conferencing tools such as instant messaging, live chat, video conferencing, telephone conversations, voice chat, and other online tools, in accordance with

University rules and regulations. The conduct of online classes shall be reviewed as often as necessary.

ARTICLE 204. Blended Learning Classes. Blended learning classes, which is a combination of the f2f and online classes, may be allowed under certain circumstances as may be defined by University rules and regulations.

ARTICLE 205. Flexible Learning Classes. Classes may be conducted with a combination of various modalities depending upon the circumstances. The Deans and the Campus Directors must be able to respond adequately to whatever situation may arise such as when a calamity could bring down the communications system in the locality of a particular Campus. In such cases, the distribution of printed learning materials should be considered as an option. Flexible learning classes shall operate under the parameters provided by University rules and regulations.

ARTICLE 206. Asynchronous Classes. Asynchronous classes, may be held, where learning does not happen simultaneously among the learners and are outside of the constraints of time and place and combines self-study with asynchronous interactions through such modalities as email, internet forum, message board, bulletin boards, newsgroups, and the like.

Asynchronous classes may also be done using distance learning through the distribution of printed materials such as modules, books, and other learning materials to the students in coordination with the Local Government Units or through the postal system or courier services.

The use of radio and television which can reach places where there are no internet shall belong to the category of asynchronous classes.

Asynchronous classes shall be conducted in accordance with University rules and regulations.

TITLE TWO: STUDENT ADMISSION AND REGISTRATION

CHAPTER 1. ENTRANCE REQUIREMENTS

ARTICLE 207. Entrance Requirements. There shall be generally applicable requirements in the University and specific requirements for each program. The generally applicable requirements shall be determined by the Academic Council and the specific requirements for each program by the faculty of the College or Campus offering each program. Requirement and procedures for admission shall give due consideration and reasonable accommodation for applicants with disabilities as stipulated in R.A. 7277. The entrance requirements shall be approved by the Board of Regents upon the recommendation of the President. (CMO No. 9, series of 2013)

ARTICLE 208. Foreign Students. “Foreign students” shall be defined in this Code as citizens of foreign countries. Dual citizens as defined and governed by law shall be considered Filipino citizens. Unless otherwise provided, the entry and stay of foreign students in the Philippines and their enrolment in the University shall be governed by rules and regulations provided in Joint Memorandum Order No. 01-17 issued by the Inter-Agency Committee on Foreign Students or IACFS. The university shall establish a Foreign Student Unit to administer the admission, education, and stay of foreign students in the University, in accordance with University rules and regulations.

CHAPTER 2. ADMISSION REQUIREMENTS

ARTICLE 209. General Principles on Admission. No student shall be denied admission to the University by reason of age, sex, gender preference, nationality, religious belief, political or cultural affiliation, physical handicap, or economic situation. (Sec. 12, P.D. 1518)

ARTICLE 210. Health Examination. Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to the University who is found by the Medical and Dental service to be suffering from a dangerous, communicable, contagious or infectious disease or who is physically unfit to take a program in the University, except as may be provided by University rules and regulations and in consideration of the education delivery modalities as may be applied. If the Medical and Dental Service shall discover the disease after enrolment, it shall submit a report to the Dean concerned for proper action.

ARTICLE 211. Entrance Examination. All candidates for admission as freshman must have qualified in a University admission test to be administered in accordance with University rules and regulations, except when such entrance examination shall not be applied due to exigencies or because of amended or enhanced admission policies which may be put in place as the equivalent of the entrance examination.

ARTICLE 212. High School Certificate, Requirements. All candidates for regular freshman standing in any College or Campus in the University must be graduates of an accredited Senior High School recognized by the Government.

Those who have completed an equivalent education as certified by the DepED may be given additional tests to determine their merit and fitness to pursue a program in the University.

The Faculty of the College or Campus offering the program may prescribe additional requirements for each program subject to the approval by the Campus Academic Council, including bridging programs for enrollees whose Senior High School track does not fit the course they intend to take and after the same is confirmed by the Board of Regents. After having satisfactorily passed all

entrance requirements, the qualified freshman candidates shall submit their Form 138 to the Office of the Registrar and other documentary requirements.

ARTICLE 213. Admission to the Graduate School. Each College or Campus shall set the criteria for the admission of applicants to the Graduate School, provided, that the Transcript of Records as evidence for the degree or degrees earned by the candidate is submitted as an indispensable requirement.

ARTICLE 214. Admission of Transfer and Second-Degree Students. A transfer student and a student who intends to take a second undergraduate degree may be admitted only if it can be proven satisfactorily through the screening process that they will be assets to the University. He/she may be admitted provided that:

1. He/she has obtained an average grade of 2.00 or 85% or B or better for all collegiate academic units earned outside of the University.
2. He/she shall complete in the University at least 50% of the unit requirements of the program he/she intends to enroll.
3. The quota set by the Dean for the program has not yet been filled up.
4. He/she must present his Transcript of Records or an official copy of his/her grades for evaluation processes.
5. He/she shall undergo a thorough screening and background investigation by the Dean of Student Affairs as to his/her conduct in the school where he/she was previously enrolled.
6. He/she shall undergo screening by the College Dean or by the Campus ADAA to determine his/her fitness to undertake the program he/she wishes to pursue and to find out if what he/she learned in the previous school can suffice for this purpose.
7. The subjects he/she has taken in his previous school shall be evaluated by the Department Head and the Dean or ADAA to find out if such subjects can be credited to the program he/she is applying for, subject to pertinent University rules and regulations.

ARTICLE 215. Re-Admission of Old Returning Students. Deserving students who have been out of the University on Leave of Absence for at least one semester and who wish to re-enroll must first secure an admission slip from the College or Campus concerned, provided they did not violate the provision of Article 253 of this Code. Each Campus or College shall set the rules for re-admission of old returning students taking into consideration any changes in the curriculum, and the grades of the student before he/she left the University. Old returning students may be readmitted only if they are in good scholastic standing and have not unofficially dropped any course. Additional refresher courses may be required for Graduate Courses, or even undergraduate programs to ease the return of the student, as may be provided in relevant University rules and regulations.

ARTICLE 216. Transfer Within the University. A student who wishes to transfer from one Campus to another to take the same program must:

1. Have a permit to transfer from the Dean of the College or the ADAA;
2. Have a complete copy of his grades which shall be provided by the College or Campus of origin;
3. Must be in good scholastic standing;
4. Must be accepted by the Dean or the ADAA through an interview or examination to determine his reasons for transferring, and to find out his fitness to continue with his program.

ARTICLE 217. Admission to the Graduate School, Specific Requirements. Applicants to the Graduate School may be admitted only upon having satisfactorily shown their fitness and determination to pursue graduate studies, as may be determined by the Program Director of the Graduate School and the College Dean or ADAA or by an admission committee created for such purpose. An applicant to a Master's program must be at least a graduate of a four-year baccalaureate course, and an applicant to a Doctoral program must be a holder of a Master's degree with thesis. A student admitted to the graduate program who does not fully satisfy the requirements for admission may be placed by the Program Director or ADAA on probation or conditional admission.

ARTICLE 218. Pledge. Every student, regardless of year level, and upon enrolment in every semester or trimester, shall sign the following pledge:

"Ako si _____, kusang loob na nagpapatala sa Technological University of the Philippines (TUP) ay kumikilala sa kabutihang maidudulot nito sa aking buhay at kinabukasan kaya naman bilang pagtanaw ng utang ng loob hindi lamang sa dalubhasaan ito bagkus ay pati na din sa mga mamamayan ng Pilipinas na sumusuporta sa aking pag-aaral, ako ay buong katapatang nangangako na ako ay susunod sa mga alituntunin at pamantayan, mga kautusan, at mga patakaran na ipinaiiral at ipinatutupad ng pamantasan, at higit sa lahat ang pagpapanatili ng kabutihang asal at disciplina sa sarili. Batid kong anumang di ko pagtupad sa mga batas na pinaiiral ng dalubhasaan o anumang paglabag ay papatawan ng kaukulang kaparusahan."

(“I _____, on my own accord, has voluntarily enrolled in the Technological University of the Philippines (TUP), knowing the benefits this act will give to my life and future, and in recognition of my debt of gratitude to this University and to the people of the Philippines who support my education, I will faithfully promise that I will obey and follow the rules, regulations and standards, the lawful orders, and the policies which are in effect and are being implemented and in the University, and in particular, I will maintain good conduct and self-discipline. I understand that any violation of the laws being implemented in the University which I will commit will have the corresponding penalty.”)

Refusal to take this Pledge or violation thereof shall be sufficient cause for non-admission or re-admission or dismissal after due process. The Pledge shall be taken *en masse* during the orientation program for freshmen in accordance with pertinent University rules.

CHAPTER 3. FREE HIGHER EDUCATION, FEES

ARTICLE 219. Free Higher Education (FHE). In accordance with R.A. 10931 and relevant circulars and orders from the UniFAST, CHED, and other concerned government agencies, all Filipino students who are either enrolled at the time of the effectivity of R.A. 10931, or shall enroll at any time thereafter, in programs leading to a bachelors' degree in the TUP, shall be exempt from paying tuition and other school fees for units enrolled in. Students who have been disqualified from enrolling in the TUP for reasons of academic delinquency or due to violations of disciplinary rules shall no longer be covered by this Article.

ARTICLE 220. Shiftees, Transferees, Old Returning Students, Other Cases. The enjoyment of FHE by shiftees, transferees, old returning students, and other cases which may merit extension of the availment of free higher education shall be decided according to R.A. 10931 and relevant University rules and regulations.

ARTICLE 221. Return Service System. As provided by R.A. 10931, the University shall formulate the manner by which the Return Service System shall be implemented.

ARTICLE 222. Opt-Out Mechanism. The University shall create a mechanism to enable students with financial capacity to pay for their education and voluntarily opt-out of the subsidy for tuition and other fees. Students who successfully opt-out of FHE during a semester or term shall be exempt from their obligation under the Return Service System.

ARTICLE 223. Student Voluntary Contribution Mechanism. The University shall create a mechanism to enable students who have the financial capacity to pay for their education to voluntarily contribute a particular financial amount to the SUC while availing themselves of the FHE. The voluntary mechanism shall be included in the provisions of the University rules on return service, petitioned off-semester courses, and tutorial courses, and shall be evidenced by a waiver or a duly subscribed undertaking signed by the student.

ARTICLE 224. Miscellaneous Fees Covered by FHE. Until otherwise provided by law and subject to its provisions, the free miscellaneous fees and other school fees and similar or related fees to be covered by FHE shall include:

1. Library fees
2. Computer fees
3. Laboratory fees

4. ID fees
5. Athletic fees
6. Admission fees
7. Development fees
8. Guidance fees
9. Handbook fees
10. Entrance fees
11. Registration fees
12. Medical and dental fees
13. Cultural fees
14. Other related school fees which may be added to FHE coverage

Additional fees which may be included in subsequent issuances shall form part of the provisions of this Article, in accordance with pertinent University rules.

CHAPTER 4. REGISTRATION

ARTICLE 225. Requisites for Admission to Classes. In order to be admitted to a class, students must register during the period prescribed for registration. No student shall be admitted in any subject after 12% of regular class meetings have been held, unless the Dean or the ADAA allows it on the basis of the students' scholastic record. Late registrants may be subject to the payment of fine in accordance with law and University rules and regulations.

ARTICLE 226. Cross-Enrollment. Subject to pertinent University rules and regulations, a graduating student of the University may be given the permission by the Dean or the ADAA to cross-enroll in another HEI for courses included in his curriculum which are not offered in the current semester or trimester. The cross-enrollment of a student from one Campus or from one College to another of the University may be allowed. Graduate students shall not be allowed to cross-enroll to another HEI or academic unit of the University but may explore the options of petitioning for the offering of needed courses or requesting for a tutorial course.

CHAPTER 5. CLASSIFICATION OF STUDENTS

ARTICLE 227. General Classification. Undergraduate students are designated as regular, irregular, special or extension. Graduate students shall be classified as Masters' and Doctoral and are registered in degree programs in the Graduate School.

ARTICLE 228. Regular Students. A regular student is one who is registered for formal academic credit, follows an organized program of study, and complies with regulations leading to a degree. He shall carry the full semestral or trimestral load called for by his curriculum. Depending on his curricular year level, he may be classified as freshman, sophomore, junior or senior.

ARTICLE 229. Irregular Students. An irregular student is one who is registered for formal credits leading to a degree, but who carries either less or more than the full load called for by his curriculum.

ARTICLE 230. Special Students. A special student is one who does not receive formal academic credits for any work done. He is usually a student in any of the technical training courses and in strategic or executive non-degree certificate programs in the Graduate School.

ARTICLE 231. Extension Students. An extension student is one who is registered in short-term technical courses offered by the various units as part of their extension activities.

CHAPTER 6. ACADEMIC LOAD

ARTICLE 232. General Provision. The academic loads for students shall be subject to the provisions of this Chapter.

ARTICLE 233. One-Unit Credit. As a general rule, one unit of credit is equivalent to eighteen (18) hours of instruction in the form of lectures, discussion, seminar, tutorial, recitation, or in any combination of these modes, or the equivalent laboratory hours as prescribed in the curriculum.

ARTICLE 234. Maximum and Minimum Number of Units for Non-Graduating

Undergraduate Students. The maximum load for an undergraduate student in a semester or trimester shall be as prescribed in the curriculum load in his year level classification. An undergraduate student who has better than average grades and who may wish to add additional units to shorten his program shall be discouraged from doing so since it will change his status into an irregular student, except as may be allowed by the Dean.

The minimum number of units for any student shall be twelve (12) except during the terminal year or when the curriculum provides, or when, at the discretion of the Dean, he/she may be given less than the said load such as when he/she is placed under Probationary Status in order for him/her to cope with the demands of obtaining an education.

ARTICLE 235. Maximum Number of Units for Graduating Undergraduate Students. A graduating undergraduate student on his/her last two semesters or trimester shall not carry more than six (6) units than the prescribed number of units in the curriculum for the said terms as may be determined by the Dean, subject to the following conditions:

1. That the student has not been put on Probation for the said terms;
2. That on-the-job training or off-campus practice teaching and thesis shall not be enrolled simultaneously in a term even if these two subjects are the only remaining subjects to be taken by the student in order to graduate; and

3. That the maximum number of units which may be allowed shall not exceed 24 units.

Other conditions analogous to the above shall be decided by the Dean in consultation with the Department Head and in accordance with pertinent University rules and regulations.

ARTICLE 236. Maximum Number of Units, Graduate School. Graduate students shall not be allowed to enroll more than nine units except as may be allowed by the Dean or the ADAA, provided that no student shall be allowed to enroll more than 12 units in any given situation or for any reason.

ARTICLE 237. Enrolment in Thesis or Dissertation Writing or in Capstone Requirement. No student in the Graduate School shall be allowed to enroll in thesis or dissertation writing or in the capstone requirement unless he/she has passed all the academic subjects and the comprehensive examination. The comprehensive examination in non-thesis Graduate programs may be the capstone requirement itself, or such other requirements as may be provided by University rules and regulations.

ARTICLE 238. Summer Load. In the summer term, the maximum load for undergraduate students shall be nine (9) units. For the Graduate School the maximum load shall be six (6) units, except as may be allowed by the Dean or the ADAA for valid reasons and as provided under University rules and regulations.

ARTICLE 239. Tutorial Classes. Tutorial classes may be opened only when the number of students in a class does not exceed nine (9) students. No student shall be allowed to enroll more than six (6) units of tutorial subjects in a semester, trimester or summer term. Tutorial subjects enrolled shall be included in the total number of units a student has enrolled in a semester, trimester or Summer term. The conduct of tutorial classes shall be done in accordance with University rules and regulations.

CHAPTER 7. ATTENDANCE

ARTICLE 240. Checking of Attendance. The attendance, absences and tardiness of students to their classes shall be strictly monitored and checked by the faculty in all forms of education delivery modalities.

Faculty members must check the names of the students against the official class list provided to him, and to immediately report to the department head the names of the students who are not in the said list for possible rectification. Students shall not be allowed to attend the same course on another schedule and faculty without the approval by the Dean or ADAA, as provided in pertinent University rules and regulations.

ARTICLE 241. Rules on Attendance and Absences. The rules on attendance and absences herein laid down shall be followed in all Colleges and Campuses, except in the Graduate School which may vary from the general rules, in accordance with University rules and regulations.

ARTICLE 242. Excuses for Absences. Excuse slips shall be required for each student whenever an absence is incurred, in the manner provided by University rules, taking into consideration the modalities of instruction.

ARTICLE 243. Effects of Absences. Consecutive absences for whatever reason shall be reported by the faculty concerned to the department head who shall notify the student and his parents immediately. When the number of hours lost due to absences has reached 20% of the hours for recitation, lecture, laboratory, or other scheduled work in a subject, the student shall be dropped from the subject with a grade of 5.00 if the majority of the absences are not excused. If the majority of absences are excused, the student shall not be given a grade of 5.00 upon being dropped. The student shall be required to submit the Dropping Form in the manner provided by University regulations, and in accordance with Article 244 of this Code.

TITLE THREE: CURRICULAR MATTERS

CHAPTER 1. ADDING, CHANGING, AND DROPPING OF SUBJECTS

ARTICLE 244. Official Dropping. A student may, with the consent of his instructor and/or Dean or ADAA, drop a subject by filling up the prescribed form, provided, that the dropping happens before 50% of the class hours for the semester has elapsed, otherwise, the case shall be considered Unofficial Withdrawal (UW) and shall be governed by the provisions of the subsequent Article. A subject dropped in accordance with the prescribed procedure, done within two weeks after the start of classes, shall not appear in the transcript of records.

ARTICLE 245. Unofficial Withdrawal. Any student in all levels who withdraws from a subject without the approval of his Dean or ADAA shall be given a mark of "5.00", "UW or Unofficial Withdrawal". He may have his registration privileges in the University curtailed or entirely withdrawn subject to relevant University rules and regulations. Unauthorized dropping of courses shall be sufficient ground to deny a student re-admission to the University. All students of the University whose education is being subsidized by the people of the Republic of the Philippines have the duty and responsibility to study well as a form of gratitude to the privilege granted by the people and that they have been chosen to study in the University over equally deserving students.

ARTICLE 246. Changing of Subjects. Changing of subjects shall be allowed only for valid reasons in accordance with pertinent University rules and may be done only one week after the start of classes.

ARTICLE 247. Adding of Subjects. A student may be allowed to add subjects within one week after the start of classes and in accordance with Article 235 of this Code.

CHAPTER 2. SUBSTITUTION OF SUBJECTS

ARTICLE 248. Substitution of Subjects, Undergraduate and Graduate. Substitution of subjects is done after changes in the curriculum, by assigning a subject in lieu of another when the substituted subject cannot be found anymore in the new curriculum which has superseded the old one.

The substitute subject must be allied to the subject being substituted, or covers substantially the same subject matter as the substituted subject.

ARTICLE 249. Approval of Substitution. All applications for substitution of subjects shall be acted upon by the Dean or the ADAA in consultation with faculty members in the field of the subjects being acted upon. The decision of the Dean or the ADAA on the substitution shall be final.

ARTICLE 250. Curricular Changes. Any curricular changes must be studied with care and shall require the approval of the Board of Regents upon recommendation of the Academic Council. The implementation of curricular changes shall be in accordance with University rules and regulations and by the CHED.

ARTICLE 251. Curricular Control. Students are presumed controlled by the curriculum prevailing when they first enrolled. Changes in the curriculum which will necessitate substitution of subjects shall be governed by this Chapter.

CHAPTER 3. ENROLLMENT TO ANOTHER PROGRAM (SHIFTING)

ARTICLE 252. Enrolment to Another Program or Shifting. A student may enroll or shift to another program upon the permission of the Dean or the ADAA, who shall evaluate the grades of the student to determine if he/she will be suitable to the new program in accordance with pertinent University rules. The Dean or the ADAA may request the assistance of the Department of Guidance Services for the evaluation of the aptitudes and intellectual strengths of the student.

CHAPTER 4. LEAVE OF ABSENCE AND RESIDENCY

ARTICLE 253. Leave of Absence. Any student, either in the undergraduate or graduate programs, who intends to take a leave of absence from his/her studies shall be required to file the Leave of Absence form at the office of the Dean or ADAA who shall take action on the same. The Leave shall be valid for not more than one school year. Upon failure to return after said period, the student shall be deemed separated from the University and shall be issued his scholastic records and credentials upon his/her request. The Leave is issued to a student to enable

him/her to cope with personal concerns and for him/her to evaluate the directions he/she may wish to take in life, but because of limited slots in the enrollment in the University, the Leave shall be limited to the period stated herein. The Leave shall not be included in the computation of residency.

ARTICLE 254. Residency, Undergraduate Students. All undergraduate students shall be required to complete their programs within the number of school years indicated in their curricula. Upon their inability to complete their programs as indicated herein, they shall be given a maximum of two additional school years to complete their programs, subject to the provisions of the Free Higher Education Law, and the University rules on scholastic delinquency. After the lapse of the additional school years, the student concerned shall be separated from the University and shall be issued the scholastic records and credentials upon his/her request.

ARTICLE 255. Residency, Graduate Students. Graduate students shall be covered by the residency rules of the University and by this Code. Masters students shall be required to finish their degree programs including thesis or capstone requirements within five (5) years from the time of the first enrollment. Doctoral students shall be expected to finish their programs including dissertation within seven (7) years from the time of the first enrollment. Upon their failure to comply with the residency requirements in this Article, they shall be required to take at least fifteen (15) units of refresher courses.

TITLE FOUR: EXAMINATION AND GRADES

CHAPTER 1. EXAMINATIONS

ARTICLE 256. General Rule. An examination is one method to determine if the student has learned the lessons in the course and may thereby intelligently assess and evaluate the information derived from such lessons. In accordance with University rules, and as may be determined by the Academic Council, there shall be the periodic examinations consisting of the Preliminary Examination which shall be given after twenty-five percent (25%) of the schedule of the semester or trimester has been held; the Mid-term examination, to be given after fifty percent (50%) of the semestral or trimestral classes has been held; and the Final Examination, which shall be held just before the end of the semester or trimester and when the course content has been completely covered in instruction.

ARTICLE 257. Forms of Examinations. The examination may take the form of written examination, oral, demonstration, or such form which the College or the Campus may set, based on the recommendation of the Academic Council of the College or the Campus.

ARTICLE 258. Comprehensive Examination in the Graduate School. The comprehensive examination in the Graduate School shall be conducted in either written or oral form, in the manner provided by pertinent University rules.

ARTICLE 259. Oral Defense. The conduct of the thesis, capstone, or dissertation defense in the Graduate and in the undergraduate levels and the fees for the same, shall be determined in the manner and rates provided in University rules.

The chairman and members of the panel of examiners in the Graduate School oral defense shall be entitled to a reasonable honoraria to be paid by the oral defendant according to the rates provided by University rules.

CHAPTER 2. GRADING SYSTEM

ARTICLE 260. General Provision. The grade of a student in any subject shall be based on the results of the examinations, and in his/her performance in class. The activities in class such as shop projects, recitation, attendance, term paper, book report, scientific report, written and oral quizzes, participation in class discussions, and the student's interest and conduct in class shall be considered in the computation of grades, in accordance with University rules.

ARTICLE 261. Undergraduate Grading System. The undergraduate programs in all Colleges and Campuses shall use the following grading system:

Grade	Percentage Equivalence	Descriptive Rating
1.0	99 - 100	Excellent/Very Superior
1.25	96 - 98	Superior
1.5	93-95	Very Good/Above Average
1.75	90 - 92	Very Good/Above Average
2.0	87 - 89	Good/Average
2.25	84 - 86	Good/Average
2.5	81 - 83	Good/Average
2.75	78 - 80	Satisfactory/Passed
3.0	75-77	Satisfactory/Passed
5.0	74 and below	Failure
OD		Officially Dropped
UD	5.0	W/5.0 Failure

ARTICLE 262. Graduate School Grading System. The academic subjects of the students in the Graduate School shall be graded in the following manner:

GRADE	DESCRIPTIVE RATING
1.0	Excellent
1.25	Very Good
1.50	Good
1.75	Fair [Passed in Doctoral]

2.0	Passed [Failed in Doctoral, Passing grade in Masters]
Inc.	Incomplete (“5.00” if not completed within one Year)

The passing grade for Masters subjects shall be 2.0, and in the Doctoral shall be 1.75.

Students of the Graduate School who drop a course unofficially shall be given a grade of “5.00” for such course, as provided in Articles 243 and 245 of this Code and in accordance with pertinent University rules and regulations.

ARTICLE 263. Grades for Oral Defense in the Graduate School and Undergraduate. The dissertation, thesis, and other capstone requirements which are usually submitted to oral defense shall be graded in accordance with the grading system provided in this Chapter. The average of the grades given by the chairman and members of the panel of examiners shall be computed. The average grade shall be the grade for the dissertation, thesis, and the other capstone requirements.

ARTICLE 264. Removal of the “Inc” Grade. The “Inc” or Incomplete grade in the Graduate School is given only if the student was not able to take the final examination or he was not able to complete the other requirements of the subject for valid reasons such as illness and other cases which shall be judged acceptable by the professor. The “Inc” grade shall be completed within one year from the end of the semester in which it was received. The “Inc” grade will be changed to “5.00” upon failure of the student to complete the same within the said period.

ARTICLE 265. Submission of Report of Grades. Every faculty member, including those in the Graduate School, shall submit all reports of grades not later than ten (10) days after the last day of the examination period. Since the submission of grades is one of the most important duties of a faculty member, as students may not be able to enroll in the following semester if their grades have not been completely submitted by the faculty members, the University shall formulate rules and regulations for the strict imposition of this rule, and to impose penalties for faculty members who shall be delinquent in the fulfillment of this duty.

ARTICLE 266. No Re-examination To Improve Grades. A student in any level who has received a passing grade in a given course shall not be allowed re-examination for the purpose of improving his grade.

ARTICLE 267. Changing of Grades Already Submitted. When the grades of the students are submitted, the faculty members must ensure that there are enough bases and evidence on the manner by which they have arrived at the said grades. For this reason, the faculty members shall keep a meticulous record of the class performance of the students, including their attendance, quizzes, class participation, reports, researches, recitations, long examinations, plates, projects, and the like.

No faculty member shall change any grade after the Report of Grades has been filed with the Registrar and College or academic unit in the Campuses.

In exceptional cases, as when an error has been committed, the faculty member shall request authority from the Dean and the VPAA in the Main Campus, and from the ADAA and the Campus Director in the Campuses, to make the requested change clearly indicating the reasons and the computation justifying the same and submitted in affidavit form duly sworn and subscribed. The Registrar in all Campuses shall not allow the changing of grades without such authority.

To avoid any injustice, and upon his request, the grade of a student may be revised by a committee created by the Dean or Campus Director if it should appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous computation or from an arbitrary or careless decision by the faculty concerned, in which case, such error, arbitrariness or carelessness shall be taken against the faculty member's efficiency. Should the change of the final grade become necessary, the Committee shall request authority from the VPAA or Campus Director to authorize the necessary change. The request for reconsideration of the final grade shall be made by the concerned student within thirty (30) days from his/her receipt of the final grade.

Faculty members must review the grades to be submitted in order to assure that no typographical errors, omissions, or other mistakes have been committed therein, as these incidents shall not be valid grounds for the changing of grades.

TITLE FIVE: RULES ON SCHOLASTIC STANDING

CHAPTER 1. EDUCATION SUBSIDIES, SCHOLARSHIPS, AND LOAN PROGRAMS

ARTICLE 268. Tertiary Education Subsidy and Student Loan. Students of the University may avail of the Tertiary Education Subsidy to support the cost of their education, as well as Student Loan, Grants-in Aid, and Scholarships provided they are qualified for such benefits in accordance with R.A. 10931 and R.A. 10687 and their Implementing Rules and Regulations.

ARTICLE 269. Academic Honor Roll (AHR). The University shall formulate measures to institutionalize an Academic Honor Roll by providing incentives to students whose grades qualify them for inclusion in such prestigious list. Such incentives may take the form of recognition such as announcement in the University website and social media platforms, special tutorship support, priority in hiring as student assistant, recommendations to scholarship sponsors for the granting of monetary allowances, exemption from the Return Service program, and the like.

ARTICLE 270. Conditionalities for Inclusion in the Academic Honor Roll. The AHR shall be comprised of two classes, namely, the President's List Honor, and the Dean's List Honor. The Board of Regents may award other honors which it may deem proper to recognize the scholastic achievements of students.

The President's List Honor shall be equivalent to the full scholarship prior to the implementation of the Free Higher Education. The Dean's List Honor shall be equivalent to the partial scholarship. To qualify for such honor, students must have no grade below 2.50 in any academic and non-academic subject in the preceding semester. President's List Honor shall be given to students who obtained 1.25 or higher as General Weighted Average in all subjects, while Dean's List Honor shall be given to students who obtained a GWA of 1.26 to 1.75 in all subjects taken, in addition to other requirements which the University shall formulate. The Academic Honor Roll shall be approved by the Board of Regents.

ARTICLE 271. Certificate and Medal for AHR. Students who qualify for the AHR shall be awarded a certificate and a medal for each semester they qualify, and such other incentives and rewards which the Board of Regents may authorize. The AHR President's List recipients shall be awarded a gold medal while the AHR Dean's List recipients shall be awarded a silver medal. The design of the medal shall be approved by the Board of Regents.

ARTICLE 272. Special Service Medal (SSM). In addition to the AHR, students may be granted the Special Service Medal for every semester or term that they are actively involved in special University activities such as being distinguished officers of the USG or student organizations, as members of the editorial board of the recognized student publication, as members of the cultural dance and performing troupes, as athletes in active training and playing in the SCUAA and other major competitions where they represent the University, as officers of the Reserve Officers' Training Corps (ROTC), and in other important services to be determined by the University rules. Such students may qualify for the SSM provided they have passing grades in all the subjects they have taken in the previous semesters or trimesters and comply with all the other qualifications to be set by the SSM Committee.

Athletes and cultural and dance troupe members shall be given recognition before Graduation in a special ceremony where they will be awarded the SSM and a Certificate indicating therein their achievements for the entire duration of their service to the University.

ARTICLE 273. Special Service Medal (SSM) Committee. The SSM Committee shall be created for the purpose of setting the qualifications for the SSM, to determine and propose the incentives and allowances of the qualified students, and to screen the students who may qualify for the same. The Committee shall likewise

design the Special Service Medal and Certificate which shall be approved by the Board of Regents.

CHAPTER 2. SCHOLASTIC DELINQUENCY AND RETENTION POLICY

ARTICLE 274. Formulation of Rules on Scholastic Delinquency and Retention Policy. The Faculty of each College or Campus shall recommend to the VPAA, for consolidation and recommendation to the Board of Regents through the President, the suitable and effective rules governing undergraduate delinquency and retention policies, subject to the following general standards:

- a. **WARNING.** Any student who, regardless of the number of units enrolled, obtains a failing grade in not more than three (3) units in the immediately preceding semester or trimester shall be issued a Warning by the Dean or ADAA to improve his academic work and studies;
- b. **PROBATION.** Any student who, regardless of the number of units enrolled, obtains not more than six (6) units of failing grades at the end of the immediately preceding semester or trimester shall be placed on Probation for the succeeding semester or trimester. When a student is placed under Probationary status, his/her load for the immediately following semester shall be reduced by six (6) units, or any number of units deemed proper by the Dean or ADAA, and in accordance with Article 231 of this Code.
- c. **PERMANENT DISMISSAL.** Any student who, regardless of the number of units enrolled, obtains failing grades in at least nine (9) units in the immediately preceding semester or trimester shall be dropped from the rolls of the University.

ARTICLE 275. Removal of Warning and Probationary Status. The Probationary and Warning status shall be removed when the student passes all the subjects taken in the immediately following semester or trimester.

ARTICLE 276. Effects to Graduating Students. Students who are in their terminal school year, or those who are expecting to graduate after the last two semesters or trimester, shall be well advised to study hard in order to avoid incurring failing grades in any of their subjects. The provisions of this Chapter shall apply to them equally. While it is true that the University has a contractual obligation to afford its students a fair opportunity to complete the course they seek to pursue, since a contract creates reciprocal rights and obligations, the obligation of the University to educate a student would imply a corresponding obligation on the part of the student to study well and to obey the rules and regulations of the University. (University of San Agustin vs. Court of Appeals, 300 Phil. 819-837)

ARTICLE 277. Effects of Grades of "Officially Dropped". The number of subjects officially dropped by the student shall be considered by the Dean in deciding on the academic status of a student or to determine his fitness to continue with his program with the objective of helping him cope with the rigors of study.

ARTICLE 278. Permanent Dismissal or Dropping from the Rolls on Account of Delinquency. The following rules shall apply in cases of academic delinquency:

- a. Any student who has been issued a Warning and who again failed three (3) units in any subsequent semester or trimester shall be placed on Probation;
- b. No student shall be placed on Probation twice. A student on Probation who fails in any subject in the semester or trimester he is on such status, regardless of the number of units, will be issued a permanent Dismissal from the University. The status of Probation may be given in consecutive or non-consecutive semesters or trimesters.

ARTICLE 279. Effects of Permanent Dismissal. Any student who has been permanently dismissed from the University shall not be re-admitted in any of the other Colleges or Campuses. He shall be issued his transfer credentials within a reasonable time after the permanent dismissal.

ARTICLE 280. Academic Delinquency in the Graduate School. Any Graduate student who incurs a failing grade in a semester or term shall be placed of Probation and shall be given not more than three (3) units in the subsequent semester which he/she must pass to remove the Probation status. The student must pass all courses to be taken in all subsequent semesters. Obtaining a failing grade in six (6) units in the Graduate School shall be a ground for dismissal.

ARTICLE 281. Effects of Frequent Dropping of Courses in the Graduate School. Frequent official dropping of courses shall be considered by the Dean in the giving of load to a student, or to consider him for an academic delinquency status.

CHAPTER 3. HONORABLE DISMISSAL

ARTICLE 282. Nature of Honorable Dismissal. Honorable dismissal is a voluntary withdrawal from the University by a student in good standing as far as his character and conduct are concerned. All indebtedness and responsibilities to the University must be cleared before a statement of honorable dismissal will be issued. (Art. 289, TUP Code of 1986)

ARTICLE 283. Who are Not Entitled To Honorable Dismissal. Any student who leaves the University by reason of expulsion due to disciplinary action meted to him shall not be entitled to honorable dismissal. The disciplinary action meted to him shall be recorded in his file with the University. (Art. 290, TUP Code of 1986)

TITLE SIX: GRADUATION FROM THE UNIVERSITY

CHAPTER 1. GRADUATION

ARTICLE 284. Nature of Graduation. Graduation is not a mere ceremony but a solemn occasion where students who have satisfactorily completed all the requirements of their respective degrees and programs shall be granted their corresponding titles and diplomas with all the duties, responsibilities, rights, and privileges thereunto appertaining, regardless of whether they attend the commencement exercises or not. Attendance to commencement exercises shall be allowed only for students who have been declared graduates in their respective programs through the appropriate resolution of the Board of Regents. (n)

ARTICLE 285. Completion of Graduation Requirements. During the first three weeks after the opening of classes in each semester or trimester, the Deans and the ADAA shall certify to the Registrar in their Campuses a list of candidates for graduation. The Registrar, in consultation with the Deans and the ADAA, shall inquire into the academic record of each candidate to ascertain whether it is possible for said candidates to fulfill all requirements for graduation before the date of the commencement exercises. Deficiencies shall be noted and the Dean concerned and the ADAA shall be duly informed. If a question is raised regarding a candidate, his/her name shall not be deleted from the list of candidates for graduation, but footnotes to that effect shall be given.

Five weeks before the end of a semester or trimester, the Registrar shall prepare and publish a complete list of duly qualified candidates for graduation for that semester or trimester and provide a copy thereof to the Colleges and the ADAA in case of the Campuses. The final list of qualified candidates for graduation in all Campuses shall be submitted to the Board of Regents for approval, upon the recommendation of their respective Academic Councils. (Art. 293, TUP Code of 1986)

ARTICLE 286. Removal of Deficiencies. All candidates for graduation must have their deficiencies completed and their records cleared not later than five (5) weeks before the end of their last semester or trimester, with the exception of the subjects they are currently enrolled in.

Graduation of students in the Graduate School shall be allowed only after the completion of the academic requirements, the passing of the student in the comprehensive examination, the successful defense of the capstone requirement, thesis or dissertation and such other requirements as provided in pertinent University rules and regulations.

No student with deficiencies at the time of the commencement exercises shall be allowed to join the same. (Art. 294 TUP Code of 1986)

CHAPTER 2. GRADUATION WITH HONORS

ARTICLE 287. Graduation With Honors, Undergraduate Students. Students who have completed their baccalaureate programs with the following grade point averages shall be graduated with honors:

Summa Cum Laude.....1.00 to 1.20

Magna Cum Laude.....1.21 to 1.45

Cum Laude.....1.46 to 1.75

All grades in all courses prescribed in the curriculum where the student shall graduate shall be included in the computation of the average. The candidates for Magna Cum Laude and Cum Laude honors must not have obtained a grade lower than 2.50 in any subject, and no grades lower than 2.00 for candidates for Summa Cum Laude, or such grades which may be provided by relevant University rules.

ARTICLE 288. Minimum Number of Units Per Semester for Candidates For Honors. Students who are candidates for graduation with honors in the undergraduate must have taken no less than fifteen (15) units during each semester or twelve (12) units for each trimester, or the normal load prescribed in the curriculum, except when such normal load is less than the said number of units. The taking of a load higher or lower than the normal load shall be determined in accordance with appropriate University rules.

ARTICLE 289. Residence Requirements for Candidates for Honors. Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units for graduation. Graduate School students must have finished the requirements of their program within four (4) years for Masters including thesis, and five (5) years for Doctoral including dissertation.

ARTICLE 290. Graduation With Honors, Graduate School. Graduate School students, either in the Masters or Doctoral programs, may qualify for honors if their weighted average for all the academic subjects taken is 1.20 or higher and their grade in the oral defense for thesis or dissertation is 1.25 or higher, provided that, the computation of the average shall be based on 40% for thesis or dissertation, and 60% for course work.

Any grade lower than 2.00 in the Masters and 1.75 in the Doctoral shall disqualify a student from graduating with honors. Any "Incomplete" or "Dropped" remark in their academic record shall likewise disqualify a student from graduating with honors.

The following averages shall be awarded academic honors:

With Highest Distinction.....1.00 to 1.06

With High Distinction.....1.07 to 1.13

With Distinction.....1.14 to 1.20

The University may adopt Latin designations for such honors, as may be recommended by the University Academic Council and as set forth in relevant University rules.

ARTICLE 291. Honors Committee. There shall be an Honors Committee in each Campus to be headed by the VPAA or the ADAA which shall screen the qualifications of the candidates for honors and to decide on any issues arising from the same and to recommend the list to the Board of Regents through the Academic Council for approval. Any appeals to the decision of the Honors Committee shall be submitted to the President for consideration and for endorsement to the Board of Regents for final decision.

CHAPTER 3. COMMENCEMENT EXERCISES

ARTICLE 292. Commencement Committee. The President shall designate a committee of University officials in each Campus who shall be in charge of the arrangements for their respective commencement exercises. The committee may call upon the other offices for assistance in carrying out the activity.

ARTICLE 293. Date of Commencement Exercises. The commencement exercises shall be held on the same day and on the date fixed for graduation in the school calendar, except as may be authorized by the President.

ARTICLE 294. Rules on Commencement Exercises. The commencement exercises may be done on-line or face-to-face and shall be optional. Graduating students who choose not to participate in the commencement exercises must so inform their respective Deans or ADAA at least ten (10) days before the date of the commencement exercises.

Graduating students regardless of whether they were present or absent in the commencement exercises shall obtain their diplomas, or certificates, and transcripts of records from the Office of the Registrar in their Campus upon presentation of their student clearance.

The names of students who have been recipients of Academic Honors and Special Service Medals in accordance with Article 268 and 269 of this Code shall be included in the commencement program. They shall be required to wear their medals on their academic costume.

ARTICLE 295. Academic Costumes. Candidates for graduation for the Graduate programs and those in the undergraduate programs with degrees which require no less than four (4) years of instruction shall be required to wear academic costumes during the commencement exercises in accordance with the pertinent rules and regulations of the University.

CHAPTER 4. HONORARY DEGREES

ARTICLE 296. Honorary Degrees. The University may award doctorate degrees Honoris Causa to esteemed individuals who have contributed immensely to the cause of mankind in the fields of science and technology, education, public administration, social sciences, economics, and the like, subject to approval by the Board of Regents and in accordance with University policies and CHED guidelines.

BOOK FOUR
STUDENT AFFAIRS AND SERVICES

TITLE ONE: STUDENT SERVICES

CHAPTER 1. STATEMENT OF POLICIES

ARTICLE 297. Statement of Policies. The Technological University of the Philippines shall seek to form individuals who can later become productive citizens of the country and the world. Its responsibility is not only confined to the teaching and development of livelihood and job skills but also to the acquisition of life skills and values. It is the aim of the University to produce individuals who will be able to contribute positively to the progress of their country, and to the upliftment of the human condition. Through its student affairs and services activities, the University shall aim to systematically and deliberately address this aim to facilitate a holistic and well-rounded student development with the involvement of students as future responsible citizens and leaders. (CMO No. 9, series of 2013)

ARTICLE 298. Student Services. Through the concerned offices, the University shall continue to enhance its services on the information and orientation of the students on the University rules and regulations affecting them, and of the services which they may avail; the guidance and counselling services which the University offers; the career and job placement services; the economic enterprise development to prepare the students for possible careers in entrepreneurship; and the continuous development of the student handbook which contains the information a student needs for him/her to successfully navigate his/her stay in the University.

It shall be the duty of the University to provide clean, sanitary, and affordable food services to the students, to provide primary health services, to ensure their safety and security while within the jurisdiction of the University, to guide the students in choosing and accrediting safe, clean, and affordable housing within the vicinity of the Campuses, to cater to the needs and welfare of the international students, and students with special needs and persons with disabilities, and to adopt a healthy and vigorous sports and cultural programs where the great majority of the students may participate. (CMO No. 9, series of 2013)

TITLE TWO: EXTRA-CURRICULAR ACTIVITIES

CHAPTER 1. THE UNIVERSITY STUDENT GOVERNMENT (USG)

ARTICLE 299. General Provisions. The University Student Government is the highest elective student body in the University which shall serve as the channel of communication between students and the administration, as well as between the

students and other sectors of the University and shall perform such functions as mandated by its constitution and by-laws and by University rules and regulations. Being part of the USG means not only representing the student body's interests to University authorities but shall also require a willingness to think broadly, to "think University" and not just to represent a narrow perspective, or to lean restrictively towards ideologies popular at the moment.

ARTICLE 300. Campus USG and Federation of Student Governments. Each Campus shall have their own University Student Government, to be known by the appellation of the Campus name attached to "USG" such as Cavite-USG, and so on. Each USG shall have their own Constitution and By-Laws to be endorsed by the Adviser and Campus Director, or in the case of the Main Campus, by the Dean of Student Affairs, to the President for approval.

There shall be a USG Federation with the officers of the Campus USGs as members. There shall be a separate Constitution and By-laws for the USG Federation, duly endorsed by the Dean of Student Affairs to the President for approval.

Each USG and the FSG shall have funding support as may be allowed by law and by University policies.

ARTICLE 301. Duties and Functions. The Campus USG and the USG Federation shall have the following general duties and functions:

- a. to advise the University authorities through the President on all matters affecting the students;
- b. to develop a University spirit among the ranks of the students and to help the administration in promoting the general welfare of the students and to articulate their needs;
- c. to assist in the organization and implementation of the projects of student organizations, including social events, sports and cultural activities, community projects, University reform, and helping people in need, in accordance with University rules and regulations;
- d. to help the University in the maintenance of an orderly and productive relationship among the various organizations, and to promote the good name of the University in inter-University or inter-collegiate activities;
- e. to exercise specific duties and functions in accordance with their approved constitution and by-laws; and
- f. to exercise such duties and functions as the University may delegate or authorize from time to time.

ARTICLE 302. The Commission on Student Election (COMSELEC). For the purpose of conducting and overseeing the election of the student representatives to the student governments in the Campuses, each Campus shall have a Commission on Student Election (COMSELEC) whose composition shall be determined by

the Constitution and By-Laws and other relevant rules and regulations of the University Student Government. The COMSELEC shall pass and publish or disseminate a set of election rules and regulations for the purpose of ensuring a clean, orderly and representative election.

ARTICLE 303. Adviser. The Dean of Student Affairs shall be the ex-officio adviser of the Main Campus-USG and COMSELEC, and the USG Federation. The Head of the Office of Student Affairs in the Campuses shall be the ex-officio adviser of the Campus USG and Campus COMSELEC, and such other advisers which the USG and the COMSELEC may recommend, subject to the approval by the Dean of Student Affairs or Head of Student Affairs.

CHAPTER 2. STUDENT PUBLICATION

ARTICLE 304. General Provisions and Official Name of the Official Student Organ. The name of the official student organ in the University in all campuses shall be the "The Philippine Artisan." The University adheres to the declared policy of the State to uphold and protect the freedom of the press in whatever form, print and non-print, and other media even at the campus level, and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline among the students of the University. In furtherance of this policy, the University shall undertake various programs and projects aimed at improving the journalistic skills of the students and for promoting responsible and free journalism. (R.A. 7079, Campus Journalism Act of 1991; CMO No. 9, series of 2013)

ARTICLE 305. The Editorial Board. The Editorial Board of the official student publication shall be composed of bona fide student journalists currently enrolled in the semester or trimester in the University, who shall be chosen through fair and competitive examinations to be conducted by a Board of Selection to be designated by the President upon the recommendation of the Dean of Student Affairs or the Campus Directors as may be applicable.

The qualifications of the applicants for editor, the term of office, the criteria for selection, and additional requirements, shall be governed by the guidelines and rules to be formulated by the Board of Regents.

The Editorial Board may be paid honoraria to be fixed by the Board of Regents. (RA 7071, Campus Journalism Act of 1991)

ARTICLE 306. Editorial Policies and Management of Funds. Once the Editorial Board is established, it shall freely determine its editorial policies and the management of the publication's funds. (RA 7079, Campus Journalism Act of 1991)

ARTICLE 307. Funding. The Philippine Artisan shall be financially supported by the UniFAST through the student publication fees to be fixed by the Board of Regents. Other sources of funds may come from donations, advertisements, and other sources.

ARTICLE 308. Publication Adviser. The publication adviser in all Campuses shall be selected by the President from a list of recommendees to be submitted by the Editorial Board. The function of the adviser shall be limited to one of technical guidance. (RA 7079, Campus Journalism Act of 1991)

ARTICLE 309. Security of Tenure. A member of the Editorial Board must maintain his status as student of the University in order to retain membership in the publication Editorial Board. A student shall not be expelled or suspended solely on the basis of an article he/she has written, or on the basis of the performance of his/her duties in the student publication. (RA 7079, Campus Journalism Act of 1991)

ARTICLE 310. Other Student Publications. Notwithstanding the provisions of the foregoing articles governing the publication of a single official paper for the students, other student publications published by the various student organizations shall be allowed under the principle of press freedom, provided that their publication expenses shall be defrayed by their respective organizations. These other student publications shall be considered as private publications and shall be subject to the internal rules of the organization concerned. The publication of the yearbook may be officially undertaken by the University or outsourced, whichever shall be more efficient and economical.(n)

CHAPTER 3. STUDENT ORGANIZATIONS AND ACTIVITIES

ARTICLE 311. Establishment of Student Organizations. Student organizations such as associations, clubs, fraternities, sororities, and others including college and class organizations may be established and allowed to operate in the University under the supervision of the Office of Student Affairs in the Main Campus and by the Head of Student Affairs in the other Campuses in accordance with University rules and regulations.

The activities to be conducted by accredited student organizations shall aim to foster the intellectual, cultural, spiritual growth and development of the members, and to develop their skills and facilities in human interaction, the improvement of relations, and the development of leadership ability.

ARTICLE 312. Classification of Student Organizations. Student organizations are classified into the following:

- a. Class organizations, or those whose members belong to only one subject or class in a college or Campus;

- b. College organizations, or those whose members come from a college or academic department;
- c. Specialized student organizations, or those formed by students taking the same program, or established by students in a particular academic department.
- d. Extra-curricular organizations, such as socio-civic, or community oriented organizations which have members across various programs;
- e. Fraternities and sororities, or those which are non-political and University or Campus-wide whose members belong to various colleges or academic departments, and comprised of bona fide students whose primary aim is brotherhood or sisterhood with specific objectives and goals;
- f. University Student Government, whose nature and operations are defined in the relevant provisions of this Code.

ARTICLE 313. Supervision of Student Organizations. In order to harmonize the conduct of the activities of the student organizations regardless of classification, their activities shall be under the direct supervision of the Dean of Student Affairs as they may be held in the Main Campus, and by the Head of Student Affairs in the other Campuses, in coordination with the College Dean or the ADAA.

The approval of the activities of the student organizations and the funding of the same, shall be in accordance with pertinent University rules and regulations.

ARTICLE 314. Advisers. Every student organization shall have one or more faculty advisers chosen by them and approved by the Dean of Student Affairs or the Head of Student Affairs and by the VPAA and the ADAA as a condition for the grant of accreditation.

The adviser of fraternities and sororities must not be members of the said organizations. The chosen adviser shall submit a written acceptance or consent to act in such capacity (R.A 11053, The Anti-Hazing Act of 2018, Section 7).

The faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority or student organization and for guiding the organization towards the conduct of wholesome and positive activities in accordance with the provisions of this Code and by law. (RA 11053, The Anti-Hazing Act of 2018)

ARTICLE 315. Meetings. Before its adviser or advisers are appointed and have assumed office, no student organization may hold any meeting in the campus or undertake any campus activity, except that of adopting a Constitution.

ARTICLE 316. Constitution and By-Laws. No student organization, except class organizations, shall be allowed to function without a Constitution and By-Laws previously ratified by its members and submitted to the Dean of Student Affairs or Head of Student Affairs for confirmation.

ARTICLE 317. Accreditation. All existing fraternities, sororities, specialized student organizations, and extra-curricular organizations which have existing members who are students or plan to recruit students to be their members shall be required to register in the Office of Student Affairs before they conduct activities whether in-campus or off-campus, including the recruitment of members. Any newly-organized fraternity, sorority, or student organizations specified in this Article shall immediately register with the Office of Student Affairs during the semester or trimester in which it was established or organized, provided that they have complied with the requirements for accreditation as provided in University guidelines. In addition to these requirements, they shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester. (R.A. 11053, Anti-Hazing Act of 2018)

ARTICLE 318. Activities. Activities of student organizations are either curricular, co-curricular, or extra-curricular.

Curricular activities are those which are related to the requirements of the academic program such as field trips, in-plant visitations, and supervised industrial training.

Co-curricular activities are in-campus or off-campus activities, community-based programs which are intended to reinforce classroom learning and may be required as part of instruction. Other activities under this category are webinars and face-to-face seminars, fora, symposia, workshops, publications, and leadership development programs.

Extra-curricular activities shall include dramatics, stage plays, concerts, sports and cultural activities, religious, programs and convocations, and other similar activities.

The approval of activities shall be provided in pertinent University rules and regulations.

ARTICLE 319. Hazing. Hazing conducted by fraternities, sororities, and student organizations are hereby prohibited. Hazing includes any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization, and shall include such acts as defined by law and in relevant provision of this Code. (R.A. 11053, Anti-Hazing Act of 2018)

ARTICLE 320. Rules on Participation in Controversial Activities. The participation of students in controversial activities which include parades, demonstrations, mass meetings, webinars, on-line fora, social media activities, on-line protests, programs, and the like, organized or promoted by parties or interests not authorized by the University, shall be governed by the principles laid down in this Article. The University has for one of its aims the training of thought and action for the general citizenry of the country. For this purpose, the students of the University are encouraged, as they have always been encouraged, to take an intelligent interest in public questions. Though certain questions may be of a controversial nature, to place them beyond the inquiry and consideration by the students would be to defeat this object. Therefore, students of the University are, and should be, free to express their views and sympathies, on any public question, subject however, to the requirements of law, and certain self-evident and well established limitations, among which are:

- a. The participation of students in the above-defined and enumerated controversial activities, shall not interfere or disrupt classes, involve substantial disorder or invasion of the rights of others, and disrupt other activities of the University.
- b. Students who take part in any of the aforementioned activities shall not exhibit any sign or give the impression that they represent the University, but shall indicate clearly that their participation, including their statements or opinions, are of their own individual accord.
- c. Students shall at all times observe the pertinent laws and rules and regulations of the University, and shall always act with fairness, tolerance, moderation, and respect for the opinions and feelings of others, bearing in mind that education stands for broadness of views and for the appreciation, evaluation and understanding of similar or competing principles.
- d. Students are expected to be courteous and considerate on all occasions as befitting men and women of refinement and good breeding, including in their behavior and pronouncements in the social media.

TITLE THREE: STUDENT CONDUCT AND DISCIPLINE

CHAPTER 1. DISCIPLINARY RULES

ARTICLE 321. Student Discipline. The University shall have gender and disability sensitive rules and regulations formulated in consultation with students and faculty and published in a student handbook that is accessible and disseminated to students including students with disabilities, and to the faculty and parents. The definition or specification of certain offenses and breaches of discipline in separate resolutions of the Administrative Council and approved by the Board of Regents shall not be construed to exclude other offenses or breaches against

the rules of discipline promulgated by the President, the Vice Presidents, Deans, Campus Directors, Directors, and faculty members in those cases not specifically defined or provided in this Code. (CMO Number 9, series of 2013)

ARTICLE 322. Prohibited Acts. The following prohibited acts shall be classified as improper student conduct and shall have the corresponding penalties as shall be imposed by appropriate University rules and regulations:

1. Dishonesty, such as cheating during examinations, or plagiarism in connection with any academic work. Plagiarism in this context shall include the use of another person's ideas, words, design, art, music and similar works as one's own in whole or in part without acknowledging the author or obtaining his permission.
2. Forgery, alteration or misuse of the documents of the University, records or credentials; knowingly furnishing false information to the University in connection with official documents filed by him;
3. Making, publishing or circularizing false information about the University, its officials, faculty members and/or students, either through the print media, the social media, the internet, and through other electronic means;
4. Obstruction or making unnecessary noise in University premises, or disrupting the teaching, administrative work, disciplinary proceedings, legitimate student activities, and other University activities;
5. Defamation committed against any student, faculty, or University officials, exaggerated utterances, irresponsible and libelous statements and other acts of militancy that threaten peace and order, whether orally, by print, or by mass or concerted action, or through the social media, internet, and other electronic means; (CMO Number 9, series of 2013)
6. Physical assault on any person within the premises of the University, or outside of such premises if the act shall arise in relation to the parties' official relations or activities with the University;
7. Theft of, or damage to, the property owned or in possession of the University, or of the University community;
8. Unauthorized entry to or use of the facilities of the University;
9. Vandalism, which is the willful destruction of any University property, and which includes, but is not limited to, such acts as tearing off or defacing any library book, magazine, or periodicals; writing or drawing on the walls and pieces of furniture; deliberately dismantling or damaging computers, projectors, and similar items; breakages of glass windows, showcases,

cabinet doors, electrical, mechanical or electronic devise or contrivances; sitting on arms of classroom desks; improper use of comfort rooms causing damage therein; unauthorized removal of official notices and posters from bulletin boards, and other similar offenses;

10. Hazing as provided in Article 319 of this Code;
11. Illegal use, possession, or distribution of prohibited drugs or chemicals such as, but not limited to, LSD, marijuana, heroin, cocaine, opiates in any form, shabu, or the indiscriminate use of cough or cold medications with the intention of getting intoxicated therewith;
12. Unlawful possession or use of explosives or deadly weapons, unless such is required in the performance of official duties as may be required by law. Private persons entering any of the campuses of the University shall deposit such prohibited weapons or materials with the TUP security force;
13. Engaging in lewd, indecent, obscene, or immoral conduct while within the University premises or during a University function;
14. Abusive behavior, rudeness, disrespect, or courtesy towards University officials, employees, faculty members, and fellow students whether done verbally, by letter or traditional written communication, by audio or videophone, or through the social media;
15. Posting of false, offending, inappropriate, immoral, lewd, or nudity materials in the internet or in the social media which have the tendency to offend common sensibilities or to mislead the academic community;
16. Entering the school premises in a state of intoxication;
17. Engaging in any form of gambling within the school premises including the possession of any gambling paraphernalia;
18. Smoking inside school premises at any time;
19. Violation of any penal statute, such as malversation, estafa of funds, and similar acts, or of the rules and regulations or any valid order of competent University authorities;
20. Bullying, which is comprised of any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of other students at

the University; or materially and substantially disrupting the education process or the orderly operation of the University, and similar acts as defined by law. (RA 10627, Anti-Bullying Act of 2013)

21. Any other act which threatens the health or safety of any person inside the premises of the University or which adversely affects the student's suitability as a member of the academic community as defined in appropriate University rules and regulations.

ARTICLE 323. Table of Penalties. The penalties for the offenses listed in the preceding Article shall be provided in pertinent University rules and shall be approved by the Board of Regents.

CHAPTER 2. ADMINISTRATION OF STUDENT DISCIPLINE

ARTICLE 324. Authority to Discipline, To Whom Vested. Faculty members, Deans, the Dean of Student Affairs and Heads of Student Affairs, Campus Directors, and Vice Presidents are at all times empowered to admonish or stop a student from committing any misconduct. Whenever any student is caught in the act doing any of the prohibited acts listed in the preceding Articles, or has been discovered to have posted unacceptable materials in the social media or in the internet, the student shall be brought to the College Dean, ADAA, or the Dean of Student Affairs or Head of Student Affairs who shall conduct a summary investigation of the case and thereupon impose the proper penalty not exceeding one week or according to specific jurisdiction and procedure for the implementation of penalties as set forth in University rules and regulations. Moreover, where the offense committed warrants a higher penalty than one week suspension, they shall refer the case to the Student Disciplinary Tribunal for formal investigation.

ARTICLE 325. Violation of Rules on Extra-Curricular and Co-Curricular Activities.

Whenever a student, either as an officer or as a member of an organization, has been reported as, or has been suspected of, having violated the rules and regulations concerning student extra-curricular or co-curricular activities with the involvement of the student organization, the Dean of Student Affairs or Head of Student Affairs shall immediately direct an investigation to determine the truth of the report. If the student is found to have committed the reported offense, the Dean of Student Affairs or Head of Student Affairs shall admonish, reprimand, or suspend the student for not more than one week and shall report such action to the Campus Director or to the VPAA.

If a heavier penalty is warranted, the Dean of Student Affairs or Head of Student Affairs shall refer the case to the Student Disciplinary Tribunal for formal investigation which shall make the corresponding recommendation on the case to the VPAA or to the Campus Director who shall act on the same in accordance with University rules and regulations. The proper penalty shall likewise be imposed on the organization as provided by University rules and regulations.

ARTICLE 326. Forms of Disciplinary Action, Authority to Impose Penalty. Disciplinary action may take the form of expulsion, dismissal, suspension from the University, exclusion from class, reprimand, or warning. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed. The penalties of expulsion and dismissal shall be imposed by the President, while lesser penalties shall be imposed by the VPAA or the Campus Director, in accordance with University rules.

Any disciplinary action taken against a student shall be reported to his parents.

ARTICLE 327. The Student Disciplinary Tribunal. Student offenses punishable by penalties in excess of one (1) week suspension shall be referred to the Student Disciplinary Tribunal which shall have jurisdiction over all such cases in all units of the University. The Student Disciplinary Tribunal shall formulate its rules of procedure subject to the approval by the Board of Regents. It shall conduct a hearing in accordance with the approved procedure, and thereafter submit, through the Campus Director or the VPAA its findings and recommendations to the President. The Student Disciplinary Tribunal shall be composed of the Dean or Head of Student Affairs as ex-officio Chairman, the Chief Legal Counsel as the Vice Chairman, and such other persons as may be designated by the President, as members. The Student Disciplinary Tribunal may have divisions which may be created by the University President to handle the investigation of various disciplinary cases.

ARTICLE 328. Procedural Matters. In the investigation of students found violating school discipline, there shall be minimum standards which must be met to satisfy the demands of procedural due process. These are:

1. The students must be informed in writing of the nature and cause of any accusations against them;
2. They shall have the right to answer the charges against them and with the assistance of counsel, if desired;
3. They shall be informed of the evidence against them;
4. They shall have the right to adduce evidence in their behalf; and
5. The evidence must be duly considered by the Student Disciplinary Tribunal. (DLSU vs. Court of Appeals, G.R. 127980, December 19, 2007)

A student-respondent who fails to appear for an investigation despite notice, shall be considered in default and the investigation shall proceed ex parte.

CHAPTER 3. DRESS CODE, HAIRCUT, AND IDENTIFICATION CARD

ARTICLE 329. Dress Code and Student Identification. Whenever students are required to attend face-to-face classes in the Campus, they shall be required to wear the proper and official uniform prescribed by the University. The official uniform shall also be required during on-line classes in accordance with University rules and regulations.

ARTICLE 330. Wearing of Official Identification Card. Students shall be required to secure and wear their official IDs at all times while inside the Campus and shall use such ID in all official transactions in the University.

The wearing of IDs issued by student organizations may be allowed but must be worn so as not to hide the official student ID, and subject to University rules and regulations.

All students who are leaving the University prior to the commencement exercises, transfer to another school, dropping out of the University, or dismissal or expulsion from the University shall be required to surrender their IDs, subject to University rules and regulations.

ARTICLE 331. Haircut and Prohibition on Male Earrings. All male and female students shall wear acceptable and decent haircut and hair style. The wearing of earrings for male students while inside the campus is not allowed, and shall be subject to disciplinary action.

BOOK FIVE
BUSINESS AND FINANCIAL OPERATION

CHAPTER 1. ADMINISTRATION OF UNIVERSITY PROPERTY

ARTICLE 332. Names of Buildings and Structures. Subject to University rules and regulations and in accordance with law, University buildings, structures, streets, and other facilities, shall have such names as may be proposed by the President upon recommendation of a committee chosen by him, subject to approval by the Board of Regents.

ARTICLE 333. Use and Supervision of Buildings and Grounds. The grounds, buildings and facilities shall be under the supervision of the VPAF and of the ADAF for the other Campuses in coordination with concerned and responsible offices. Said offices shall undertake the proper care, repairs and improvements in such properties of the University and to supervise the utility workers for the upkeep and maintenance of grounds and buildings.

ARTICLE 334. Custodianship of Grounds and Buildings. The custodian of the grounds and buildings in the Main Campus shall be the VPAF, and the Campus Directors in the other Campuses.

ARTICLE 335. Use of Buildings and Premises. In the Main Campus, the VPAF or his duly authorized representatives shall have the authority to allot the classrooms, laboratories, equipment and other properties, and offices and other spaces in the buildings in consultation with concerned offices. Said functions shall be undertaken by the Campus Directors in the Campuses. This task may likewise be assigned by the President to other officials and employees to assist the VPAF and the Campus Director.

Unless otherwise provided and subject to the approval by the VPAF or the Campus Directors, only recognized organizations in the University may have the privilege of using a building or a portion thereof, or any other property or facility belonging to the University. For this purpose, the recognized organizations are those whose members are drawn from the students, alumni, employees or faculty of the University in accordance with pertinent University rules and regulations.

The use of buildings and premises by outside individuals or organizations or by food concessionaires for food stalls, shall be through a permit issued by the VPAF through the concerned offices and after payment of the prescribed rental fees. The Permit to Operate for the food stalls shall be prominently displayed therein.

ARTICLE 336. Solicitation. No solicitation of funds, canvassing for the sale of merchandise, the unauthorized selling of books and other instructional materials, subscription

for securities, insurance, publication, sale of tickets, and any other promotional or charity scheme shall be conducted in the University Campuses, buildings, or grounds without the previous approval by the President or his duly authorized representative in writing.

Subject to University rules and regulations, signage materials such as streamers, placards, and similar items which are used to announce or advertise events, products or the like shall not be posted or placed in any of the buildings or grounds of the Campuses without the written permission of the VPAF in case of the Main Campus, and by the Campus Directors in accordance with relevant University rules and regulations.

ARTICLE 337. Use and Operation of Motor Vehicles. All motor vehicles owned and operated by the University in each Campus shall be constituted in the Campus motor pool and shall be under the direct supervision of the VPAF or the ADAF or their duly authorized representatives. The use and operation of the motor vehicles owned by the University shall be in accordance with University rules and regulations.

ARTICLE 338. Property Responsibility. University properties such as laboratory equipment, supplies, office furniture and fixtures, classroom tables and chairs, library books and reading materials, computers in the offices and in the laboratories, vehicles, etc., shall be under the immediate custody or responsibility of the persons directly responsible for such properties as evidenced by a Memorandum Receipt issued in their favor by the Supply Officer in accordance with University rules and regulations.

CHAPTER 2. PROCUREMENT ACTIVITIES

ARTICLE 339. Purchases and Requisitions. All purchases and requisitions shall be made through the procedure mandated by RA 9184 and its Implementing Rules and Regulations, and by the pertinent provisions of this Code. The Board of Regents may set ceilings from time to time on the authority of the President to such procurement contracts he/she may approve or sign, and such which the Board itself must act upon.

ARTICLE 340. Procurement Planning; Annual Procurement Plan. All procurement in the University shall be within the approved budget and shall be meticulously and judiciously planned so that only those considered crucial to the efficient discharge of the affairs of the University or in the pursuit of its principal mandate and mission shall be included in the Annual Procurement Plan (APP). The APP shall be approved by the Board of Regents.

No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto. The APP must be consistent with the duly approved yearly budget of the University and shall be approved by the Head of Procuring Entity (HoPE).

ARTICLE 341. PPMP and PAP. The different units or end users of the University shall formulate their respective Project Procurement Management Plans or PPMP for their different Programs, Activities and Projects, including such information which are required by law.

ARTICLE 342. Preparation of the PPMP and the APP. The University shall have a consolidated APP which shall include the specific sections for the APP of the different Campuses and extension units. The President shall issue a call for the preparation of the PPMPs and shall create a University-wide committee headed by the Vice President for Planning, Development and Special Projects (VPPDSP), the VPAF, the Budget Officers in the different Campuses, and such other officials necessary for the completion of the PPMPs. The VPPDSP shall direct the preparation of the consolidation of the PPMPs into the consolidated APP for the University through the BAC Secretariats of the Campuses.

CHAPTER 3. FINANCIAL MATTERS

ARTICLE 343. University Budget. The annual budget of the University shall be prepared and spent in accordance with the rules provided by the Board of Regents, by law, and by the Department of Budget and Management.

ARTICLE 344. Accounting and Auditing. All accounts and expenses of the University shall be audited by the Commission on Audit or its representative, and all disbursements shall be made in accordance with rules and regulations prescribed by said Commission and by law.

The accounting of the funds of the University shall adhere strictly to the accounting rules and regulations as provided by law.

ARTICLE 345. Donations and Endowments. All donations to the University, such as funds, books, equipment, vehicles, land, and any other properties shall be accepted by the President up to a certain amount or value of the donation as may be authorized by the Board of Regents, unless such acceptance involves some additional expenditures or onerous conditions in which case the donations shall be submitted to the Board of Regents for decision. All donations above this amount or value shall be accepted by the President upon authorization of the Board of Regents and shall preferably be transferred without costs being incurred by the University. All donations shall be accompanied by a deed of donation signed by the donor and the President as done in behalf of the University.

CHAPTER 4. CITIZEN'S CHARTER

ARTICLE 346. In view of R.A. 11032 or the Anti-Red Tape Act of 2007, requiring all government agencies to have a Citizen's Charter, the University shall have its own Citizen's Charter with the aim of communicating the service standards of

the external and internal services the University provides to its clients, and to enable the University to meet the deadlines that the law has set.

BOOK SIX
FINAL PROVISIONS

CHAPTER 1. FINAL PROVISIONS

ARTICLE 347. Provision for Implementation. Whenever necessary, the President shall formulate in detail the implementing circulars, guidelines, memoranda, and the rules and regulations necessary to carry out the various administrative actions required for the implementation of this Code in consultation with the various stakeholders in the University. Such circulars, guidelines, memoranda, and rules and regulations shall become part of this Code as appendices.

ARTICLE 348. Changes in the Organizational Structure. Changes in the organizational structure of offices within the administrative system of the University in all Campuses may be effected upon recommendation of the President and after approval of the Board of Regents, provided such changes do not contravene the provisions of this Code.

ARTICLE 349. Separability Clause. If for any reason or reasons, any part of this Code shall be held to be unconstitutional, contrary to law, or invalid, the other parts or provisions not affected thereby shall continue to be in full force and effect.

ARTICLE 350. Amendments. Save as to matters specifically provided by law, any provision in this Code may be amended at any regular or special meeting of the Board of Regents.

ARTICLE 351. Repealing Clause. Existing bodies and offices which are rendered obsolete by this Code are hereby dissolved and all University guidelines, memoranda, office orders, memorandum circulars, and other rules and regulations, or parts thereof which are inconsistent with this Code are hereby repealed or modified accordingly in accordance with University rules and regulations done in consonance with this Code.

ARTICLE 352. Transition Period. The Board of Regents shall set a period of transition for the full implementation of the organizational system provided in this Code.

Written from July 24 to October 7, 2020
6:43 pm by Professor Jesus Rodrigo F. Torres

Consultations for the first draft started on January 7, 2021 and was finished on March 11, 2021 at 10:30 am.

Corrections on the Draft integrated to the Code on March 24, 2021, at 5:25 pm in TUP Taguig
Refinement and Updating of Table of Contents on March 25, 2021, TUP Taguig

July 4, 2021. The suggestions of the OSG have been integrated. The suggestions of the faculty members have been integrated. The program offerings have been finalized.

July 11, 2021. Some additional suggestions which Regent Benefrido Reyes has sent last night have been integrated, though most of the suggestions can be put in the IRRs. The program offerings of TUPV have been integrated in the Code. No further revisions or changes are in process.

April 27, 2022, The University Code is finally approved by the Board of Regents at 4:45 pm in a Special Meeting held at Panglao Island, Bohol.