## Faculty Manual 2021

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## De La Salle University Manila, Philippines

Upon consultation with the members of the Technical Panel (TP) on the Revision of the Faculty Manual composed of administrators and faculty members, as represented by the Association of Faculty and Educators of DLSU Inc - AFED (otherwise known as Faculty Association) and with the approval of the President and confirmation of the Board of Trustees of De La Salle University, this Manual is hereby promulgated. This supersedes all other documents on faculty classification, and norms for promotions and faculty benefits.

Throughout the effectivity of this manual, the TP shall continue periodically to meet to discuss pertinent matters when the need arises.

Br. Bernard S. Oca FSC<br>President

## TECHNICAL PANEL MEMBERS

## Faculty

Administration


ANTONK P. CONTRERAS
President Association of Faculty and Educators of DLSU Inc.

ROMMEL M. BILLENA
Vice President
Association of Faculty and Educators of DLSU, Inc.

## ROBERTO B,RAYMUNDO

Board Member
Association of Faculty and Educators of DLSU, Inc.


## BENITO L.TEEHANKEE

Board Member
Association of Faculty and Educators of DLSU, Inc.

Vice Chancellor for Research and Innovation


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## DLSU VISION-MISSION

## PREAMBLE

De La Salle University is an internationally recognized Catholic university in the Philippines established by the Brothers of the Christian Schools in 1911. Inspired by the charism of St John Baptist de La Salle, the University community, together and by association, provides quality human and Christian education by teaching minds, touching hearts, and transforming lives.

## VISION-MISSION

A leading learner-centered and research university, bridging faith and scholarship, attuned to a sustainable Earth, and in the service of Church and society, especially the poor and marginalized.

## CORE VALUES

## Faith

DLSU is committed to nurturing a community of distinguished and morally upright scholars that harmonizes faith and life with contemporary knowledge in order to generate and propagate new knowledge for human development and social transformation.

## Service

DLSU is committed to being a resource for Church and Nation and to being socially responsible in building a just, peaceful, stable, and progressive Filipino nation.

## Communion

DLSU is committed to building a community of leaders, competent professionals, scholars, researchers, and entrepreneurs, who will participate actively in improving the quality of life in Philippine society within the perspective of Christian ideals and values.

## STATEMENT ON DIVERSITY AND INCLUSIVITY

Pursuant to the University Mission and Vision as a Catholic institution of higher learning, De La Salle University is fully committed to fostering an open and tolerant community, and as such, does not discriminate based on age, religion, race and ethnicity, political and cultural views, sexual orientation, gender identity and expression, on issues of employment and career progression. Equal opportunities are made available to all employees.

## TWELVE VIRTUES OF A LASALLIAN LEADER

Adapted from Br. Agathon's Virtues of a Teacher, the virtues are grounded on the Lasallian core values of Faith, Service, and Communion in Mission. As Lasallian educators, we aspire to live by these values and conscientiously practice them in the workplace.

Silence - A Lasallian leader avoids unnecessary talk. He/ She teaches the art of being silent and that of speaking opportunely. Experience is telling. In choosing silence, he/ she reserves his/ her words for the best time and reason.

Wisdom - To a Lasallian leader, wisdom is a sublime science which directs behavior and balances passions for the genuine happiness of all. It enables him /her to discern signs and patterns. It allows for the greater appreciation of the eternal, enriching himself and the community he/ she serves.

Piety- Through piety, a Lasallian leader fulfils worthily his/her duties for God. He/She guides and leads others in religious sentiments. He/She teaches others to make their actions meritorious by offering them to God and knowing how to ask for help to perform his/her duties well.

Patience - Patience makes us overcome without murmuring and with submission to the will of God all the evils and cares of this life. A Lasallian leader understands that patience is not a shield or a respite from suffering.

Prudence - Prudence makes one see what is necessary from what is to be avoided, thereby, turning away from regrettable misunderstandings. A Lasallian leader must deliberate carefully, judge rightly and order his/her affairs properly.

Gravity - A Lasallian leader exudes the spirit of modesty, politeness, and good order. No crass or harsh words are uttered, and fear is eschewed. Instead, compassion, selfmastery and good humor are exuded as evidence of a wise and mature mind.

Zeal - Zeal is the energy to pursue the glory of God with great affection. A Lasallian leader is a passionate individual who leads by example.

Generosity - Generosity allows a Lasallian leader to sacrifice voluntarily his/her personal interests for the benefit of others. This virtue seeks to make others happy, whether by instruction, advice, or through good example with no other motive than to serve and glorify God.

Humility - A Lasallian leader is a person of character, true to oneself, and not caught in titles, honors and fame.

Reserve - Reserve is a quality that fuels us to think, speak and act with moderation, discretion, and modesty. A Lasallian leader knows that a careless or impassioned word, gesture or reaction can create unjustified attention.

Gentleness - Gentleness brings out goodness, sensitivity, and tenderness. A Lasallian leader judges and corrects without harshness, behaves in accordance with good principles, and acts with simplicity and uprightness.

Vigilance - Vigilance makes us diligent, allows us to accomplish that which is good and enables us to fulfill our obligations worthily.

## CODE OF ETHICS FOR DE LA SALLE UNIVERSITY FACULTY

1. They are intellectually honest.
2. They are active searchers of new knowledge and exercise critical self-discipline in using, extending, and transmitting knowledge.
3. They are objective and fair in their professional relations with colleagues and treat them with respect.
4. They respect the free inquiry of colleagues and welcome objective criticism of their own work.
5. They respect their students as persons, i.e., under no circumstances will they exploit, harass, and discriminate against students.
6. They serve as intellectual guides and counselors to students and hold in strictest confidence any information received in student consultations/interviews except when doing so will serve legal professional purposes or is required by law.
7. They, together with other sectors of the academic community, work for the achievement of the ultimate goals of the University.
8. They avoid conduct which runs counter to the moral standards of society.

## GENERAL STATEMENT ON THE RESPONSIBILITIES AND RIGHTS OF DLSU FACULTY

## A. Statement of Responsibilities

De La Salle University faculty members, consistent with the University Mission Statement of a Catholic educational institution, embody the Lasallian spirit and are active propagators of this spirit, serving as a resource for Church and Nation.

In the pursuit of their endeavors and in the fulfillment of their responsibilities, the faculty members are expected to:

1. observe intellectual honesty in their search for, use, and transmission of knowledge;
2. uphold and pursue legitimate inquiry and accept objective criticism of their work;
3. fulfill their roles as intellectual guides and counselors to students, treating them with due fairness and concern;
4. respect the beliefs of their colleagues and students;
5. adhere to the established and acceptable norms of behavior in the University community, in particular, and society, in general; and
6. adhere to the mission statement and the values De La Salle University stands for - Christian, Catholic, Lasallian.

## B. Statement of Rights

The University recognizes the rights of the faculty enumerated as follows:

1. The inherent right to enjoy academic freedom:

Faculty members have the right to enjoy academic freedom in accordance with the Philippine Constitution and current jurisprudence.

Academic freedom of faculty is viewed as the right of the faculty member to pursue his/her studies in his/her particular specialization and thereafter to make known or publish the result of his/her endeavors without fear that retribution would be visited on him/her in the event that his conclusions are found distasteful or objectionable to the powers that be, whether in the political, economic, or academic establishments.

It is the freedom of professionally qualified persons to inquire, discover, publish, and teach the truth as they see it in the field of their competence. It is subject to no control or authority except the control or authority of the rational methods by which truths or conclusions are sought and established in these disciplines.*

[^0]2. The right to be consulted and be heard on matters that affect the faculty individually and collectively. The faculty has the right to effective participation in the process of decision making at all levels. They shall be represented to the fullest extent possible in the various bodies that formulate policies, subject to the existing by-laws and policies of such bodies (Appendix I). Being heard includes assent or dissent without fear of any form of reprisal, sanction or harassment from colleagues and administrators. After a decision is reached, pertinent information shall be disseminated to the general faculty before policies are fully implemented.

In cases where a policy turns out to put additional burden on the functions that faculty perform, faculty members, through proper channels, may seek a review or repeal of the policy.
3. The right to participate in the determination of benefits, privileges and just salaries commensurate to the qualifications of the faculty and the demands imposed on them by the University (in accordance with Art. 13, Sec. 3, Philippine Constitution).
4. The right to information that affects them, individually or collectively. Except in emergency situations, the University should ensure that prior to any decision, information should have been effectively disseminated by different modes to faculty members to ensure their involvement in decision-making.

In cases of decisions affecting the status of a faculty member, he/she is entitled to a formal explanation of the grounds for such decisions.
5. The inherent right to organize among themselves (Art. III, Sec. 8, Philippine Constitution, Appendix O).
6. The right to academic and professional growth and development within the University as well as outside, provided that such activities do not interfere with the efficient performance of the academic duties and functions of the faculty.
7. The right to seek redress of grievance.
8. The right to due process. Any faculty member can only be held accountable and suffer the consequences of any allegation of a violation of this manual, or of the established Lasallian values, only after guilt is proven after a welldocumented process where the faculty is provided the opportunity to defend himself/herself. In no way would undocumented and anonymous complaints will be entertained. Furthermore, no faculty member can be subjected to grievance procedures outside the specified grievance mechanisms defined in this manual. In no way would promotion, reclassification, renewal, permanency, and service extensions boards be used as venues to hear grievances without satisfying the due process requirement, and only after finding of guilt is established.

In situations that Lasallian values are invoked, and when grievance arises, any adverse claim against any faculty member can be made only after determination by a properly documented administrative or grievance procedure, where the faculty will be accorded the right to due process. Provided further, that such a process is resorted to only after a formative
mechanism has been tried but is unsuccessful. This formative process takes into consideration the role of dialogue and sense of community in maintaining collegiality and harmony in the departments and units, and where any psycho-social, psychiatric, and neurological factor, as provided for in RA 11036 or the Mental Health Law, has been considered.
9. The right to undergo a formative, developmental process of mediation. Any faculty member has the right to first undergo a mediation process and be subjected to formative activities, to correct and address any violation or any action otherwise punishable before any formal proceeding can be initiated against him or her. However, this right may not be invoked in case of serious ethical violations that are so egregious, such as extorting money from students, and/or for offenses that are punishable under criminal laws.

## FULL-TIME ACADEMIC FACULTY

## A. EMPLOYMENT NORMS AND CONDITIONS

## 1. General Functions

Full-time academic teaching faculty members are those who are hired on a full-time basis. They are expected to continually participate in the University's pursuance of its mission. In this regard, they are to fully concentrate on the following interrelated functions relevant to the positions they occupy:
1.1. Teaching. Teaching, a primary activity in the University, is understood to mean the act of facilitating the acquisition of knowledge and skills with confidence and direction, geared towards the development of the analytical and creative faculties of students. Furthermore, the function of teaching includes specific tasks, such as student consultation, academic advising, and all other initiatives that facilitate the process of learning.

In this connection, the faculty members shall determine course requirements for their classes and evaluate and grade the performance of their students in accordance with departmental policies on course content and grading system. The faculty members have the sole prerogative to give the grade for each student and change of grade may be made only with the consent and actual submission of the faculty member of the Change of Grade form.

Teachers shall be deemed persons in authority in the discharge of lawful duties and responsibilities and shall therefore be accorded due respect and protection ${ }^{1}$.
1.2 Research. Research, the other primary activity of the University, reflects the level of disciplinal specialization attained by the individual and the entire academic faculty. De La Salle University faculty members continually explore areas of inquiry through various forms of research. These forms include basic/applied research, materials development, papers for local and international conferences, articles, monographs, books for publication, research/seminar papers for graduate studies, feasibility studies, creative works and other research output related to external professional activities (e.g., consultancies, etc.).

Moreover, the research of full-time academic faculty should address the requirements of the discipline and the thrusts of the University.
1.3 Social Engagement. As an extension of their academic functions, full-time academic teaching faculty members participate in various councils/committees/boards that program/plan/implement curricular and co-curricular activities and engage in peer evaluation and academic advising upon request.

[^1]Full-time academic teaching faculty members participate in social engagement programs either in University-sponsored community extension projects or in their own community/sectoral/professional organizations, in government/non-government, and international organizations. Participation of faculty members in these activities are regarded as part of their professional and personal commitment to the academic profession.

Social engagement is a process by which an individual or an organization participates in meaningful and collaborative relationships with a community to address socio-political-economiccultural issues to develop awareness and critical consciousness towards contributing to social and structural transformation.

A Lasallian social engagement may include consultancy, extension programs and any other collaborative work with communities and organizations where the Lasallian Mission is shared - providing Christian and Human education/transformation. Any engagement opportunity such as, but not limited to, the various social engagement activities listed in Appendix N , is an opportunity for formation where the values of faith, service, and communion are espoused.
1.4 Academic Development and Professional Growth. Full-time academic teaching faculty members continuously develop their knowledge and skills within the discipline to which they belong. The University shall ensure that they are given support in pursuing graduate studies and in participating in conferences/seminars and training programs to fulfill the above-mentioned expectation in accordance with the provisions of the existing Faculty Development Program.

The University also recognizes the reality that faculty members must engage in other professional activities similarly meant to upgrade their skills and knowledge within their respective fields. In this regard, the University allows, within agreed-upon norms and University policies, the involvement of faculty members in discipline-related consultancies or projects beyond the confines of the academic community.

## 2. Working Hours and Load

2.1 Full-time academic teaching faculty shall devote forty (40) hours a week in academic work that include any or all the functions mentioned above. Twenty-five (25) hours of the total number shall be devoted to activities within the University. This shall include twelve (12) hours [for COL this will be fourteen (14) hours] which shall be devoted to teaching and/or research, two and a half ( $21 / 2$ ) hours which shall be devoted to student consultation for every three (3) units of teaching, and at least three (3) hours which shall be devoted for academic advising, committee work, and/or task assignment described in 1.3 (University and Social engagement) and 1.4 (Academic Development and Professional Growth).

The remaining hours can be devoted to activities such as thesis advising, class preparation, graduate studies, consultancy, industry immersion, research projects, social engagement, and other approved activities. For faculty members with administrative deloading, an equivalent of seven (7) hours of residency is required for every three (3)-unit deloading.

A full-time academic teaching faculty shall devote at least twenty-five (25) hours a week within the University, including time for community building activities. The faculty must be reachable during the regular office hours (8 am to 5 pm ) from Monday to Friday. If he/she anticipates that he/she will be in a location that is hard to reach, he/she must inform the department chair beforehand.

Faculty members are required to submit the residency form indicating the distribution of their weekly forty-hour workload for approval.

In addition, they are expected to report for duty during the week preceding the first school day of the academic year, for as many days as required but not exceeding five (5) working days.
2.2 The regular teaching load of full-time academic teaching faculty is twelve (12) units every trimester preferably spread throughout the week.

For COL, regular teaching load of full-time academic teaching faculty is fourteen (14) units every semester, preferably spread throughout the week.
2.2.1 Full-time academic teaching faculty members with the rank of Associate Professor and up are required to teach in both undergraduate and graduate courses every academic year.
2.2.2 Teaching assignments are prepared by the Department Chair/ Vice Chair and/or Graduate School Coordinator in consultation with the faculty member concerned and in accordance with the existing policies on teaching assignments and loads. The tentative load shall be given two (2) weeks before the termination of the preceding trimester to afford the faculty members time for preparation. Loads are deemed final unless disapproved by the Dean. In cases of nonagreement between the Department Chair and the Dean, the Vice Chancellor for Academics mediates and renders a decision, which is final and not subject to appeal.
2.3 The load of faculty members who teach laboratory, drafting, and other similar subjects shall be based on two (2) units for every three (3) hours of class schedule.
2.4 The teaching load of full-time academic teaching faculty members may be reduced by the Vice Chancellor for Academics for the following reasons:
2.4.1 A research project duly approved by the College Research Council or commissioned by the University, upon the recommendation of the Dean and in consultation with the Department Chair.
2.4.2 Other reasons which the Vice Chancellor for Academics, in consultation with the Dean and the Department Chair, may deem worthy.
2.5 Administrative loads may be given to full-time academic teaching faculty on probation only under very meritorious cases and it should not in any way impede their compliance with their teaching duties, publication, research and pursuit of advanced degrees and training that are required for their permanency.

Administrative loads and assignments to become representatives of departments in policy-making bodies shall not be given to part-time faculty, except only as members of committee

For COL, in extremely meritorious cases, the Dean may approve additional units of overload for an administrator, but in no case may the total load exceed eighteen (18) units.
2.6 To give faculty members more time for class preparations and for research and study, load assignments shall be limited to three (3) preparations. Laboratory classes constitute one (1) preparation in departments where such classes are considered separate from the lecture subject.

Any load in excess of three (3) class preparations requires consultation between the Department Chair and the faculty member concerned and the decision is subject to the approval of the Dean.
2.6.1. Generally, assigning an additional preparation in excess of three (3) preparations is discouraged. In case a fourth preparation cannot be avoided, the faculty assigned must be willing to accept the load, and the Chair justifies the fourth preparation in writing addressed to the Vice Chancellor for Academics. The following criteria will apply:
2.6.1.1 the faculty member has taught at least three (3) of the four (4) subjects in the regular load;
2.6.1.2 the additional class preparation is related to the faculty member's field of specialization;
2.6.1.3 the fourth preparation is a regular class and the faculty is a senior or experienced faculty
2.6.2 Faculty members assigned loads in excess of the limit for class preparations shall be given a differential pay amounting to one-third $(1 / 3)$ of the hourly overload pay computed for the duration of the service rendered.

If the fourth preparation is a special graduate class, the premium is a flat rate unless the faculty serves for less than a term in which case the premium shall be computed proportionately to the duration of the service.

As a rule, a fifth preparation is not allowed. However, in extremely meritorious or emergency cases, this may be allowed upon approval
of the Vice Chancellor for Academics, e.g., substitution due to faculty leaving in the middle of the term and there is a need to immediately assign a substitute. A premium like the fourth preparation premium will be given.
2.6.1 In identifying the class for which the premium should be paid for additional class preparation, the Chair should single out the subject least taught by the faculty member

Equivalent courses needing only one preparation should be identified and treated as such by the departments concerned.

### 2.7 Activities of Faculty Outside the University

2.7.1 Outside activities that may be considered part of the residency hours include the following:
2.7.1.1 limited practice of a profession (including teaching under a consortium program or in universities with which De La Salle University has a memorandum of agreement) and industry immersion;
2.7.1.2 management of discipline-related private enterprise, including research-based start-ups;
2.7.1.3 approved outside consultancy; Upon approval, the faculty must submit a copy of the consultancy contract to the Office of the Chancellor;
2.7.1.4 special detail to government or to non-governmental institutions (educational and non-educational) with which the University has a memorandum of agreement;
2.7.1.5 research and other projects under the auspices of other institutions and discipline-related research done for private business enterprises; and/or
2.7.1.6 social engagement.

These activities require prior authorization from the Chancellor upon endorsement by the Dean and the head of the unit concerned.

Teaching in another institution, including other institutions within De La Salle Philippines, is not allowed unless with official permission from the Chancellor.

Teaching of review classes may be allowed provided the classes are not in the areas where the University offers review classes. Approval/ permission of the Chancellor for this purpose shall be applied for, through proper channels.
2.7.2 Outside consultancy, special detail to government and off-campus research shall form part of the regular workload subject to approval of the Chancellor based on the following:

2,7.2.1 Effective teaching performance (ITEO rating of at least 4.0) and compliance with all administrative regulations of the University.
2.7.2.2 The faculty member retains the regular teaching load, and provides the required number of student consultation hours.
2.7.2.3 The activities shall not exceed ten (10) hours of the regular work schedule of forty (40) hours required of all full-time academic teaching faculty members.
2.7.2.4 The activities are not contrary to the interests of the University.
2.7.2.5 The faculty member shall not carry any overload.

### 2.8 Graduate Studies

Graduate studies credited for residency shall be equivalent to two (2) times the number of units enrolled in, provided the total does not exceed twelve (12) hours, of which three (3) hours must be in residence. Faculty members writing their thesis/dissertation shall be granted a reduction in teaching and workload based on the provisions on faculty development.

Anyone carrying a graduate study load of six (6) units or more will not be allowed to do consultancy or carry an overload.
2.9 Based on need, the University may assign overload to a full-time academic teaching faculty member taking into consideration the following factors:

### 2.9.1 Evidence of effective teaching performance

2.9.2 Compliance with school regulations and policies on attendance, submission of grades, course syllabi, and other requirements related to teaching.

### 2.9.3 Length of service at De La Salle University.

The overload should not conflict with other duties (i.e., administrative assignment, membership in Department, College, University committees).
2.10 As a rule, faculty may not have more than four (4) units of overload and two special classes. Guidelines for special classes are specified in the Department Operations Manual.
2.11 Remuneration for teaching overload is one and one-tenth (1 and 1/10) times the hourly overload rates. Overload pay rates are based on faculty rank.
2.12 Graduate courses are given one and one-sixth (1 1/6) times as much credit as that of undergraduate courses provided the number of students meets the minimum class size. If the minimum class size is not met, the graduate course shall be considered a special class.

A three (3)-unit graduate class with one student less than the minimum size shall be given a two (2)-unit credit on the following conditions:
a. the subject is on track;
b. the subject is offered once in an academic year;
c. all students have paid their fees;
d. the class will meet regularly; venue and schedule will be included in the plantilla update form; and
e. no premium as graduate class will be given.

Assignment of graduate courses shall be subject to rules existing in the different colleges.
2.13 In meritorious cases, the load of full-time academic teaching faculty members may be reduced by one-half (1/2) i.e., the faculty member goes on half load, subject to the approval of the Chancellor. Reduction of fulltime load will involve a corresponding adjustment in matters pertaining to pay, length of service and benefits.
2.14 Full-time academic teaching faculty members are paid on the 10th and 25th of every month.

## B. FULL-TIME ACADEMIC FACULTY RANKS

## General Considerations

Promotion is the upward movement of a permanent faculty member.
Reclassification is the upward movement of a non-permanent faculty member.

As a rule, faculty members are eligible to promotion/reclassification only if they have served at least one (1) year in their present rank.

Rank Promotion/Reclassification is the change in rank of a faculty member. There are two (2) ways of obtaining rank promotion/reclassification:
a. upon obtaining the appropriate graduate degree when all requirements for entry into a rank are met and the degree merely completes the entry requirements. In such case, the one-year residency requirement is waived.
b. upon completion of the research output requirements when all other requirements for entry into a rank have been met and the publication merely completes the entry requisites.

Step Promotion/Reclassification is the upward movement of a faculty member within a rank upon meeting all requirements. A faculty may be promoted/reclassified only after completion of at least one (1) year residency in the current rank.

Faculty members can be promoted/reclassified several steps for as long as all requirements for each step are met.

While a year of satisfactory service is required for each step, the counting of years shall not necessarily start from the last promotion but shall include unused residency from previous promotions if they have at least a 4.0 ITEO evaluation, which is a weighted average of student, peer and chair evaluation.

The criteria in this Manual are minimum requirements. A department may come up with higher standards. These standards should be approved by the Department, the Council of Chairs, and the Academics Council, and should be confirmed by the Technical Panel through the Vice Chancellor for Academics.

Any proposal for additional standards should first be endorsed by the Executive Board of AFED who shall ensure that such proposal is a product of a consensus among the members of the concerned department or unit.

The following classification of ranks applies to full-time academic teaching faculty.

## 1. Teaching Associate

### 1.1 Minimum Entry Requirements

Appointment to this rank requires a master's degree from a reputable higher education institution and a professional license for faculty members in departments offering programs where licensure is required.

Completion of a specialized degree [Bachelor of Laws (LLB) or its equivalent (e.g., Juris Doctor), and Doctor of Medicine (MD)] may be considered equivalent to a master's degree when applicable to the department to which the faculty member belongs.

Applicants should demonstrate research potential in the discipline or related discipline as evidenced by scholarly outputs.

### 1.2 Hiring

1.2.1 Criteria for Hiring
1.2.1.1 Effective teaching demonstration;
1.2.1.2 Demonstrated research potential in the discipline or related discipline (Refer to Appendix A Implementing Guidelines, page 104);
1.2.1.3 Participation in professional organizations. This may be waived for new graduates;
1.2.1.4 Good moral character;
1.2.1.5 Clearance from immediate past employer and concerned government agency;
1.2.1.6 Certification of physical fitness to teach from the University medical officer or university-accredited health service provider;

In addition, the applicant should undergo the screening procedures of the University.

## 2. Assistant Professor 1 to 2

### 2.1 Minimum Entry Requirements

Appointment to this rank requires the completion of a master's degree in the discipline and a minimum of one (1) year of competent teaching in the tertiary level.

The number of years of experience and the scholarly outputs required for each step of the rank should be met (Refer to Appendix A Implementing Guidelines, page 104)

Work or research experience directly related to the discipline of the Department recruiting the applicant shall carry the same weight as teaching experience in determining faculty rank. Managerial experience outside the faculty member's field of specialization may be accorded half the weight assigned to teaching experience.
2.2 Hiring

### 2.2.1 Criteria for Hiring

2.2.1.1 Evidence of effective teaching performance.
2.2.1.2 Competent research in the discipline or in a related discipline as indicated by scholarly outputs (Refer to Appendix A: Implementing Guidelines page 104);

Supporting documents are needed.
2.2.1.3 Participation in professional organizations;
2.2.1.4 Good moral character;
2.2.1.5 Clearance from immediate past employer and concerned government agency;
2.2.1.6 Certification of physical fitness to teach from the University medical officer or university-accredited health service provider;
2.2.1.7 In addition, for those who have been teaching with DLSU as a part-time faculty, values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

In addition, the applicant should undergo the screening procedures of the University.

### 2.3 Promotion/Reclassification

### 2.3.1 Minimum Residency Requirement

Full-time faculty members who have at least one (1) year of residency within their present rank may be promoted/reclassified based on the criteria for promotion/reclassification.
2.3.2 Criteria for Promotion/Reclassification
2.2.3.1 Effective teaching performance as evaluated by students, peers, the Chair, and if necessary, the Dean;
2.2.3.2 Competent research in the discipline or in a related discipline as indicated by scholarly outputs (Refer to Appendix A Implementing Guidelines, page 104);
2.2.3.3 Active involvement in social engagement activities;
2.2.3.4 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of grades, as evidenced by official records;
2.2.3.5 Actively pursuing a doctoral degree in the discipline or related areas;
2.2.3.6 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

## 3. Assistant Professor 3 to $\mathbf{7}^{2}$

### 3.1 Minimum Entry Requirements

Appointment to this rank requires the completion of a master's degree plus at least nine (9) PhD units in the discipline and a minimum of three (3) years of competent teaching experience in the tertiary level. For applicants in research-based doctoral programs, the requirement is completion of one (1) year of studies as certified by the research adviser.

For the College of Law (COL) and the Department of Commercial Law of the RVR-COB, appointment to this rank requires a Bachelor of Laws (LLB) plus nine (9) units of Master of Laws (LLM), unless the COL faculty is exempted from the LLM requirement by the Legal Education Board.

The number of years of experience and the scholarly outputs required for each step of the rank should be met. (Refer to Appendix A Implementing Guidelines, page 104).

Work or research experience directly related to the discipline of the Department recruiting the applicant shall carry the same weight as teaching experience in determining faculty rank. Managerial experience outside the faculty member's field of specialization may be accorded half the weight assigned to teaching experience.
3.2 Hiring
3.2.1 Criteria for Hiring
3.2.1.1 Evidence of teaching performance;
3.2.1.2 Competent research in the discipline or in a related discipline as indicated by scholarly outputs (Refer to Appendix A Implementing Guidelines, page 104). Supporting documents are needed;
3.2.1.3 Active involvement in social engagement activities;

[^2]3.2.1.4 Actively pursuing a doctoral degree in the discipline or related areas;
3.2.1.5 Good moral character;
3.2.1.6 Clearance from immediate past employer and concerned government agency;
3.2.1.7 Certification of physical fitness to teach from the University medical officer or university-accredited health service provider;
3.2.1.8 In addition, for those who have been teaching with DLSU as a part-time faculty, values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

In addition, the applicant should undergo the screening procedures of the University.

### 3.3 Promotion/Reclassification

### 3.3.1 Minimum Residency Requirement

Full-time faculty members who have at least one (1) year of residency within their present rank may be promoted/reclassified based on the criteria for promotion/reclassification.
3.3.2 Criteria for Promotion/Reclassification
3.3.2.1 Effective teaching performance as evaluated by students, peers, the Chair, and if necessary, the Dean;
$\begin{array}{ll}\text { 3.3.2.2 } & \begin{array}{l}\text { Competent research in the discipline or in a related } \\ \text { discipline as indicated by scholarly outputs (Refer to }\end{array} \\ & \text { Appendix A Implementing Guidelines, page 104); }\end{array}$
3.3.2.3 Active involvement in social engagement activities;
3.3.2.4 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of grades, as evidenced by official records.
3.3.2.5 Actively pursuing a doctoral degree in the discipline or related areas;
3.3.2.6 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

## 4. Associate Professor ${ }^{3}$

### 4.1 Minimum Entry Requirements

Appointment to this rank requires all the following:
4.1.1 Possession of a doctoral degree in the discipline or in a relevant area as determined by the needs of the department. Possession of a doctorate is a necessary but not sufficient requirement for entry into the rank.

Fellowship in Medicine, Doctor of Jurisprudence and Master of Laws (LLM) satisfy the degree requirement for entry to the rank of Associate Professor.

However, for the College of Law and the Department of Commercial Law from the rank of Associate Professor 5 to Full Professor, the entry requirement is Doctor of Juridical Science, Business or in a relevant area as determined by the needs of the college or department.
4.1.2 At least two (2) years of competent teaching in the tertiary level.

In case the minimum number of years of teaching is not met, the faculty member may be hired as a Visiting Professor. The years of service as a Visiting Professor may be counted as part of the probationary period.
4.1.3 Substantial scholarly contributions in one's field of specialization as evidenced by research studies, completed commissioned research projects, creative works, and publications in reputable journals or a book (Refer to Appendix A Implementing Guidelines, page 104).
4.1.4 Active involvement in social engagement activities.
4.2 Hiring
4.2.1 Criteria for Hiring
4.2.1.1 Evidence of effective teaching performance;
4.2.1.2 Competent research in the discipline or related discipline as indicated by scholarly outputs (Refer to Appendix A Implementing Guidelines, page 104);
4.2.1.3 Active involvement in social engagement activities;
4.2.1.4 Good moral character;
4.2.1.5 Clearance from immediate past employer and concerned government agency;

[^3]4.2.1.6 Certification of physical fitness to teach from the University medical officer or university-accredited health service provider;
4.2.1.7 In addition, for those who have been teaching with DLSU as a part-time faculty, values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

In addition, the applicant should undergo the screening procedures of the University.

### 4.3 Promotion/Reclassification

### 4.3.1 Minimum Residency Requirement

Full-time faculty members who have at least one (1) year of residency within their present rank may be promoted/reclassified based on the criteria for promotion/reclassification.
4.3.2 Criteria for Promotion/Reclassification
4.3.2.1 Effective teaching performance as evaluated by students, peers, Chair, and if necessary, the Dean;
4.3.2.2 Competent research in the discipline or related discipline as indicated by scholarly outputs (Refer to Appendix A Implementing Guidelines, page 104);
4.3.2.3 Active involvement in social engagement activities;
4.3.2.4 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of grades, as evidenced by official records;
4.3.2.5 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

## 5. Full Professor

### 5.1 Minimum Entry Requirements

5.1.1 A relevant doctoral degree as determined by the Department.
5.1.2 Substantial scholarly publications in one's field of specialization (Refer to Appendix A Implementing Guidelines, page 104).
5.1.3 Recognition by a reputable and recognized organization for one's outstanding contribution to the field of specialization which may be in
the form of an award, grant or fellowship. In the absence of such an award, a Scopus h-index of 8 for CCS, GCOE and COS or a Scopus h-index of 5 for BAGCED, CLA, RVRCOB and SOE, may be used as evidence of recognition.

### 5.2 Hiring

An applicant may be hired to Full Professor rank provided the following conditions are met:
5.2.1 The applicant submits a portfolio of his/her most important scholarly publications and a detailed list of grants, awards and fellowships. In addition, the applicant may provide a list of graduate students successfully mentored.
5.2.2 Reference letters from three (3) Full Professors who are experts and have published extensively in the applicant's field of specialization shall be submitted. Each letter should contain the following information: (a) quality of publications, and (b) significance of the scholarly contributions of the applicant relative to the contributions of other important active scholars in the field.
5.2.3 The applicant has shown leadership or significant participation in an academic community or in national/international conferences, programs, and organizations.
5.2.4 Certification of physical fitness to teach from the University medical officer or university-accredited health service provider.
5.2.5 The Hiring Board will recommend the appointment of the applicant to the Full Professor rank only if there is an unequivocally positive assessment of the quality of the publications.
5.2.6 If the applicant is hired, the Hiring Board shall list down the expected performance indicators for renewal and/or permanency.

### 5.3 Promotion/Reclassification

### 5.3.1 Minimum Residency Requirement

Full-time faculty members who have at least one (1) year of residency within their present rank may be promoted/reclassified based on the criteria for promotion/ reclassification.
5.3.2 Criteria for Promotion/Reclassification
5.3.2.1 Effective teaching performance as evaluated by students, peers, the Chair, and if necessary, the Dean. Preferably, the faculty must have taught subjects in his/her field of expertise and specialization;
5.3.2.2 Substantial research in the discipline or related discipline as indicated by scholarly outputs (Refer to Appendix A, page 104);
5.3.2.3. Active involvement in social engagement activities;
5.3.2.4 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of grades, as evidenced by official records;
5.3.2.5 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 5.4 Distinguished Full Professor

A faculty member with the rank of Full Professor 10 can be promoted to the rank of Distinguished Full Professor with corresponding salary adjustment, subject to the following conditions:
5.4.1 Residency of at least three (3) years since last promotion or salary adjustment;
5.4.2 Outstanding teaching performance in professional or major courses;
5.4.3 Substantial scholarly publications in one's field of specialization, none of which have not been used in previous promotions;
5.4.4 Recognition in the form of a new award, grant, or fellowship, by a reputable and recognized organization for one's outstanding contribution to his/her field of specialization. The award must have been granted after promotion to Full Professor 10 or the last salary adjustment;
5.4.5 Active involvement in social engagement activities;
5.4.6 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of grades, as evidenced by official records;
5.4.7 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

The increase is $110 \%$ of the difference between the salary of Full Professor 9 and 10.

A Distinguished Full Professor may receive additional salary adjustment every three (3) years subject to the above conditions.

## 6. Professor Emeritus

In recognition of his/her excellent and distinguished contribution to academe, a retired faculty member with the rank of Full Professor may be conferred the title of Professor Emeritus for life if he/she satisfies all the following conditions:
6.1 at least fifteen (15) years of service to the University;
6.2 marked distinction as a productive scholar, artist, or scientist, as evidenced by completed research, creative works, or publications duly evaluated by peers;
6.3 recognition as an effective and dedicated teacher in the Lasallian tradition; and

## 6.4 witnessing to Lasallian values and attitudes.

The Department Chair with the endorsement of the Dean can nominate a retired faculty member for the emeritus professorship. A special committee to be convened by the Vice Chancellor for Academics will be responsible for screening nominations for appointment to this rank. The committee shall be composed of the following:

Vice Chancellor for Academics as Chair
Head of the Society of Fellows
Dean of the College to which the nominee belongs
Chair of the Department concerned
AFED President
DLSAA Representative who has been a student of the recommendee
A luminary in the discipline to be recommended by the department to which the nominee belongs, who may opt to give his/her endorsement through a letter of recommendation
A Professor Emeritus who is still actively involved in University matters.
The committee shall submit its recommendation to the Chancellor for final approval.
Upon conferment, the Professor Emeritus will be presented to the academic community during the faculty recognition ceremonies.

A Professor Emeritus may be detailed, with his/her consent, to any or all the following:
a) ongoing or continuing University/College projects or programs;
b) special activities or projects in the various University offices; and,
c) teaching.

Honoraria shall be determined by the Chancellor.
He/She shall also enjoy similar research privileges as regular academic faculty members.

## C. HIRING PROCEDURE

1. All applications with the accompanying documents are screened by the Chair.
2. The Chair, based on consultations with the Department faculty, submits his/her recommendation to the Dean with the following: application form/letter (except for luminaries), biodata, original transcript of records, and three (3) references.

Where applicable, the evaluation of the applicant's teaching demonstration shall also be submitted.
3. If the Dean finds the applicant acceptable, he/she recommends the applicant to the Vice Chancellor for Academics for clearance.
4. If the application is favorably considered, the Vice Chancellor for Academics gives notice for convening the Hiring Board.
5. The Hiring Board deliberates on the application. If the decision is favorable, the Board recommends a rank, cleared by the Vice Chancellor for Academics, to the Chancellor.
6. The Chancellor makes the appointment in writing, with clearance from the Vice Chancellor for Academics. The contract signed by the faculty member becomes binding only upon signing by the Chancellor.
7. Incoming full-time academic faculty members are required to undergo and pass a medical examination at the expense of the University.
8. Composition of the Hiring Board

### 8.1 For Teaching Associate to Assistant Professor 5 <br> Dean of the College as presiding officer <br> Department Chair <br> Two Faculty Representatives selected by the Department <br> Faculty Association Representative appointed by the President of the AFED

### 8.2 For Associate Professor 1-4 <br> Dean of the College <br> Department Chair <br> One (1) senior faculty representative with the rank of Associate Professor, preferably from the same Department, to which the candidate belongs, as selected by the Chair after consulting with the faculty of the Department. If this arrangement is not possible, the Dean in consultation with the Department Chair selects representative with the same rank from the College

One (1) representative from the Department of the recommendee whose rank need not be the same as the recommended rank but who is senior in terms of residency
Faculty Association Representative appointed by the President of the AFED

### 8.3 For Associate Professor 5 to Full Professor 10

Vice-Chancellor for Academics
Dean of the College
Department Chair
Three (3) senior faculty representatives with the rank of Full Professor, preferably from the same College, chosen by the Vice Chancellor for Academics in consultation with the Dean and the Department Chair Faculty Association Representative appointed by the President of the AFED
9. Functions of the Hiring Board
9.1 Evaluates and/or verifies supporting documents, including scholarly outputs, research and creative works, publications and other evidence used in determining the applicant's rank are in place.
9.2 Evaluates and/or verifies titles of aforementioned documents with the corresponding dates of completion/decision sheet signed by the Board, specifying which titles have been used for each step of the rank.
9.3 Deliberates on the candidate's qualifications to determine the rank.
9.4 Recommends approval of hiring with appropriate rank to the Chancellor.

In cases of the Board votes, the Presiding Officer votes only to break a tie or to achieve a majority. A simple majority of the total number of members of the Board is required for a favorable action. Abstentions will not be permitted.

## Fixed-Term Contract Prior To Official Hiring

1. Faculty applicants whose applications are being processed close to the beginning, or in the midst of the trimester, may be initially hired with a fixed-term contract of up to one trimester.
1.1 After a favorable evaluation of the department, a fixed-term contract may be immediately offered by the department chair to the faculty-applicant.
1.2 The position offered shall be as a Full-time Faculty Member, a Part-time Faculty Member, or an ASF, with no rank indicated.
1.3 The Department Chair shall at the same time submit a recommendation letter to the Vice Chancellor for Academics, for the hiring of the faculty-applicant as a regular full-time or regular part-time faculty with a recommended rank.
1.4 Hiring as regular full-time or part-time faculty shall be processed during the fixed-term period
2. The pay rate of a faculty member under a fixed-term contract shall depend on the recommended rank, following the minimum pay matrix.
3. If a faculty-applicant is hired as a regular full-time or regular part-time faculty through the actions of the Hiring Board and the Chancellor,
3.1 the services rendered under the fixed-term contract shall be counted towards accumulation of service, including for the purpose of permanency for full-time faculty.
3.2 the first probationary period of full-time faculty members shall have a duration of two trimesters.
3.3 the difference between the pay based on the rank offered by the Chancellor and the pay under the fixed-term contract, during the fixed-term period, shall be offered to the newly hired regular faculty member as a signing bonus.

## D. PROCEDURE FOR PROMOTION/RECLASSIFICATION

1. At the end of his/her year of service/residency, the faculty member shall submit an updated biodata indicating his/her academic performance and activities since his/ her last promotion/reclassification as well as whether he/she is up for promotion/ reclassification.

The VCA, in consultation with the AFED, shall issue specific guidelines and procedures relating to the application for promotion/reclassification.
2. The head of the Department/unit, in consultation with the members of the Department/unit, reviews the performance of the faculty member being considered for promotion/reclassification.

Based on the review, the head of the Department/unit recommends the faculty member for promotion/reclassification after ascertaining that the candidate has satisfied the minimum residency required.

In cases where the Chair does not recommend a faculty member for promotion/ reclassification, any other senior faculty member, with Associate or Full Professor rank from the same department, may recommend the faculty member or he/she may nominate himself/herself by writing to the Dean of his/her College if his/her rank is lower than Associate Professor 5, or to the Vice Chancellor for Academics if his/her rank is higher than Associate Professor 4.

It is generally the immediate superior or his/her designated representative who recommends the head of the Department/unit for promotion/reclassification in consultation with the members of the Department/Unit.
3. The head of the Department/Unit prepares the list of applicants for promotion/ reclassification. Recommendations should be submitted to the proper office one (1) week before the start of the term when the promotion/reclassification is supposed to apply. Recommendations will be considered only when supported by necessary documents.
4. Upon receiving the recommendations, the administrator given the function shall convene the Promotion/Reclassification Board.
5. Members of the Promotion/Reclassification Board are given reasonable time to study the recommendations and supporting documents.
6. The Board meets and makes the necessary recommendations.
7. No member of the Promotion/Reclassification Board shall have two (2) designations.

No candidate for promotion/reclassification may sit on his/her own deliberating Board. His/her place will be taken over by a duly designated representative.
8. The candidate has the option to appear before the Board prior to its deliberation on the recommendation.
9. Decisions of the Board are generally by consensus. However, if consensus cannot be reached despite a lengthy discussion, as manifested by an objection, decision shall be made by secret voting. In case the board votes, the Presiding officer votes
only to break a tie, or to achieve a majority. A simple majority of the total number of members of the Board is required for a favorable action. Abstentions will not be permitted.
10. The presiding officer of the Promotion/Reclassification Board prepares the decision sheet in accordance with the recommendation of the Board.
11. The decision sheet in its original form is submitted to the Chancellor for his/ her approval. He/She informs the faculty member concerned of the decision in writing. A copy of the Board's decision sheet is attached to the Chancellor's letter.
12. In case of unfavorable decision, the faculty member may appeal his/her case (Refer to Appendix E, page 133).
13. Composition of the Promotion/Reclassification Board

### 13.1 For Assistant Professor

Dean of the College as presiding officer
Department Chair
Two (2) Faculty Representatives selected by the Department Chair after consulting with the faculty of the Department
Faculty Association Representative appointed by the President of the AFED.

### 13.2 For Associate Professor 1-4

Dean of the College Department Chair
One (1) senior faculty representative with the rank of Associate Professor, preferably from the same Department, to which the candidate belongs, as selected by the Chair after consulting with the faculty of the Department. If this arrangement is not possible, the Dean in consultation with the Department Chair selects representative with the same rank from the College.
One (1) Representative from the Department of the candidate who regardless of the ranks is senior in terms of residency, selected by the Chair in consultation with the faculty of the department
Faculty Association Representative appointed by the President of the AFED.

### 13.3 For Associate Professor 5-7

Vice Chancellor for Academics
Dean of the College
Department Chair
Three (3) Senior Faculty Representatives with the rank of Full Professor, preferably from the same Department, to which the candidate belongs, as selected by the Chair after consulting with the faculty of the Department. If there is no faculty member in the department that qualifies, the Vice Chancellor for Academics in consultation with the Dean and the Department Chair, who shall consult with the faculty of the Department, selects a representative with the rank of Full Professor from the college.
Faculty Association Representative appointed by the President of the AFED.

### 13.4 For Full Professor and Distinguished Full Professor

Vice Chancellor for Academics
Dean of the College
Department Chair
Three (3) Senior Faculty Representatives with the rank of Full Professor, preferably from the same College, chosen by the Vice Chancellor for Academics in consultation with the Dean and the Department Chair Faculty Association Representative appointed by the President of the AFED
14. Functions of the Promotion/Reclassification Board
14.1 Evaluates the documents of the candidate for promotion/ reclassification based on the criteria stipulated for the rank concerned.
14.2 Deliberates on the merits of the recommendation.
14.3 Recommends the candidate for promotion reclassification to the rank.
E. PROBATION

For new full-time faculty members, probation serves both as an acculturation period and as an opportunity for assessment by his/her students, peers, and administrative superiors. The former function is developmental in nature; probationary faculty members should be given ample opportunity and an enabling environment to develop into full-fledged Lasallian educators and scholars. As such, utmost priority is given to developing the faculty member's career with respect to the core functions of teaching, research, and social engagement.

1. Definition of Probation

A probationary faculty member is one who has been appointed for full-time work and on whom permanent status has not yet been conferred by the University.
2. Duration of Probation

The initial period of appointment for full-time faculty is one (1) trimester. Unless the faculty member is informed in writing of non-renewal thirty (30) days before the start of the next term, the appointment is automatically extended up to the end of the third (3rd) trimester of service. Subsequent renewals will be on an annual basis.

The maximum probationary period is nine (9) consecutive trimesters. However, probationary faculty members who have complied with the requirements for permanency may be made permanent after three (3) consecutive trimesters of probation. Prior service of probationary faculty members who have returned from graduate studies/special training duly approved by the University may be considered part of the probationary period and may therefore be employed to abbreviate the probationary period.
3. Procedure for Renewal
3.1 Before the end of the year of where faculty is under probation, the head of the Department/Unit, in consultation with the members of the Department/

Unit, shall review the performance of the faculty member concerned. The head of the Department/Unit makes a recommendation to the Renewal Board.

### 3.2 The Dean/Head of Division convenes the Renewal Board to consider the Department/Unit's recommendation

3.3 The VCA, in consultation with the AFED, shall issue specific guidelines and procedures relating to the application for renewal.
4. Criteria for Renewal
4.1 Effective teaching performance as evaluated by students, peers, and the Chair.
4.2 Values and attitudes reflecting the University's Mission Statement, such as the sense of cooperativeness and responsibility and visibility in the academic community.
4.3 Completion of the appropriate degree in the discipline or in a related discipline of the department, when required by the department/unit concerned and explicitly expressed in the Board's decision sheet and in the Chancellor's letter.
4.4 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of grades, as evidenced by official records.
4.5 Research capability as demonstrated by scholarly outputs/publications (Refer to Appendix A Implementing Guidelines, page 104).
4.6 Active involvement in social engagement activities.
4.7 Good health as attested to by the medical officer/testing agency designated by DLSU.

The criteria for renewal in this Manual are minimum requirements. A department may come up with higher standards. These standards should be approved by the department, the Council of Chairs, and the Academics Council, and should be confirmed by the Technical Panel through the Vice Chancellor for Academics.

Any proposal for additional standards should be endorsed by the Executive Board of AFED who shall ensure that such proposal is a product of a consensus among the members of the concerned department or unit. The additional requirement should be disclosed to the faculty at the start of his/her probation. Additional requirements apply only when communicated at the start of the first year of probation. Such requirements must be explicitly stated. Failure to do so would prevent any future Renewal Board to invoke such additional requirement.

## 5. Effectivity/Non-Renewal of Contract

5.1 A faculty member on probation should:
5.1.1 consider the period of his/her employment as strictly temporary, the said period to end on the expiry date of the contract, in which
case the employer-employee relationship shall automatically be considered terminated; and
5.1.2 finish the term of his/her appointment, unless the University decides otherwise, in which case the University pays him/her all the emoluments called for under his/her contract. If, however, the termination before expiry is for cause, the emoluments corresponding to the unserved portion of the contract shall not be paid.
5.2 A faculty member on probation will be notified of non-renewal of his/her contract at least thirty (30) days before the expiration of his/her current contract.
5.3 In case of non-renewal, the faculty can file a motion for reconsideration or an appeal. (See Appendix E, page 133).
6. Composition of the Renewal Board

Dean/Head of division as presiding officer
Head of Unit
Senior Faculty Member selected by colleagues from the same Department/Unit in a meeting called for such purpose
Faculty Association Representative appointed by the President of the AFED
A faculty member from the Department chosen by the candidate.

## F. PERMANENCY

1. Definition of Permanency

A permanent faculty member is one who has met the criteria for permanency as confirmed by the Permanency Board, and with whom the Chancellor of the University has signed a contract for permanency.

The service of a permanent faculty member may be terminated only for just cause and after due process.
2. Criteria for Permanency
2.1 Effective teaching performance as evaluated by students, peers and the Chair.
2.2 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.
2.3 An earned doctorate is required for permanency in the following Colleges/ Departments: Education, Liberal Arts (except for Department of Communication), Science, and the Department. of Chemical Engineering. Substantial progress towards the completion of a doctorate degree in the discipline or in a related discipline is required for those hired in other colleges or departments.

The following are considered as substantial progress:
a. Approved dissertation proposal for the College of Computer Studies (CCS)
b. Approved dissertation proposal for the Department of Industrial and Systems Engineering; and enrolment in dissertation writing for all other departments of the Gokongwei College of Engineering (GCOE).
c. Completion of PhD academic requirements for the Department of Communication and School of Economics.
d. Completion of LLM for the Department of Commercial Law; and completion of $\mathrm{PhD} / \mathrm{DBA}$ academic requirements for all other departments of RVR-COB.
e. Completion of LLM for College of Law (COL).
f. For research-based doctoral programs, completion of $75 \%$ of publication requirements as certified by the adviser/program head.

Faculty who are on probation prior to AY 2021-2022 will be governed by the provisions on permanency as stated in the 2018-2021 Faculty Manual, the Manual under which they were hired.
2.4 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of grades, as evidenced by official records, among other factors.
2.5 Research capability demonstrated by at least one (1) published scholarly output during the probationary period. This may include any published output previously credited for promotion.
2.6 Completion of the Academic Leadership Development Program (ALDP).
2.7 Active involvement in social engagement activities.
2.8 Certification of physical fitness to teach from the University medical officer or university-accredited health service provider.
2.9 Former full-time faculty members who have met all requirements except for the degree and/or publication may be rehired by the University upon completion of the foregoing. Once rehired, the years rendered as probationary faculty will be credited towards years of service. However, such years of service will not be counted for purposes of service and sabbatical leaves.
3. Procedure for Permanency
3.1 Before the end of the probationary period, the head of the Department/ Unit, in consultation with the members of the Department/Unit, shall review the performance of the faculty member concerned. The head of the Department/Unit makes a recommendation to the Permanency Board.

The VCA, in consultation with the AFED, shall issue specific guidelines and procedures relating to the application for permanency.
3.2 The Vice Chancellor for Academics convenes the Permanency Board to consider the Department/Unit's recommendation.
3.3 The Permanency Board evaluates the faculty member's performance and
recommends permanent status, or non-renewal of contract.
3.4 The Chancellor issues a contract to the faculty member who has been recommended for permanency by the Permanency Board.
3.5 In case of an unfavorable decision, the faculty member may file a motion for reconsideration or appeal (See Appendix E, page 133).
4. Composition of the Permanency Board

Vice Chancellor for Academics
Dean/Head of Division Head of Unit
Senior Faculty Member selected by colleagues from the same Department/Unit in a meeting called for such purpose
Faculty Association Representative appointed by the President of the AFED

## G. GRIEVANCE PROCEDURE FOR FULL-TIME FACULTY

1. A faculty member can be brought to grievance, and be penalized thereof, only for just cause and after due process.

Due process means, among other things, that the faculty member shall be notified in writing of the charges against him/her and he/she shall have the opportunity to:
1.1 appear alone or with other persons to advise or assist him/her, before a body convened for the purpose of deciding on the case
1.2 know the nature and source of evidence against him/her and present evidence on his/her own behalf; and
1.3 confront and/or cross-examine the witness(es) against him/her.
2. The table of offenses and the corresponding penalties are provided for as Appendix F, page 135.
3. The grievance procedure is hereby attached as Appendix G, page 138.
4. Cases that are related to gender-based sexual harassment shall follow the procedure prescribed in the University Policy on Safe Spaces in accordance with the Safe Spaces Act, and is hereby attached as Appendix M, page 180.

## H. SEVERANCE FROM SERVICE OF PERMANENT FACULTY MEMBERS

1. There are two types of severance of service - voluntary and involuntary
2. Involuntary severance of service - this applies to when the severance of service is as a penalty.
2.1. When the recommendation by the duly constituted hearing committee is dismissal or termination from service, which will lead to the severance of service by a faculty member, a Service Review Board shall be convened to review the case, as provided in Appendix G, page 138.
2.2. The decision of the Service Review Board becomes implementable immediately by the University upon confirmation by the Chancellor.
2.3. Pending final resolution of the case, a faculty member who is charged with a major offense may be suspended from office in accordance with the provisions of the Labor Code and related regulations.
2.4. A permanent faculty member who disagrees with the Service Review Board on its decision shall have the right to appeal to the Arbitration Board (Refer to Appendix I Department of Labor and Employment (DOLE, page 146) Provisions for Voluntary Arbitration in Private Educational Institutions, whose decision shall be final.
3. Voluntary Severance of Service of Faculty Members
3.1 A full-time faculty member shall not discontinue his/her service in the University during the term.
3.2 A full-time faculty member who decides to sever relations with the University on his/her own accord must give the administration prior notice of at least one (1) month before the end of a term/academic year when he/she intends to leave.
3.3 To be fair to the University, if a full-time faculty member foresees that he/ she will not be available for an academic year or term, he/she should submit his/her resignation effective at least one (1) month before the beginning of an academic year or term, so that necessary adjustments can be made about scheduling and the appointment of other faculty members. This requirement may be waived only for serious reasons and with the express consent of the University.
3.4 Former faculty members who had resigned may be rehired subject to the prevailing conditions of the current manual.
3.5 The University reserves the right to hold resigning faculty members to applicable terms and obligations in relations to contracts which they may have entered with the University.
3.6 Furthermore, the University also reserves the right to hold in abeyance the severance of service in situations where a particular faculty member has a pending grievance case. A pending grievance case is defined as one which has already been formally filed in written form to the appropriate head of office, as defined in Appendix G, page 138.

## I. RETIREMENT/EXTENSION OF SERVICE OF FULL-TIME FACULTY MEMBERS

1. Early retirement may be availed of by a full-time faculty member who is at least fifty (50) years old and who has rendered at least twenty (20) years of service. Early retirement can be availed of only with the approval of the University.
2. The age of mandatory retirement is sixty (60). A permanent full-time faculty nearing retirement age may express their intention for service extension in writing to the Vice Chancellor for Academics, through the Dean and Department Chair, ideally a year before the age of retirement. The Vice Chancellor for Academics shall then convene the Service Extension Board, which shall give a recommendation to the Chancellor for extension as: (a) a regular full-time faculty, (b) an adjunct professor, or (c) a senior lecturer.

## EXTENSION AS REGULAR FULL-TIME FACULTY

1. A retiring DLSU faculty member with Full Professor rank may be extended as regular full-time faculty. The appointment will be based on the recommendation of the Service Extension Board, which is composed of the following:

Vice Chancellor for Academics as Chair
Vice Chancellor for Research and Innovation
Vice President for Lasallian Mission
Dean of the College
Chair of the Department
Senior Faculty Member of the Department agreed upon by the VCA and President of the AFED
President of the AFED
2. The recommendation will be based on the following criteria:
2.1 Certification of physical fitness to teach from the University medical officer or university-accredited health service provider;
2.2 Productivity in research and publication;
2.3 Needs of the Department;
2.4 Active involvement in social engagement;
2.5 Effective teaching performance (Refer to page 38).
2.6 Sense of cooperativeness and responsibility;
2.7 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.
3. Upon confirmation of the recommendation of the Service Extension Board, the Chancellor recommends to the President to extend the invitation to the faculty.
4. Full-time faculty members whose services are extended should not hold administrative posts. However, they may be allowed to serve as research center/ institute director.
5. The extension of service will initially be for two years. After this period, the Service Extension Board may be convened to review the performance of the faculty, for subsequent annual extensions.
6. Full-time status may be extended until he/she reaches the age of sixty-five (65).
7. After the age of sixty-five (65), he/she may be invited to become an Adjunct Professor until the age of seventy (70).

## ADJUNCT PROFESSOR

1. A retiring DLSU faculty member with the rank of at least Associate Professor may be invited as a fixed-term non-regular employee with the position of Adjunct

Professor, to commence after retirement, upon approval of the Chancellor based on the recommendation of the Service Extension Board, which is composed of the following:

Vice Chancellor for Academics as Chair
Vice Chancellor for Research and Innovation
Vice President for Lasallian Mission
Dean of the College
Chair of the Department
Senior Faculty Member of the Department agreed upon between the VCA and President of the AFED
President of the AFED
The Office of the Vice Chancellor for Academics shall initiate the process one year prior to the last term of the retiring faculty. The invitation will be sent to the retiring faculty, six months before his/her retirement. The invitation shall be subject to the following criteria:
1.1 Good physical health, attested by the University Physician as fit to work;
1.2 Productivity in research and publication;
1.3 Needs of the Department;
1.4 Active involvement in social engagement;
1.5 Effective teaching performance (Refer to page 38);
1.6 Sense of cooperativeness and responsibility;
1.7 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

Faculty members, who declined the invitation to the appointment of Adjunct Professor for reasons of rest, recreation, and special projects, may still be considered for the position of Adjunct Professor when they decide to apply as part time faculty in the future provided he/she was not employed in another local Higher Educational Institution (HEI).
2. An Adjunct Professor shall have all benefits provided by Law.
3. An Adjunct Professor shall enjoy full Healthcare benefits.
4. An Adjunct Professor is eligible for research incentive or instructional incentive.
5. Upon confirmation of the Chancellor of the recommendation of the Service Extension Board, the Vice Chancellor for Academics extends the offer to the faculty.
6. The appointment as adjunct faculty may be renewed until he/she reaches the age of seventy (70).
7. Adjunct Professors should not hold administrative posts. However, they may be allowed to serve as research center/institute director only for the first appointment as Adjunct Professor.
8. The appointment as adjunct professor will be initially for two years. After this period, the Service Extension Board may be convened annually to review the performance of the faculty for possible reappointment.

## SENIOR LECTURER

1. A retired DLSU permanent full-time faculty member, including ASF who has a track record of at least a cumulative 18 units of teaching over the last five (5) years, may be appointed as a fixed-term non-regular employee with the position of Senior Lecturer subject to the following criteria:
1.1 Good physical health, attested by the University Physician as fit to work;
1.2 Institutional need;
1.3 Effective teaching performance (Refer to page 38);
1.4 Active involvement in social engagement;
1.5 Sense of cooperation and responsibility;
1.6 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

Faculty members, who declined the invitation to the appointment of Senior Lecturer for reasons of rest, recreation, and special projects, may still be considered for the position of Senior Lecturer when they decide to apply as part time faculty in the future provided he/she was not employed in another local Higher Educational Institution (HEI).
2. The appointment will be based on the recommendation of the Service Extension Board which is composed of the following:

Vice Chancellor for Academics as Chair
Vice Chancellor for Research and Innovation
Vice President for Lasallian Mission
Dean of the College
Chair of the Department
Senior Faculty Member of the Department agreed upon between the VCA and President of the AFED
President of the AFED
3. The Chancellor makes the appointment in writing;
4. A Senior Lecturer shall have a load of thirty-six (36) units per academic year, of which eighteen (18.0) units shall be with the DLSU-IS senior high school;
5. A Senior Lecturer shall receive a salary corresponding to his/her full-time rank prior to retirement but shall not have any benefits other than those provided by Law. The Senior Lecturer shall no longer have retirement benefits as these were already given at age sixty (60);
6. The initial appointment shall be for two (2) years. After this, the Service Extension Board may be convened annually until the age of seventy (70) for possible reappointment. For reappointment, as part of effective teaching performance, a Senior Lecturer must exhibit innovation/updating of pedagogy, and must have developed instructional/learning materials;
7. A Senior Lecturer shall have all benefits provided by Law;
8. A Senior Lecturer shall enjoy full Healthcare benefits.
9. A Senior Lecturer is eligible for instructional incentive.

A Senior Lecturer may take a break of not more than a year between appointments, provided that he/she does not seek employment in another Philippine educational institution.

## EFFECTIVE TEACHING PERFORMANCE FOR SERVICE EXTENSION

Effective teaching performance shall be based on the following criteria:

1. Overall ITEO rating of at least 4.0 and not significantly declining in the last five (5) years;
2. Evaluation of at least 4.0 by at least two (2) peers and the Chair;
3. For Senior Lecturer, an ITEO rating of at least 4.0 in Introductory-level undergraduate courses, if applicable;
4. Academic advising/mentoring of students.

## J. UNIVERSITY FELLOWS

## 1. Definition of Society of Fellows

The Society of Fellows is composed of all faculty who have been conferred the title of University Fellow in recognition of their distinguished teaching, research, and publication in their field of study, and their meritorious service to the University. Among other functions, the Society serves as a body that recommends to the Chancellor policies and strategies that will advance the development of the University and the welfare of the academic community.
2. Status of University Fellows
2.1 A University Fellow who has retired or resigned from the University continues to be a member of the Society of Fellows.
2.2 When a University Fellow is terminated from DLSU, the President of DLSU will revoke his/her title of University Fellow. Upon the revocation of the title, he/she automatically ceases to be a member of the Society of Fellows and will be delisted from the roster of University Fellows.
2.3 After due process, the Society of Fellows may recommend to the President the revocation of the title of University Fellow of a member who does not
live up to the ideals expected of a University Fellow. Upon revocation of the title, he/she automatically ceases to be a member of the Society of Fellows and will be delisted from the roster of the University Fellows.
2.4 If a Grievance Board finds a University Fellow culpable of an infraction under the Table of Offenses and Sanctions, the Board shall submit a letter to the President recommending the delisting of the Fellow. The President, in turn, shall convene an advisory committee that will meet with him to review the findings of the Grievance Board to determine if the infraction merits delisting. Thereafter, the President shall decide on the Grievance Board's recommendation.

## 3. Criteria for Fellowship

3.1 At least the rank of Full Professor and with permanent status.
3.2 Average teaching performance rating of Outstanding in the last three (3) academic years.
3.3 Track record in research and publication as evidenced by publications in his/her discipline.
3.4 Track record in contributing to the development of other faculty members.
3.5 Recognition in the field of discipline.
3.6 Has shown excellent leadership in the University and/or the profession.
3.7 Is cooperative and responsible.
3.8 Witnessing to Lasallian values and attitudes.

## 4. Procedure for Conferment of Fellowship

4.1 Any permanent full-time faculty member with the rank of Associate Professor or higher may nominate a faculty member to be a University Fellow. The candidate may be asked to present necessary documents to support the nomination.
4.2 The Society meets to consider the nominations. A consensus is needed among the University Fellows present for any nomination to be forwarded to the Fellowship Board.
4.3 The Fellowship Board meets to consider the nominations. A majority vote is needed for a candidate to become a University Fellow.
4.4 The Chancellor issues a letter confirming the award.
4.5 The University Fellow will be presented to the academic community as a member of the Society during the Faculty Recognition ceremonies.

## 5. Composition of the Fellowship Board

Chancellor (ex-officio, non-voting member)
Head of the Society of Fellows

One fellow from each College except the College to which the Head of the Society of Fellows belongs
The Dean of the College to which the candidate belongs, as a non-voting resource person
6. Benefits of a University Fellow
6.1 Upon conferment of this honor, a University Fellow receives the equivalent of one (1) month's basic salary which is added to his/her retirement fund as part of the employer's contribution. Upon retirement, the University Fellow receives the accumulated interest earnings of this amount plus one (1) month of his/her latest salary.
6.2 A University Fellow is given priority to teach subjects in his/her area of specialization.
6.3 In case of the phase-out of the Department to which he/she belongs, a University Fellow has the priority to be relocated in another Department where he/she can teach his/her specialization or its related fields.

In case he/she cannot be relocated, he/she will be entitled to a separation pay equivalent to one month's salary for every year of service.
6.4 The University will honor a University Fellow upon his/her retirement with a symbol of appreciation for his/her services to the University.
7. Duties and Responsibilities of a University Fellow
7.1 Consistently upholds the criteria for membership in the society
7.2 Serves as an exemplary model of the academic profession
7.3 Conducts himself/herself according to the highest norms of professionalism
7.4 Participates actively in University functions
7.5 Serves as an ambassador of the University to the outside community
7.6 Involves himself/herself in peer evaluation
7.7 Wears the symbol of University Fellows
7.8 Distinguishes himself/herself as a researcher with consistent scholarly research outputs
8. Severance of Service of a University Fellow/Loss of Fellowship

Severance of Service of a University Fellow from the University shall be governed by the same rules as those for permanent full-time faculty members.

## K. BENEFITS

1. Benefits Mandated by Law. Members of the faculty are covered by all benefits specifically mandated by Philippine laws.
2. Healthcare Plan. The University provides a healthcare plan for all full-time faculty.
3. Annual Medical Allowance. An Annual Medical Allowance (AMA) of at least Php1,500 shall be given to the faculty at the start of each Academic Year (AY).
4. Clothing Allowance - A clothing allowance of at least Php4,000 shall be given to faculty at the start of each AY.
5. Monthly Rice Subsidy - A rice subsidy of at least Php2,000 shall be given to the faculty every month

## 6. Longevity Benefit

Full-time academic faculty members with the appropriate number of years of service are entitled to the following longevity benefit:

10 to less than 15 years:
15 to less than 20 years:
20 to less than 25 years:
25 to less than 30 years:
30 to less than 35 years:
35 or more years:
one-month basic salary one-and-a-half-month basic salary
two-month basic salary
two-and-a-half-month basic salary
three-month basic salary
three-and-a-half-month basic salary

If a faculty member goes on leave without pay during the year, his/her longevity benefit for that year is prorated. However, this does not apply if the leave is a research leave.

For full-time faculty members, the cut-off date for determining the number of years of service is August 31 of every AY. Seventy-five percent (75\%) of the longevity benefit are given on April 15 and twenty-five percent (25\%) on July 15.

For full-time faculty members who served on a part- time basis, the following service equivalents will be observed:

Each accumulated teaching load of thirty-six (36) units will be given an equivalence of one (1) year of service; and

A teaching load of less than thirty-six (36) units will be considered a fraction of a year, where the fraction is determined by dividing the total units of load for the year by thirty-six (36).

## 7. Maternity and Paternity Benefits

### 7.1 Maternity Benefits

The University provides maternity leave benefits in accordance with law. In cases where the law is silent or the benefit to be derived from it is less, the provisions contained in this Manual shall apply.

For the first four (4) deliveries or miscarriages, a permanent faculty member will receive her full basic salary during her maternity leave minus Social Security System (SSS) benefits which are given directly to the faculty member concerned.

Female faculty members who have been in the service for at least one (1) year but are not yet permanent, and those permanent having their third or fourth delivery ${ }^{4}$, shall receive their full basic salary during the maternity leave minus:
the amount due from SSS in maternity benefit, and
the substitute's pay (overload or part-time rate); the University shall bear the differential should the substitute's pay exceed that of the faculty member's maternity leave pay.

Upon expiration of the legal duration of one hundred and five (105) days for female workers with pay and an option to extend for an additional fifteen (15) days with pay for solo mothers, and thirty (30) days without pay for nonsolo mothers, the faculty member must report for work.

The Chair, in consultation with the faculty member concerned, assigns the substitute.

The maternity leave filed after the 4th child shall not disrupt continuity of service.

### 7.2 Paternity Benefits

Every married male faculty member shall be entitled to a paternity leave of seven (7) days with full pay for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting, in accordance with Sec. 2, RA No. 8187. The faculty member shall notify his Chair of the expected date of delivery of his legitimate spouse and, a substitute shall be assigned to take over his classes during his absence.

## 8. Leaves

### 8.1 Service Leave

A permanent full-time academic faculty member who has rendered four (4) academic years, as fully notified by the Office of the Vice Chancellor for Academics (VCA), of continuous full-time service may avail of service leave with full pay for one (1) term.

A faculty member qualified to go on service leave should apply in writing for such leave at least one (1) term before the intended leave.

Faculty members cannot request for a deferment of leave. Request for deferment can only be made by the administration (VCA, Dean, or Chair), with the consent of the faculty member concerned.

The required continuous service for the subsequent leave shall be counted from the actual date of return.

In cases where a service leave applied for in writing is deferred due to exigencies of service, years of continuous service for the next service leave will include the period of deferment.

[^4]The Office of the VCA will notify faculty members who are eligible for service leave.

Faculty members who go on service leave should render at least one (1) trimester of service upon their return. However, this does not apply if the service leave coincides with the last term of service of the faculty before retirement.

Service Leave cannot be deferred for more than three (3) years; otherwise, it becomes a Sabbatical Leave.

Service leave cannot be availed on a staggered basis, unless the faculty member's services are urgently needed by the University and the faculty gives his/her consent.

### 8.2 Sabbatical Leave

A permanent faculty member with the rank of at least Assistant Professor who has rendered a minimum of seven (7) academic years of continuous service is entitled to a sabbatical leave. A letter of intent to take a sabbatical leave indicating the intended activity/ies should be submitted by the faculty to the VCA through the Dean for approval at least one term before the intended leave. The intended activity/ies may involve one or a combination of any of the following activities: research, consultancy, or extension services such as conducting capacity- building activities, doing community outreach, and the like.

The faculty shall submit, within two (2) weeks upon return from sabbatical leave, a report listing down the activities done during his/her leave, which may not necessarily match the intended activities he/she earlier stated in the letter of intent.

The sabbatical leave covers a period of one (1) year and merits full pay. The faculty must render at least one (1) year of service upon his/her return. However, this does not apply if the sabbatical leave coincides with the last term of service of the faculty before retirement.

Sabbatical leave cannot be availed on a staggered basis, unless the faculty member's services are urgently needed by the University and the faculty gives his/her consent.

The required continuous service for the subsequent leave shall be counted from the date of return. In cases where the sabbatical leave applied for in writing is deferred due to scheduling difficulties, years of continuous service for the next leave shall include the period of deferment.

### 8.3 Study/Training Leave

### 8.3.1 Endorsed or Sponsored by the University

8.3.1.1 Application for study leave shall be governed by the policies and guidelines of the Faculty Development Program or the memorandum of agreement governing the scholarship. The duration of the leave will depend on
the requirements of the degree/research program and the availability of such program in the Philippines. For a master's program, this leave should not exceed two (2) years; for a doctoral program, four (4) years. However, this leave may be granted a one-year extension subject to the provisions of the Faculty Development Program.
8.3.1.2 For permanent faculty members, the period of study leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive, longevity, and retirement benefits, unless specified otherwise in a contract or agreement.

Probationary faculty members who went on study leave, endorsed, or sponsored by the University, will resume their probationary status when they return. Part time service prior to the study/training leave may also be considered.

### 8.3.2. Study and/or Research Work for Personal Reasons

A permanent faculty member may apply for this leave for reasons of professional growth. This leave has a normal duration of one (1) year subject to extension and merits no pay. This leave will disrupt continuity of service. The Chancellor has the discretion to extend this leave.

### 8.4 Research Leave

A permanent faculty may go on a postdoctoral fellowship abroad or research leave subject to the provisions of the Faculty Development Program. The duration of the research leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefit.

### 8.5 Business or Practice of Profession

A permanent faculty member who has served for five (5) academic years may apply for this leave for reasons of personal business, practice of profession, or professional growth. Leaves in this category are for a maximum period of three consecutive terms, are non-renewable, and are without pay. Such leaves will disrupt continuity of service. The faculty member may re-apply for this leave after every three (3) years of continuous service.

### 8.6 Vacation or Rest

A permanent faculty member may apply for a vacation leave for reasons of well-being and mental health for a duration of one (1) term. The leave may be extended for a maximum of two (2) more terms, upon certification or clearance of the University Physician, or University Counselor or mental health professional. This should not disrupt the continuity of service.

However, for vacation or recreational reasons, the faculty would lose residency accumulated and earned towards sabbatical or service leave.

This leave is without pay.

### 8.7 Sick Leave

### 8.7.1 Short Term Sick Leave

8.7.1.1 A full-time permanent faculty member is entitled to a shortterm sick leave which should not exceed fifteen (15) days per academic year.
8.7.1.2 The faculty should immediately notify his/her department so that a substitute can be provided. The substitute shall be paid by the University.
8.7.1.3 Faculty who avails of this leave will have to present a medical certificate validated by the University physician upon return; failure to do so will mean that the payment for the substitute/s shall be charged to the faculty.
8.7.1.4 Faculty who has exhausted the number of absences allotted for sick leave shall pay for the substitute for the period beyond fifteen (15) days.

### 8.7.2 Prolonged Sick Leave

A full-time permanent faculty member who is confined in a hospital, or physically unable to leave the house, or sick as certified by a medical doctor and confirmed by the University physician on a visit and is therefore unable to teach/work for more than fifteen (15) days, is entitled to full basic salary of up to one (1) month. During the second and third months of a prolonged sickness, the difference between a faculty member's regular basic salary and that of the substitute's overload/part-time rate will be paid to the faculty member. Should the substitute's pay exceed that of the faculty, the differential would be shouldered by the University.

Full-time faculty diagnosed with and/or suffering from mental health conditions may avail of a prolonged sick leave.

Beginning with the fourth month, he/she shall be considered automatically on leave without pay until he/she fully recovers. Any sick leave beyond three (3) months will not be credited towards years of service (service/sabbatical leave) but will not disrupt continuity of service in relation to the earning of years towards service or sabbatical leaves.

At the end of any prolonged sick leave, a faculty member should present a certification given and/or endorsed by the University physician attesting to his/her full recovery.

The benefit is non-cumulative and may be enjoyed only once during an academic year.

A probationary faculty member who has served the University for at least one (1) year and who contracts a prolonged illness as defined above, shall be entitled to full pay for one (1) calendar month.

Inability to return to service after said period shall be a cause for an immediate review of his/her contract by the Permanency/Service Review Board.

### 8.8 Emergency Leave

Emergency leave with pay for not more than five (5) working days shall be granted to any member of the faculty directly affected by such contingencies as:

- death, or serious accident/illness of a member of the immediate family (including parents, only for this purpose). Serious illness is to be determined by a physician; and
- natural and man-made calamities such as fire, earthquake, lahar flows and other consequences of volcanic eruptions and the like.

For permanent faculty members, such leave may, in exceptional and feasible cases, be extended to one (1) term. Although such extension shall merit no pay, and will not be credited towards years of service for service/ sabbatical leave, promotion, longevity, and retirement purposes, it will not constitute a disruption in the continuity of service in relation to the earning of years towards service/sabbatical leave.

### 8.9 Military Service Leave

Military service leave shall be granted to members of the faculty who may be called in accordance with the National Defense Act or any other law for trainee instruction, or for regular active-duty training in any recognized branch of the Philippine Armed Forces.

This leave should not disrupt the continuity of service in relation to the earning of years towards service/sabbatical leave.

### 8.10 Secondment or Special Detail Leave

Secondment or special detail to a De La Salle Philippines school or to any government agency is for one (1) calendar year, subject to the approval of the Chancellor. This may be renewed on a yearly basis.

This leave merits no pay but does not disrupt continuity of service and the scholarship of children, and is counted for promotion, longevity, and retirement purposes and service and sabbatical leaves. The healthcare insurance may also be continued if the member pays for the annual premium.
8.11 Parental leave

Parental leave of four (4) working days every year shall be granted to any married parent who has rendered at least one (1) year of service.

Solo parents, as defined by R.A. 8972 or the Solo Parents' Welfare Act of 2000, who have rendered at least one (1) year of service shall be granted a total of seven (7) working days of parental leave every year.

Parental leave shall be non-cumulative and non-commutative. The application for leave shall be filed at least one (1) day before the intended date of absence.
8.12. Technology Commercialization Leave*

The Technology Commercialization Leave allows eligible faculty members to spend time away from their regular duties at the University to focus more intently on the commercialization of University-Owned Intellectual Property (IP) through a new business venture. It serves to encourage researchbased entrepreneurship and enhance the successful transfer of UniversityOwned IP and/or knowledge to society.

A permanent full-time academic faculty member may apply for a TCL under the following conditions:
(1) he/she desires to participate in a new business venture;
(2) De La Salle University has assigned, licensed, transferred, or sold University-Owned IP to the new business venture.

Applications for TCL are endorsed by the Unit Head or Department Chair to the Knowledge and Technology Transfer Committee (KTTC), which evaluates the request and makes a recommendation to the Office of the Vice Chancellor for Academics (OVCA). The OVCA makes the final decision on whether to grant a TCL request.

A TCL shall last for a period of up to one (1) year and is renewable for at most another one (1) year. A request for a TCL must be submitted at least one (1) term before the TCL is scheduled to begin. A TCL shall be without pay. The duration of TCL will be counted towards retirement but shall not be credited towards years of service for purposes of service leave, sabbatical leave, research incentive and longevity benefit.

### 8.13 General Considerations on Leave of Absence

8.13.1 For leaves other than those mentioned above, the faculty should write to the VCA through channels explaining the circumstances.
8.13.2 Any leave of absence should be taken to coincide with the academic calendar.
8.13.3 A faculty member shall not secure employment elsewhere while on leave, except leaves under Business or Practice of Profession (Refer to Leaves, page 42).
8.13.4 Permanent faculty members granted a leave of absence are assured of retaining their faculty rank, though not necessarily their appointive position in the University. They have the option to continue payment of the contributions to SSS, Pag-IBIG and Philhealth but they will also have to pay the University's share.

[^5]8.13.5 A faculty member may avail of a leave of absence under the mentioned stipulations. The type and conditions of a leave are determined by the head of the unit and the faculty member concerned. The leave takes effect after it is approved in writing by the Vice Chancellor for Academics upon the recommendation of the Dean/Head of the unit. Should the Vice Chancellor for Academics disapprove the leave, the faculty member may appeal the case to the Chancellor.
8.13.6 As part of his/her contract, a faculty member who is on an approved leave of absence is expected to render corresponding years of service upon his/her return. If he/she fails to render such service, he/she shall be asked to repay all salaries and benefits received during such leave. In this case, the University may withhold any or all benefits accruing to the faculty member concerned.
8.13.7 A faculty member who goes on absence without leave (AWOL) will be subject to a Service Review by the Vice Chancellor for Academics for the first occurrence and the Service Review Board for the subsequent occurrences.
8.13.8 A faculty member who is leaving for abroad should apply for the intended leave to the Vice Chancellor for Academics through the Dean and Department Chair thirty (30) days before the effectivity of said leave. A formal reply from the Vice Chancellor for Academics should be furnished within seven (7) working days, excluding Saturdays, upon receipt of application. The requirement of thirty (30) days' notice will not apply for sick leave, emergency leave, and attendance to conferences and other official meetings abroad. If the VCA does not reply within the prescribed period, the request for the intended leave is deemed approved.
8.13.9 Faculty members on approved leave of absence should write the Vice Chancellor for Academics through the Dean, and Department Chair forty-five (45) calendar days before the end of their leave in case they plan to extend their leave. Faculty members who do not report to work on the first working day after their leave are considered on AWOL.
8.14 Payment of Substitute
8.14.1 For absences of less than one week for faculty members who attend conferences, the University will pay for the substitute. This can only be availed once a year.
8.14.2 For absences of less than one week for reasons other than attendance in conferences, the faculty is required to hold makeup classes.
8.14.3 For absences of more than one week but less than fourteen working days due to participation in conferences, the faculty is required to hold makeup classes for the first week of absence. For the second week of absence, the pay of the substitute will be charged against the salary of the faculty. No return service component shall be applied.
8.14.4 For faculty members and administrators who are sent to represent the University, the University shall pay the substitute.
9. Retirement Benefits
9.1. The University retirement benefits consist of the following plans:

| University's Contributions |  | Faculty | Reference <br> Numbers <br> of Notes Below |
| :---: | :---: | :---: | :---: |
|  | \% | $\%$ | $\# 1$ |
| Plan A (CEAP) | 4 | 1 | $\# 2$ |
| Plan B | 2 | 2 | $\# 3$ |
| Plan C | 4 | 0 | $\# 4$ |
| Plan D | 3 | 2 |  |

Faculty members are entitled to Plan A in accordance with the policies of the CEAP Retirement Plan. (See Appendix J CEAP Retirement Plan, page 147).

Faculty members are entitled to Plan B for which they contribute two percent (2\%) of their monthly basic salary inclusive of the contribution to Pag-IBIG. The University commits itself to matching the faculty member's contribution ( $2 \%$ of basic monthly salary minus the contribution to Pag-IBIG). The total University contributions go to a retirement fund governed by policies like those of the old CEAP Retirement Plan effective prior to October 1989.

Plan C applies to faculty members who are not enjoying tuition waivers for their children. The total contribution will be added to the University's Retirement Fund. Although part of the University's Retirement Plan, this contribution will be credited to the faculty member concerned; hence, he/ she may withdraw this contribution, together with all interest, when he/she leaves the University.

When a faculty member enjoying tuition waiver benefit stops availing of this benefit, he/she is automatically entitled to Plan C.

Full-time faculty members who have opted for Plan B may opt to participate in Plan D whereby they commit themselves to saving two percent (2\%) of their basic salary while the University matches this with a three percent $(3 \%)$ contribution. The total contribution will be added to the University's additional Retirement Fund Plan and will also be governed by rules like those of the old CEAP Retirement Fund effective prior to October 1989.

Plans A and C are automatically included in the retirement plan of fulltime faculty. Those who wish to avail of Plans B and D may apply for their inclusion.

Addendum regarding the old CEAP Retirement Plan:
Plans B, C, and D will follow the old CEAP provisions effective prior to October 1989 and other policies that may be stipulated by the Retirement Board.
9.2 For the purpose of computing retirement benefits, a faculty member who has served the University for at least thirty (30) years shall be deemed promoted two (2) full steps upon retirement. A faculty member who has served the University at least 20 years but less than 30 years shall be deemed promoted one (1) full step.
9.3 Retirement benefit shall be computed based on twenty-eight (28) days effective AY 2012-2013.
9.4 Retirement benefits due to the retiring faculty member will be given to him/ her upon retirement.
9.5 Privileges of Retired Faculty Members
9.5.1 They have permanent employee identification cards.
9.5.2 They may avail of the services of the University clinic, counseling, library (room use only), gymnasium/sports, and computer facilities (email account only), and discounts for purchases at the bookstore and the canteens.
9.5.3 They receive, upon request, publications of the University, which are furnished to the faculty generally.
9.5.4 They are invited to University activities (colloquia, concerts, programs, sports fests, etc.) and receive discounts on tickets where applicable.
10. Faculty Development Benefits
10.1 Tuition discount for graduate studies and other grants are provided under the Faculty Development Program of the University.
10.2 The University Committee on Faculty Development is composed of the Vice Chancellor for Academics as presiding officer, College Deans, the AFED President, Faculty Representative from each college, and an Academic Service Faculty Representative. The Committee shall formulate the general guidelines for faculty development and review the guidelines of the College Faculty Development Committees.
10.3 The College Faculty Development Committee, using the general guidelines as basis, formulates specific guidelines for each College. This Committee is composed of the Dean as presiding officer, Department representatives, and an AFED Representative.
10.4 All policies enunciated and benefits decided on by the University Faculty Development Committee shall be an integral part of the Faculty Manual.

## 11. Research Incentive

11.1 Adjunct Professors and permanent faculty members with the rank of at least Assistant Professor who have served for five (5) cumulative years will receive a research incentive equal to one hundred percent (100\%) of their monthly salary for any paper or creative work in line with one's area of
specialization, appearing in a publication with an ISBN or an ISSN within the last two (2) academic years. The research incentive shall be equivalent to only seventy-five percent ( $75 \%$ ) of the monthly salary for publishable research completed within the last two (2) academic years, or for a researchbased paper delivered in a public forum.
11.2 Professorial and academic chair holders also qualify for the benefit by submitting a paper over and above that required by the chair they hold.
11.3 Research papers or creative works should be endorsed by the Department Chair to the College Research Committee (CRC). The CRC deliberates on them and submits the qualified papers to the Vice Chancellor for Research and Innovation for approval of the incentive award.
11.4 For contracted projects, there should be a paper over and above the requirements of the project.
11.5 Joint research/papers shall be treated as single ones, with the members of the research team deciding among themselves who shall be the recipient of the incentive and its concomitant benefits.

## 12. Disability Benefits

In addition to the benefits for long term sickness and total permanent disability in accordance with the SSS Law, the following benefits are given subject to qualifications herein stated:

Permanent faculty members with at least three (3) years of service who are permanently disabled will receive a lump sum consisting of the latest monthly salary times the number of years of service, provided the amount of disability benefits shall not be less than PhP50,000, nor more than PhP300,000, and provided the faculty member at the time of disability is not eligible for early retirement benefits under the CEAP Plan. If he/she is so entitled, the faculty member is entitled to whichever amount is higher.

## 13. Tuition Waiver Benefits for those hired permanent before 1987

If a faculty member has rendered at least ten (10) years of continuous employment, he/she is entitled to tuition waiver benefits for one (1) child for either grade school or high school and one (1) child for college. These students are entitled to the following tuition fee discounts:

50\% for elementary school
75\% for high school
$100 \%$ for college
This is a guaranteed slot that can be availed only in DLSU Laguna Campus for Basic Education (elementary and high school) and only in DLSU (Manila \& Laguna campuses) for college.

The faculty member is entitled to the University's Retirement Plan C before availing of the tuition fee waiver. After the child has availed of this, Retirement Plan C will be resumed.

## For faculty members hired or made permanent starting AY 2015-2016:

A faculty member is entitled to the University's Retirement Plan C if he/she does not avail of the tuition fee waiver. Should the faculty member avail of the tuition fee waiver, Retirement Plan C will not be resumed even after the child has graduated from college.

A retired faculty member who has served the University for at least twenty (20) years is entitled to a $100 \%$ tuition waiver for two (2) children for a regular collegiate program in the University.

A retired faculty member who was entitled to a tuition waiver shall continue to enjoy the benefit even after death.

## 14. Death Benefits

When a full-time academic faculty member who is a member of the AFED dies, members of AFED will contribute the equivalent of one (1) hour overload or parttime pay. The University will give an amount equivalent to one-and-a-half (1.5) times the total contribution of the faculty.

A permanent faculty member who reaches retirement age and who has been a member of the AFED for fifteen (15) years may continue membership in the AFED and will continue to qualify for the death benefits stated above.

Retired faculty members who would like to avail of the lifetime membership should file their application with the AFED within one year after their retirement.

A faculty member who is entitled to retirement benefits at the time of his/her death shall be granted both retirement and death benefits.

## 15. Parking Privileges

Parking spaces are designated for administrators (Associate Deans and up), Full Professors, and University Fellows. Parking in free slots on campus (not necessarily in the Leveriza area) is extended to members of the AFED, subject to availability, following rules and procedures in determining allocation, which may be reviewed at the start of the academic year.

## PART-TIME ACADEMIC FACULTY

Part-time academic faculty members are those contracted on a trimestral basis to teach the number of hours assigned, based on the needs of the Department.

## A. WORKING CONDITIONS

1. The usual load for part-time academic faculty is six (6) units. This load may be increased if the faculty member meets the following criteria:
1.1 Effective teaching performance as evaluated by students, peers, the Department Chair, and whenever applicable, the Dean.
1.2 Reasonable compliance with school regulations and administrative requirements for attendance, punctuality, and deadline for submission of grades, among other factors.
1.3 Length of service in De La Salle University.
1.4 Active participation in Department, College and University activities.
2. The maximum teaching load of a part-timer is twelve (12) units. In exceptionally meritorious cases, the load of a part-timer may be increased to fifteen (15) units provided the fifteen-unit load is inclusive of tutorials, thesis mentoring, and practicum assignments, and has the approval of the Dean.
3. Faculty members should be informed of their tentative teaching load two (2) weeks before the start of each trimester. Changes in schedule should be communicated to the faculty member concerned twenty-four (24) hours before the start of classes.
4. The load of faculty members who teach laboratory courses, typing, drafting, and other similar subjects is based on two (2) units for every three (3) hours of the class schedule.
5. Part-time faculty members are encouraged to do research, engage in graduate studies, work for professional growth, and contribute to University and community service. The University shall provide the appropriate mechanisms to support part-time academic faculty members in pursuing such initiatives subject to the provisions of the Faculty Development Program.
6. Part-time academic faculty members are required to provide a minimum of twenty (20) minutes of student consultation per hour of class.
7. Contracts of part-time faculty members expire at the end of every trimester. The renewal of their contracts shall be recommended by the Chair in consultation with the Department faculty based on the criteria which may include but not limited to Section A1 under Working Conditions.

Part-time faculty members are expected to serve the entire term for which they have been contracted. Any violation of the contract will be met with sanctions.
8. Part-time faculty members are paid bi-weekly for the equivalent of fourteen (14) weeks per trimester. Compensation is computed by multiplying the number of
equivalent lecture hours a week by the rate per lecture hour and the equivalent number of weeks.
8.1 Part-time faculty loads shall be covered by guidelines for assignment of overload, additional preparation and graduate studies course assignments. However, the provisions on payment of premiums do not apply.
B. PART-TIME ACADEMIC FACULTY RANKS

## 1. Teaching Track

This track is composed primarily of academics having teaching appointments in other universities and teaching in De La Salle University.

### 1.1 Lecturer

1.1.1 Minimum Entry Requirements

Appointment to the rank of Lecturer requires an MA/MS degree and a professional license for faculty members in departments offering programs where licensure is required. For those with additional teaching and/or professional experience, the Hiring Board shall be guided by the grid found in the Manual (Refer to Appendix B Grid for Hiring/Promotional Reclassification of Academic Faculty, page 126).

Professional or research experience directly relevant and related to the Department to which the applicant belongs shall carry the same weight as tertiary-level teaching experience in determining faculty rank.

Professional and/or managerial experience outside the applicant's field of specialization may be accorded half the weight assigned to teaching experience.
1.1.2 Hiring
1.1.2.1 Criteria for Hiring
1.1.2.1.1 Effective teaching performance based on teaching demonstration.
1.1.2.1.2 Good moral character.
1.1.2.1.3 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 1.1.3 Reclassification

### 1.1.3.1 Minimum Residency Requirement

Part-time faculty members who have taught a minimum of eighteen (18) units and at least three (3) trimesters cumulative may be reclassified based on the criteria for reclassification.

### 1.1.3.2 Criteria for Reclassification

1.1.3.2.1 Effective teaching performance as evaluated by students, peers, the Chair, and, if necessary, the Dean.
1.1.3.2.2 Attendance in regular departmental meetings and/or involvement in College and University activities, committees, programs and social engagement projects. Additional involvement in off-campus organizations and in College or University activities shall similarly be given credit as indicative of active social engagement.
1.1.3.2.3 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of grades, as evidenced by official records.
1.1.3.2.4 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 1.2 Assistant Professorial Lecturer 1 to $2^{5}$

### 1.2.1 Minimum Entry Requirements

Appointment to this rank requires the completion of a master's degree and a minimum of one (1) year of competent teaching experience in the tertiary level.

Completion of a specialized degree such as: Bachelor of Laws (LLB) or Juris Doctor, and Doctor of Medicine (MD) may be considered equivalent to a master's degree when applicable to the department to which the faculty member belongs.

Work or research experience directly related to the discipline of the Department to which the applicant belongs shall carry the same weight as teaching experience in determining faculty rank. Managerial experience outside the faculty member's field of specialization may be accorded half the weight assigned to teaching experience.

[^6]
### 1.2.2 Hiring

### 1.2.2.1 Criteria for Hiring

$$
\begin{array}{ll}
\text { 1.2.2.1.1 } & \begin{array}{l}
\text { Competent research in the discipline or related } \\
\text { discipline as indicated by scholarly outputs } \\
\text { (Refer to Appendix A Implementing Guidelines, } \\
\text { page 104). }
\end{array}
\end{array}
$$

Supporting documents are needed.
1.2.2.1.2 Participation in off-campus professional organizations.
1.2.2.1.3 Effective teaching performance based on teaching demonstration.
1.2.2.1.4 Good moral character.
1.2.2.1.5 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 1.2.3 Reclassification

1.2.3.1 Minimum Residency Requirement

Assistant Professorial Lecturers who have taught a minimum of eighteen (18) units and three (3) trimesters cumulative may be reclassified based on the criteria for reclassification.
1.2.3.2 Criteria for Reclassification
1.2.3.2.1 Effective teaching performance as evaluated by students, peers, the Chair, and, if necessary, the Dean;
1.2.3.2.2 Competent research in the discipline or related discipline as indicated by scholarly outputs (Refer to Appendix A Implementing Guidelines, page 104);

Supporting documents are needed.
1.2.3.2.3 Attendance in regular departmental meetings and/or involvement in College and University activities, committees, programs, and social engagement. Additional involvement in offcampus organizations and in College or University activities shall similarly be given credit as indicative of active social engagement.
1.2.3.2.4 Graduate school credits earned ${ }^{* 6}$ or enrolment or residency in a doctoral program in the discipline or related areas.
1.2.3.2.5 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 1.3 Assistant Professorial Lecturer 3 to $7^{7}$

### 1.3.1 Minimum Entry Requirements

Appointment to this rank requires the completion of a master's degree plus nine (9) Ph.D. units and a minimum of three (3) years of competent teaching experience at the tertiary level for part time teaching faculty.

Completion of a specialized degree such as: Bachelor of Laws (LLB) or Juris Doctor and Doctor of Medicine (MD) may be considered equivalent to a master's degree when applicable to the area to which the faculty member belongs.

Work or research experience directly related to the discipline of the Department to which the applicant belongs shall carry the same weight as teaching experience in determining faculty rank. Managerial experience outside the faculty member's field of specialization may be accorded half the weight assigned to teaching experience.

### 1.3.2 Hiring

### 1.3.2.1 Criteria for Hiring

| 1.3.2.1.1 | Competent research in the discipline or related <br> discipline as indicated by scholarly outputs <br>  <br> (Refer to Appendix A Implementing Guidelines, <br> page 104). |
| :--- | :--- |

Supporting documents are needed.
1.3.2.1.2 Participation in off-campus professional organizations.
1.3.2.1.3 Effective teaching performance based on teaching demonstration.
1.3.2.1.4 Good moral character.

[^7]
#### Abstract

1.3.2.1.4 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.


### 1.3.3 Reclassification

### 1.3.3.1 Minimum Residency Requirement <br> Assistant Professorial Lecturers who have taught a minimum of eighteen (18) units and three (3) trimesters cumulative may be reclassified based on the criteria for reclassification.

### 1.3.3.1 Criteria for Reclassification

1.3.3.1.1 Effective teaching performance as evaluated by students, peers, the Chair, and, if necessary, the Dean;
1.3.3.1.2 Competent research in the discipline or related discipline as indicated by scholarly outputs (Refer to Appendix A Implementing Guidelines, page 104);

Supporting documents are needed.
1.3.3.1.3 Attendance in regular departmental meetings
and/or involvement in College and University
activities, committees, programs and social
engagement;

Additional involvement in off-campus organizations and in College or University activities shall similarly be given credit as indicative of active social engagement;
1.3.3.1.4 A faculty who obtains an appropriate degree to complete the minimum entry requirements into the next rank shall be reclassified accordingly. After the reclassification, the faculty member may be subsequently given a reclassification if the residency and non-teaching requirements for such are met;
1.3.3.15 Graduate school credits earned ${ }^{8}$ or enrolment or residency in a doctoral program in the discipline or related areas;
1.3.3.1.6 Values and attitudes reflecting the University's Mission Statement such as the ability to relate

[^8]harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 1.4 Associate Professorial Lecturer ${ }^{9}$

### 1.4.1 Minimum Entry Requirements

1.4.1.1 Possession of a doctoral degree in the discipline or in a relevant area as determined by the needs of the department for part-time teaching faculty;
1.4.1.2 At least two (2) years of competent teaching on the tertiary level;
1.4.1.3 Substantial scholarly contributions in one's field of specialization as evidenced by research studies, completed commissioned projects, creative works, and publications in reputable journals or in book form (Refer to Appendix A Implementing Guidelines, page 104);

Supporting documents are needed.
1.4.1.4 Membership or leadership in professional, community, and governmental or non-governmental organizations are also considered indicators of one's professional competence.

### 1.4.2 Reclassification

1.4.2.1 Minimum Residency Requirement

Associate Professorial Lecturers who have taught a minimum of eighteen (18) units and three (3) trimesters cumulative may be reclassified based on the criteria for reclassification.
1.4.2.2 Criteria for Reclassification
> 1.4.2.2.1 Effective teaching performance as evaluated by students, peers, the Chair, and, if necessary, the Dean;
1.4.2.2.2 Competent research in the discipline or related discipline as indicated by scholarly outputs (Refer to Appendix A Implementing Guidelines, page 104);

Supporting documents are needed.
1.4.2.2.3 Active involvement in social engagement activities;

[^9]1.4.2.2.4 For reclassification to this rank, significant service to the University measured through the faculty member's involvement in College and University councils and committees is an additional entry criterion;
1.4.2.2.5 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 1.5 Professorial Lecturer ${ }^{10}$

### 1.5.1 Minimum Entry Requirements

Appointment to this rank requires the fulfilment of all the following:
1.5.1.1 A relevant doctoral degree, as determined by the
department;
1.5.1.2 Substantial scholarly publication in one's field of specialization such as:

Professionally acceptable authored book (not a textbook) with a reputable publisher;
or
Scopus, ISI, ACI or CHED Level A listed publications;
or
major book length creative work, published or accepted for publication, supported by reviews or scholarly studies;

Supporting documents are needed.
Any combination of the above is accepted if the total points is 60 .
1.5.1.2 Recognition by a reputable and recognized organization for one's outstanding contribution to the field of specialization which may be in the form of an award, grant or fellowship. In the absence of such an award, a Scopus h-index of 8 for CCS, GCOE and COS or a Scopus h-index of 5 for BAGCED, CLA, RVRCOB and SOE, may be used as evidence of recognition;
1.5.1.2 Significant service to the academic community and/ or active membership and involvement in University, community, professional, national, or international organizations.

[^10]
### 1.5.2 Hiring

### 1.5.2.1 Criteria for Hiring

$\begin{array}{ll}\text { 1.5.2.1.1 } & \begin{array}{l}\text { Effective teaching performance based on } \\ \text { teaching demonstration. }\end{array}\end{array}$
1.5.2.1.2 Good moral character.
1.5.2.1.3 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 1.5.3 Reclassification

1.5.3.1 Minimum Residency Requirement

Professorial Lecturers who have taught a minimum of eighteen (18) units and three (3) trimesters cumulative may be reclassified based on the criteria for reclassification.
1.5.3.1 Criteria for Reclassification
1.5.3.1.1 Effective teaching performance as evaluated by students, peers, the Chair, and, if necessary, the Dean;
> 1.5.3.1.2 Substantial research outputs in the discipline or related discipline (Refer to Appendix A Implementing Guidelines, page 104);
1.5.3.1.3 Leadership or significant participation in Department, College, University, community or national/international conferences, programs, organizations;
1.5.3.1.4 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of grades, as evidenced by official records;
1.5.3.1.5 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

## 2. Professional Track

General Considerations
2.1 This track is composed of professionals who have at least a Bachelor's degree and extensive industry or development work experience who teach part-time in DLSU. Hence, bringing in the perspective of the industry and meeting the University's need to keep the students abreast of developments outside the academe. This track provides the University valuable inputs arising from their experience, stature, network, among others.
2.2 This track is limited to individuals with established professional accomplishments with national/international reputation in their respective fields.

### 2.3 Hiring

### 2.3.1 Professional accomplishments.

### 2.3.2 Good moral character.

### 2.4 Ranks within the Professional Track

### 2.4.1 Professional Lecturer 1

2.4.1.1 At least five (5) years of relevant professional experience and has at least two (2) years of experience in managerial position in established, recognized, major firms.
2.4.1.2 At least five (5) years of directly relevant work experience and a minimum of two (2) years of experience as a project manager, IT architect, or IT consultant/specialist for medium-scale software development, IT consultancy project, or IT audit with a national reach.
2.4.1.3 At least five (5) years of experience in journalism, organizational communication, or other media professions
and
at least two (2) credits as director or producer of a short film or TV/radio miniseries;
or
at least two (2) credits as assistant director, associate producer, cinematographer, editor, writer, sound designer, or production designer of a full-length film or TV/radio season.
2.4.1.4 At least five (5) years of relevant professional experience and currently a government official with a salary grade of 27.

### 2.4.2 Professional Lecturer 2

Entry to the rank requires any of the following:
2.4.2.1 At least eight (8) years of relevant professional experience and is currently in a senior managerial position lower than vice president, such as AVP, in an established, recognized, major firm.
2.4.2.2 At least eight (8) years of directly relevant work experience and a minimum of two (2) years of experience as a project manager for large-scale software development, IT consultancy project, or IT audit with a regional or global reach.
2.4.2.3 At least eight (8) years of experience in journalism, organizational communication, or other media professions
and
a national award-winning cinematographer, editor, writer, sound designer, or production designer of a short film or TV/ radio miniseries;
or
a director or producer in a full-length feature film or TV/ radio season;
or
at least two (2) years of experience as a news reporter of a national news organization.
2.4.2.4 At least eight (8) years of relevant professeional experience and currently a government official with salary grade of 28.

### 2.4.3 Professional Lecturer 3

Entry to the rank requires any of the following:
2.4.3.1 At least eight (8) years of relevant professional experience and is currently a vice president of an established, recognized, major firm.
2.4.3.2 At least eight (8) years of directly relevant work experience and is currently a director or regional manager of a multinational technology-based company.
2.4.3.3 At least eight (8) years of experience in journalism, organizational communication, or other media professions
and
a national award-winning director or producer in a short film (< 40 minutes) or TV/radio miniseries;
or
a national award-winning cinematographer, editor, writer, sound designer, or production designer of a full-length film or TV/radio season;
or
a stringer/field reporter of an international news organization;
or
a news anchor person of a national news organization.
2.4.3.4 At least eight (8) years of relevant professional experience and currently a government official with salary grade of 29.

### 2.4.4 Professional Lecturer 4

Entry to the rank requires any of the following:
2.4.4.1 For professions other than media or marketing, a national recognition through awards received from a national professional organization/circle.
2.4.4.2 Position of at least two (2) years as an Executive Vice President, Senior Vice President, Chief Operating Officer, Chief Finance Officer, Chief Technology Officer, Chief Information Officer, or Corporate Communication Director of a major corporation in the country, or a multinational company.
2.4.4.3 Position of at least a partner of a firm with an impressive client list or projects undertaken. The client list or projects undertaken must have a national scope or character, e.g., the largest companies.
2.4.4.4 Position of at least a creative director or an equivalent position who is a first-place winner of national awards such as ARAW, AGORA, and ANVIL.
2.4.4.5 a national award-winning director or producer in a fulllength film (> 40 minutes) or TV series.
2.4.4.6 An anchorperson in an international news organization.
2.4.4.7 An Undersecretary, Associate Justice of the Court of Appeals, a provincial governor, city mayor or other government officials with a salary grade of 30 .

### 2.4.5 Senior Professional Lecturer

Entry to the rank requires any of the following:
2.4.5.1 International recognition through awards received from an international professional organization/circle.
2.4.5.2 Position of at least two (2) years as President, Chief Executive Officer, or Board Chairman of a major corporation in the country, or a multinational company.
2.4.5.3 A Bureau Chief of an international news organization.
2.4.5.4 A Cabinet Secretary, Senator, Congressman, Presiding Justice of the Court of Appeals, a Supreme Court Justice, or other government officials with a salary grade of 31 or above.

## Salary Grade Table for Government Positions

| Salary Grade 33 | President |
| :---: | :---: |
| Salary Grade 32 | Vice President <br> President of the Senate <br> Speaker of the House of Representatives <br> Chief Justice of the Supreme Court |
| Salary Grade 31 | Senator <br> Member of the House of Representatives <br> Associate Justice of the Supreme Court <br> Chairman, Constitutional Commission <br> Executive Secretary <br> Department Secretary <br> Ombudsman <br> Press Secretary <br> Presidential Assistant II <br> Presidential Adviser <br> NEDA Director-General <br> Presiding Justice, Court of Appeals <br> Presiding Justice, Sandiganbayan <br> Secretary of the Senate <br> Secretary-General of the House of Representatives <br> UP President |
| Salary Grade 30 | Commissioner, Constitutional Commission <br> Department Undersecretary <br> Presidential Assistant I <br> Solicitor-General <br> Chief State Counsel <br> Government Corporate Counsel <br> Court Administrator of the Supreme Court <br> Deputy Court Administrator of the Supreme Court <br> Assistant Court Administrator of the Supreme Court <br> Chief of Staff, Office of the Vice President <br> NEDA Deputy Director-General <br> Deputy Ombudsman <br> Associate Justice, Court of Appeals <br> Associate Justice, Sandiganbayan <br> Juris Consult <br> Chief Prosecutor <br> Special Prosecutor <br> Chief Public Attorney <br> UP Executive Vice President <br> SUC President IV <br> Provincial Governor <br> City Mayor <br> CESO I |
| Salary Grade 29 | Chief of Mission Class I, Foreign Service Assistant Secretary Deputy Government Corporate Counsel Assistant Government Corporate Counsel |

Salary Grade 28

Salary Grade 27
Assistant Ombudsman
Regional Trial Court Judge
Sharia Trial Court Judge
Prosecutor IV
Deputy Chief Public Attorney
Assistant Solicitor-General
Deputy Special Prosecutor
Assistant Chief State Counsel
CESO II
Bureau Director
Provincial Vice Governor
City Vice Mayor, highly urbanized
Municipal Mayor, Metro Manila
Government Corporate Attorney IV
Graft Investigation Officer III
Metro Trial Court Judge
Prosecutor III
Public Attorney V
Solicitor III
Special Prosecution Officer III
State Counsel V
CESO III
Chief of Mission Class II, Foreign Service
Director III
Sangguniang Panlalawigan member
Sangguniang Panlungsod member, highly urbanized
Municipal Mayor
City Government Department Head, Manila and QC
Government Corporate Attorney III
Graft Investigation Officer II
City Trial Court Judge
Court of Appeals Reporter II
Prosecutor II
Public Attorney IV
Solicitor II
Special Prosecution Officer II
State Counsel IV
CESO IV

## C. HIRING PROCEDURE

1. All documents relating to the applicant/recruit are screened by the Chair.

For Professional Lecturers and Senior Professional Lecturers, a short list of the top practitioners in the specific area is prepared with external consultants. A candidate for hiring should come from the short list or should have accomplishments and reputations comparable to those in the short list.
2. The Chair, based on his/her consultation with the Department faculty, submits his/ her recommendation to the Dean with the following: biodata, original transcript of records, and references.
3. If the Dean finds the recommendation acceptable, he/she endorses it to the Vice Chancellor for Academics for clearance.
4. If the recommendation is favorably considered, the Vice Chancellor for Academics gives notice to the Dean for convening the Hiring Board.
5. Composition of the Hiring Board

### 5.1 For Lecturer to Assistant Professorial Lecturer <br> Dean of the College as presiding officer <br> Department Chair <br> Faculty Representative selected by the Department Chair after consulting with the Faculty of the Department <br> Another faculty representative from the Department <br> Faculty Association Representative appointed by the President of the AFED

### 5.2 For Associate Professorial Lecturer 1-4

Dean of the College as presiding officer
Department Chair
One (1) Senior Faculty Representative with the rank of Associate Professorial Lecturer, preferably from the same Department, to which the candidate belongs. If this arrangement is not possible, the Dean in consultation with the Department Chair selects representatives with the same rank from the College
One (1) Representative from the Department of the applicant/recruit whose rank need not be the same as the recommended rank but who is senior in terms of residency
Faculty Association Representative appointed by the President of the AFED

### 5.3 For Associate Professorial Lecturer 5-7

Vice Chancellor for Academics as presiding officer
Dean of the College
Department Chair
Two (2) Senior Faculty Representatives with the rank of Associate Professor, preferably from the same Department, to which the candidate belongs. If this arrangement is not possible, the Dean in consultation with the Department Chair selects representatives with the same rank from the College
One (1) representative from the Department of the applicant/recruit whose rank may not be the same as the recommended rank but is senior in terms of residence
Faculty Association Representative appointed by the President of the AFED
5.4 For Professorial Lecturer to Senior Professional Lecturer

Vice Chancellor for Academics as presiding officer
Dean of the College
Department Chair
Three (3) Senior Faculty Representatives with the rank of Full Professor, preferably from within the same College, appointed by the Vice

Chancellor for Academics in consultation with the Dean and the Department Chair

Faculty Association Representative appointed by the President of the AFED
6. The Hiring Board deliberates on the recommendation and recommends a rank to the Chancellor with clearance from the Vice Chancellor for Academics.
7. The Chancellor makes the appointment in writing upon the recommendation of the Hiring Board. The contract signed by the faculty member becomes binding only upon signing by the Chancellor or his/her duly authorized representative.
8. Functions of the Hiring Board
8.1. Evaluates and/or verifies supporting documents, including scholarly outputs, research and creative works, publications and other evidence used in determining the applicant/recruit's rank are in place.
8.2 Evaluates and/or verifies titles of aforementioned documents with the corresponding dates of completion/decision sheet signed by the Board, specifying which titles have been used for each step of the rank.
8.3 Deliberates on the candidate's qualifications to determine the rank.
8.4 Recommends approval of hiring with appropriate rank to the Chancellor

## D. PROCEDURE FOR RECLASSIFICATION

1. At the end of his/her service/residency, the faculty member shall submit an updated curriculum vitae (CV) indicating his/her academic performance and activities since his/her last reclassification as well as whether he/she is up for reclassification.

The VCA, in consultation with the AFED, shall issue specific guidelines and procedures relating to the application for reclassification.
2. The head of the Department/Unit, in consultation with the members of the Department/Unit, reviews the performance of the faculty member being considered for reclassification.

Based on the review, the head of the Department/Unit recommends the faculty member for reclassification after ascertaining that the candidate has satisfied the minimum residency required.

In cases where the Chair does not recommend a faculty member for reclassification, any other senior faculty member, with Associate or Full Professor rank from the same department, may recommend the faculty member, or he/she may nominate himself/herself by writing to the dean if his/her rank is lower than Associate Professorial Lecturer 5, or to the Vice Chancellor for Academics if his/her rank is higher than Associate Professorial Lecturer 4.

It is generally the immediate superior or his/her designated representative who recommends the head of the Department/Unit for reclassification in consultation with the members of the Department/Unit.
3. The head of the Department/Unit prepares the list of the faculty for reclassification. Recommendations should be submitted to the proper office one (1) week before the start of the term when the reclassification is supposed to apply. Recommendations will be considered only when supported by necessary documents.
4. Upon receiving the recommendations, the administrator given the function shall convene the Reclassification Board.
5. Members of the Reclassification Board are given reasonable time to study the recommendation and supporting documents.
6. Boards meet separately and make the necessary recommendations.
7. No member of the Reclassification Board shall have two (2) designations.

No candidate for reclassification may sit in his/her own deliberating Board. His/her place will be taken over a duly designated representative.
8. The candidate has the option to appear before the Board before it deliberates on the recommendation.
9. Decisions of the Board are generally reached by consensus. However, if consensus cannot be reached despite a lengthy discussion, as manifested by an objection, decision shall be made by secret voting. The Chair will only vote in case of a tie.
10. The presiding officer of the Reclassification Board prepares the decision sheet in accordance with the recommendation of the Board.
11. The faculty member concerned is informed by the Chair or the immediate superior of the recommendation of the Board within two (2) working days from the time the decision has been made. In case of an unfavorable decision, the faculty may appeal his/her case. Please refer to Appendix E Review Committee, page 133).
12. The decision sheet in its original form is submitted through the Vice Chancellor for Academics to the Chancellor for his/her approval. The Chancellor informs the faculty member concerned of the decision in writing. A copy of the Board's decision sheet is attached to the Chancellor's letter.
13. Composition of the Reclassification Board

### 13.1 For Lecturer to Assistant Professorial Lecturer <br> Dean of the College as presiding officer Department Chair <br> Two (2) faculty representatives selected by the Department Chair after consulting with the Faculty of the Department. <br> Faculty Association Representative appointed by the President of the AFED

13.2 For Associate Professorial Lecturer 1-4

Dean of the College as presiding officer
Department Chair
One (1) Senior faculty representative with the rank of Associate Professor, preferably from the same Department, to which the candidate belongs, as selected by the Chair after consulting with the faculty of the Department. If this arrangement is not possible, the Dean in consultation with the Department Chair selects a representative with the same rank from the college.
One (1) Representative from the Department of the candidate who regardless of ranks is senior in terms of residency, selected by the Chair in consultation with the faculty of the department.
One (1) Representative from the Department of the faculty whose rank need not be the same as the recommended rank but who is senior in terms of residency
Faculty Association Representative appointed by the President of the AFED.

### 13.3 For Associate Professorial Lecturer 5-7

Vice Chancellor for Academics as presiding officer
Dean of the College
Department Chair
Three (3) Senior Faculty Representatives with the rank of Full Professor, preferably from the same Department to which the candidate belongs, as selected by the Chair after consulting with the faculty of the Department. If there is no faculty member in the department that qualifies, the Vice Chancellor for Academics in consultation with the Dean and the Department Chair, who shall consult with the faculty of the Department, selects a representative with the rank of Full Professor from the college.
Faculty Association Representative appointed by the President of the AFED
13.4 For Professorial Lecturer to Senior Professional Lecturer

Vice Chancellor for Academics as presiding officer
Dean of the College
Department Chair
Three (3) Senior Faculty Representatives with the rank of Full Professor preferably from within the same College appointed by the Vice Chancellor for Academics in consultation with the Dean and the Department Chair
Faculty Association Representative appointed by the President of the AFED
14. Functions of the Reclassification Board
14.1 valuates and/or verifies the documents of the candidate for reclassification based on the criteria stipulated for the rank concerned.
14.2 Deliberates on the merits of the recommendation.
14.3 Recommends the candidate for reclassification to the appropriate rank.

## E. GRIEVANCE PROCEDURE FOR PART-TIME FACULTY

1. A part-time faculty member can be brought to grievance, and be penalized thereof, only for just cause and after due process.

Due process means, among other things, that the faculty member shall be notified in writing of the charges against him/her, and he/she shall have the opportunity to:
1.1. appear alone or with other persons to advise or assist him/her, before a body convened for the purpose of deciding on the case
1.2 know the nature and source of evidence against him/her and present evidence on his/her own behalf; and
1.3. confront and/or cross-examine the witness(es) against him/her.
2. The table of offenses and the corresponding penalties are provided for as Appendix F.
2.1 The grievance procedure is provided as Appendix G.
2.2 Cases that are related to gender-based sexual harassment shall follow the procedure prescribed in the University Policy on Safe Spaces in accordance with the Safe Spaces Act, and is hereby attached as Appendix M.
2.3 Timing of filing - a case can be filed against a part-time faculty member only when such faculty member has a teaching load during a given term or is active. However, such cases can include those pertaining to acts committed in previous semesters and are still within the period for which such cases can be validly filed.
2.4 Presumption of innocence in relation to the assignment of teaching load - A part-time faculty with a pending case may still be given load by the Department.
2.5 Interpretation of penalties for part-time faculty members
2.5.1 A penalty of suspension would mean that the said faculty member may not be given a load during the period equivalent to the suspension, without prejudice to future rehiring by the University.
2.5.2 A penalty of dismissal or termination would mean that the said faculty member is no longer eligible to teach in the university.

## F. DISCONTINUANCE OF SERVICE FOR PART-TIME FACULTY

1. There are two types of discontinuance of service of a part-time faculty - voluntary and involuntary.
1.1 Involuntary discontinuance of service - this applies to when the discontinuance of service is as a penalty.

A Service Review Board shall be convened, as provided for in Appendix G, to review the recommendation of the Grievance Board. A part-time faculty
member who disagrees with the Service Review Board on its decision shall have the right to appeal to the Arbitration Board (Refer to Appendix I Department of Labor and Employment (DOLE) Provisions for Voluntary Arbitration in Private Educational Institutions, page 146), whose decision shall be final.
1.2 Voluntary Discontinuance of Service for Part-Time Faculty
1.2.1 A part-time faculty member shall not discontinue his/her service in the University during the middle of the term.
1.2.2 Former part-time faculty members who had voluntarily discontinued their services may be rehired subject to the prevailing conditions of the current Faculty Manual.
1.2.3 The University reserves the right to hold part-time faculty members who voluntarily discontinue their services to applicable terms and obligations in relations to contracts which they may have entered with the University.
1.2.4 Furthermore, the University also reserves the right to hold in abeyance the voluntary discontinuance of service in situations where a particular faculty member has a pending grievance case. A pending grievance case is defined as one which has already been formally filed in written form to the appropriate head of office, as defined in Appendix G.

## G. BENEFITS

1. Benefits Mandated by Law. Members of the faculty are covered by all benefits specifically mandated by Philippine laws.
2. Service Benefits

If a part-time teaching faculty has been with the University for at least thirty (30) trimesters and has already taught at least two hundred seventy (270) units, he/ she will receive a service pay equivalent to six percent (6\%) of his/her service pay. A continuous break of more than nine (9) trimesters requires a new counting of terms/units of service.

A part-time faculty who has served as a full-time faculty shall have his/her prior service counted unless he/she:
2.1 has retired from full time service and has received all the mandated benefits due a retired faculty;
2.2 has resigned from full-time service and has withdrawn all benefits due a resigned faculty, such as separation pay and CEAP contributions; or
2.3 is a faculty who started to teach part-time more than a year after resigning as full-time faculty member from DLSU
3. Retirement Benefits

Part-time faculty members may participate in the following retirement plans:
3.1 Plan A, in accordance with the policies of CEAP.
3.2 A part-time faculty member is entitled to Plan B, for which he/she contributes two percent (2\%) of his/her monthly salary, inclusive of his/ her contribution to Pag-IBIG. The University commits itself to matching the faculty member's contribution (i.e., $2 \%$ of basic monthly salary minus the contribution to PagIBIG). The total contributions go to a retirement fund governed by policies like those of the old CEAP Retirement Plan effective prior to October 1989.
3.3 Plan C applies to faculty members who are not enjoying tuition waivers for their children. The total contribution of four percent (4\%) of a parttimer's monthly salary will be added to the University's Retirement Fund. This contribution, although part of the University's Retirement Fund, will be credited to the faculty member concerned; hence, he/she may withdraw this contribution, together with all interest, when he/she leaves the University.
3.4 Retirement benefits due the retiring part-time faculty member will be given upon retirement.
4. DOLE Service Incentive Leave

Part-Time Faculty are eligible for five (5) days service incentive leave that will be monetized. The amount should be pegged with the average load for the year. It shall be computed based on the average number of units (over 3 terms for the year) multiplied by the latest per unit rate of the faculty. The monetization is at the end of the academic year.

5, Faculty Development Benefits
Tuition discount for graduate studies and other grants are provided under the Faculty Development Program of the University.
6. Death Benefits

When a part-time teaching faculty member who is also a member of the AFED passes away, members of the Association will contribute the equivalent of onehour overload or part-time pay.
7. Parking Privileges

Parking spaces are designated for administrators (Associate Deans up), Full Professors, and University Fellows. Parking in free slots on campus (not necessarily in the Leveriza area) is extended to members of the AFED, subject to availability, following rules and procedures in determining allocation, which may be reviewed at the start of the academic year.

## ACADEMIC SERVICE FACULTY

## A. EMPLOYMENT NORMS AND CONDITIONS

1. General Classification by Unit Assignment

Academic Service Faculty (ASF), the equivalent of the academic non-teaching personnel as defined by BP 232, are faculty members who are primarily engaged by the University for the practice of their profession directly supportive of teaching or in support of academic programs. They are expected to participate in the University's pursuance of its mission by fully concentrating on their specific interrelated functions as stated in their job descriptions provided by the University unit to which they are assigned. Among the University units which require the services of these faculty members are the following:

Engineering and Science
Office of the Counseling and Career Services
Libraries
Other units that perform academic services
2. Classification by Employment Status

Employment status refers to the nature of an ASF member's appointment, which may be Probationary, or Permanent.
2.1 A Probationary ASF member is one who has been appointed for full-time work and on whom permanent status has not yet been conferred. An ASF member on probation will be notified of the non-renewal of his/her contract at least thirty (30) days before the expiration of his/her current contract.

### 2.1.1 Duration of Probation

The initial period of appointment of a Probationary ASF member is one (1) trimester. Unless the ASF is informed of non-renewal thirty (30) days before the start of the next term, the appointment is automatically extended up to the end of the third (3rd) trimester of service. Subsequent renewals will be on an annual basis.

The maximum probationary period is nine (9) consecutive trimesters. However, Probationary ASFs who have complied with the requirements for permanency may be made permanent after three (3) consecutive trimesters of probation. Prior service of Probationary ASF members who have returned from study leaves may be considered part of the probationary period, and they may therefore be employed to abbreviate the probationary period.
2.1.2 Effectivity/Non-renewal of Contract

A Probationary ASF is expected to:
2.1.2.1 consider the period of his/her employment as strictly temporary, the said period to end on the expiry date of the contract, in which case the employer-employee
relationship shall automatically be considered terminated; and
2.1.2.2 finish the term of his/her appointment, unless the University decides otherwise, in which case the University pays him/ her all the emoluments called for under his/her contract. If, however, the termination before the expiry date is for cause, the emoluments corresponding to the unserved portion of the contract shall not be paid.
2.2 A Permanent ASF member is one who has met the criteria for permanency as confirmed by the Permanency Board, and with whom the Chancellor of the University has signed a contract for permanency. The service of a permanent ASF member may be terminated only for just cause and after due process.

## 3. Working Conditions

In addition to the general functions of ASF members as stated in the job descriptions provided by the respective University units to which they are assigned, they:
3.1 Shall devote forty (40) hours of professional service a week to the University during each of the three (3) trimesters of the school year.
3.2 Render service between trimesters to ensure continuity of operations. They do not render service on non-working holidays and during the Christmas break.
3.3 Enjoy a vacation leave every year depending on the number of years of continuous service, upon arrangement with their immediate supervisor who endorses it to the Dean/Director for the eventual approval of the Vice Chancellor for Academics. Their vacation leave entitlement is specified under Benefits.
3.4 May be assigned to administrative positions by the University as part of their forty (40) hours of professional service a week for which they shall be given honoraria. The amount of honorarium shall be based on: (1) the size of the unit/department; (2) the number of programs/projects undertaken; (3) the number of persons under supervision; (4) the nature of task or responsibility; and (5) the office's/unit's significant contribution to the university.
3.5 May teach at De La Salle University a maximum of one (1) three-unit course per term as part of their professional growth, subject to the approval of the unit head concerned. Eight hours shall be deducted from the forty-hours-aweek schedule and shall NOT merit extra compensation.
3.6 May engage in consultancies approved/endorsed/sponsored by the University. They may also engage in teaching within the University's consortium program with the approval of the Chancellor, provided:

### 3.6.1 They are permanent ASF;

3.6.2 They have received an effective performance evaluation;
3.6.3 These outside activities have the approval of the head of the unit and the Dean/Director concerned, and do not exceed eight (8) hours per week of the regular work schedule; and
3.6.4 They are not currently enjoying other reductions in working hours.
3.7 Shall be given time off for training, seminars, or workshops upon the approval of the Vice Chancellor for Academics in consultation with the Associate Vice Chancellor concerned or his/her equivalent and/or head of the unit concerned. The University shall secure every affordable opportunity to promote the academic and professional growth of the Academic Service Faculty by providing time, funds, and other means of support to enable them to pursue their continuing education and training in their respective fields or profession, subject to the provisions in the Faculty Development Program and the requirements of the effective delivery of services. Reduction in working hours for masteral studies shall be equivalent to one and one-half (1.5) times the number of units enrolled in, provided the total number does not exceed nine (9) hours.

## B. ACADEMIC SERVICE FACULTY RANKS

A common faculty ranking scheme shall govern all Academic Service Faculty members. A general set of minimum entry requirements is provided for each of the ranks. Specific entry requirements may vary, however, depending on the needs of each unit.

The following classification of ranks applies to full-time Academic Service Faculty:

## 1. ASF Ranks $\mathrm{l}-1$ to $\mathrm{l}-10$

### 1.1 Minimum Entry Requirements

Appointment to this rank requires a relevant bachelor's degree and one (1) year work experience relevant to the position. An applicant with a relevant bachelor's degree but without experience may be hired as a Contractual Academic Service Faculty (ASF) member.

### 1.2 Hiring

Those Academic Service Faculty hired prior to AY 2021-2022 will remain from ASF I-1 to ASF I-12. Those who are newly hired under the 2021 DLSU Faculty Manual will be classified from ASF I-1 to ASF I-10.

### 1.2.1 Criteria for Hiring

1.2.1.1 Competence in the performance of professional or administrative functions as attested by previous employer/s.
1.2.1.2 Self-development and professional growth.
1.2.1.3 Active involvement in social engagement activities.
1.2.1.4 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with
others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 1.3 Promotion/Reclassification

1.3.1 Minimum Residency Requirement

Full-time ASF members who have had at least one (1) year of residency in their present rank and succeeding levels may be promoted/reclassified based on the criteria for promotion/ reclassification.

### 1.3.2 Criteria for Promotion/Reclassification

1.3.2.1 Specialized training or earned graduate units of at least three (3) units within the Academic Year in the discipline or related area.
1.3.2.2 Competence in the performance of professional or administrative functions as attested to by the head of the unit concerned and evidenced by an effective performance rating. The person to be evaluated shall be consulted in determination of raters, i.e., service recipients.
1.3.2.3 Contribution to the development/more effective office systems and procedures as certified by the unit head.
1.3.2.4 Research output in the form of publications as enumerated in Appendix A 5.2 (104).
1.3.2.5 Active involvement in social engagement activities.
1.3.2.6 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of reports, as evidenced by official records.
1.3.2.7 Self-development and professional growth as evidenced by attendance in at least one (1) seminar or workshop relevant to his/her area of expertise or discipline within the last two (2) years.
1.3.2.8 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.
2. ASF Ranks II-1 to II-5

### 2.1 Minimum Entry Requirements

Appointment to this rank requires the completion of a relevant master's degree, and whenever applicable, an appropriate license, in addition to a minimum of two (2) years of professional practice in the University, or
five (5) years of professional practice and/or relevant experience gained from the academe, industry, and government or non-government serviceoriented organizations.
2.2 Hiring
2.2.1 Criteria for Hiring to ASF Ranks II-1 to II-5
2.2.1.1 Competence in the performance of professional or administrative work as attested by previous employers.
2.2.1.2 Development of one (1) program or any scholarly output related to the field of expertise
or
two (2) materials that contribute to the efficient and effective delivery of services with certification from previous employer/s.
2.2.1.3 Continued self-development and professional growth as evidenced by attendance in at least two (2) seminars, training programs or workshops relevant to his/her area of expertise or discipline within the last two (2) years relevant to his/her area of expertise or discipline.
2.2.1.4 Active involvement in social engagement activities.
2.2.1.5 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 2.3 Promotion/Reclassification

### 2.3.1 Minimum Residency Requirement

A minimum of one (1) year residency in the present rank is required for promotion/reclassification based on the criteria for promotion/ reclassification.

ASF I-1 to I-10 may be promoted to ASF II-1 upon completion of a Master's Degree and one (1) year residency in their last rank

### 2.3.2 Criteria for Promotion/Reclassification to ASF Ranks II-1 to II-5

2.3.2.1 A completed MA/MS Degree. Upon completion, and regardless of rank in Level I, and provided that other promotion requirements are met such as research other than his/her thesis, and social engagement, the ASF is automatically promoted or reclassified to II-1.
2.3.2.2 Competence in the performance of professional or administrative work as attested to by the head of the unit
concerned and as evidenced by an effective performance rating. The person to be evaluated shall be consulted in determination of raters, i.e., service recipients.
2.3.2.3 Research output in the form of publications as enumerated in Appendix A 5.2 (104).
2.3.2.4 Continued self-development and professional growth as evidenced by attendance in at least two (2) seminars, training programs or workshops within the last two (2) years that are aligned with the faculty development program of the unit.
2.3.2.5 Active involvement in social engagement activities.
2.3.2.6 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of reports, as evidenced by official records.
2.3.2.7 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 2.4 Criteria for Hiring to Ranks II-6 to III-6

2.4.1 Competence in the performance of professional or administrative work as attested by previous employer/s.
2.4.2 Significant contributions in one's field of specialization that include:
2.4.2.1 two (2) programs or four (4) materials developed that contribute to the efficient and effective delivery of service with certification from previous employer/s or one (1) published scholarly output;

## and

2.4.2.2 one (1) paper presented in plenary in a national conference or concurrent/parallel sessions if international.
2.4.2.3 Continued self-development and professional growth as evidenced by attendance in at least two (2) seminars, training programs or workshops relevant to his/her area of expertise or discipline within the last two years.
2.4.2.4 Active involvement in social engagement activities.
2.4.2.5 Professional competence as evidenced by managerial or mentoring skills.
2.4.2.6 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with
others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.

### 2.5 Criteria for Promotion/Reclassification to Ranks II-6 to III-6

2.5.1 Competence in the performance of professional or administrative work as attested to by the head of the unit concerned and as evidenced by an effective performance.The person to be evaluated shall be consulted in determination of raters, i.e., service recipients.
2.5.2 Significant contributions in one's field of specialization, as shown by Research output in the form of publications as enumerated in Appendix A 5.2 (104).
2.5.3 Continued self-development and professional growth as evidenced by attendance in at least two (2) seminars, training programs or workshops relevant to his/her area of expertise or discipline within the last two (2) years that are aligned with the faculty development program of the unit.
2.5.4 Active involvement in social engagement activities.
2.5.5 Involvement in community, College, Department activities, committees, programs, etc.
2.5.6 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of reports, as evidenced by official records.
2.5.7 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.
2.5.8 Professional competence as evidenced by managerial or mentoring skills.
2.5.9 Active leadership in relevant national/international professional organizations or significant contribution in community-based projects/programs.
3. ASF Ranks III-7 to III-1011

### 3.1 Minimum Entry Requirement ${ }^{12}$

Appointment to this rank requires all the following:
3.1.1 possession of a master's degree in one's field of specialization;
3.1.2 professional license, whenever applicable;

[^11]
#### Abstract

3.1.3 at least six (6) years of excellent professional experience in an administrative position (at least Director/Unit Head) or ten (10) years of practice in the same profession in the University;


3.1.4 evidence of significant contributions in one's field of specialization such as:
3.1.4.1 two (2) programs or five (5) materials developed that contribute to the efficient and effective delivery of services with certification from previous employer/s or two (2) published scholarly outputs (except conference proceedings) or one (1) publication in a refereed journal; and
3.1.4.2 two (2) papers presented in plenary in a national conference or concurrent/parallel sessions if international

### 3.1.4 Active involvement in social engagement activities.

### 3.2 Promotion/Reclassification

### 3.2.1 Minimum Residency Requirements

Full-time ASF members who have had at least one (1) year of residency in their present rank may be promoted/ reclassified based on the criteria for promotion/reclassification.

### 3.2.2 Criteria for Promotion/Reclassification to ASF Ranks III-7 to III-10

3.2.2.1 Competent, and effective professional performance of administrative functions. The person to be evaluated shall be consulted in determination of raters, i.e., service recipients.
3.2.2.2 Expertise as evidenced by professional involvement in different University assignments, or consultancies, accreditation work, and other outreach activities.
3.2.2.3 Professional leadership as evidenced by active involvement in Community/Department/College/Unit programs or activities, or in relevant national professional organizations.
3.2.2.4 Research output in the form of publications as enumerated in Appendix A 5.2 (page 104).
3.2.2.5 Compliance with school regulations and administrative requirements for attendance and punctuality, and observance of deadlines for submission of reports, as evidenced by official records.
3.2.2.6 High level of continuing professional development as evidenced by attendance in at least two (2) seminars/ conferences, training courses, or workshops (local or
international) within the last two (2) years that are aligned with the faculty development program of the unit.

> 3.2.2.7 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.
4. Reclassification to Full-Time Academic Faculty

Upon the recommendation of the Department Chair concerned, in consultation with the Dean of the College and upon the endorsement of the Dean or Director of the unit, an ASF member who meets the necessary qualifications and has shown proficiency in teaching and research, may be reclassified to full-time academic faculty status.

## C. PROCEDURES FOR HIRING, PROMOTION, PERMANENCY

## 1. HIRING

### 1.1 Composition of the Hiring Board

Dean/Head of the unit/AVC or the equivalent as the presiding officer Vice-Dean
Director/Coordinator of the Unit
Senior ASF selected by colleagues from the same unit
Faculty Association Representative, preferably from the same unit, appointed by the President of the AFED
1.2 Functions of the Hiring Board
1.2.1 Evaluates and/or verifies that supporting documents of the candidate for hiring are in place
1.2.2 Deliberates on the candidate's qualifications to determine rank
1.2.3 Recommends approval of hiring with appropriate rank to the Chancellor
1.3 Procedure for Hiring ASF Members
1.3.1 All applications are screened by the head of the unit together with at least one (1) senior ASF member selected by colleagues from the same unit.
1.3.2 The head of the unit recommends the applicant to the Vice Chancellor for Academics submitting the required documents: application form, curriculum vitae (CV), original transcript of records (TOR) and three (3) references.
1.3.3 If the application is favorably considered, the Vice Chancellor for Academics gives notice to the Dean/Head of the Unit or the equivalent for convening the Hiring Board.
1.3.4 The Hiring Board deliberates on the application and recommends the applicant's probationary rank/level to the Chancellor with clearance from the Vice Chancellor for Academics.
1.3.5 The incoming ASF member is required to undergo and pass a medical examination at the expense of the University.
1.3.6 The Chancellor makes the appointment in writing upon the recommendation of the Hiring Board and with clearance from the Vice Chancellor for Academics.
1.3.7 The contract signed by the incoming ASF members becomes binding only upon signing by the Chancellor.

## 2. PROMOTION/RECLASSIFICATION

### 2.1 Composition of the Promotion/Reclassification Board

### 2.1.1 For ASF I-1 to I-10 and ASF II-1 to II-5

Dean/Head of the Unit/AVC or the equivalent as the presiding officer Director/Coordinator of the Unit
Senior ASF selected by colleagues from the same unit Junior ASF selected by colleagues from the same unit Faculty Association Representative, preferably from the same unit, appointed by the President of the AFED

### 2.1.2 For ASF II-6 and up

Vice Chancellor for Academics as the presiding officer
Dean/Head of the Unit/AVC or the equivalent Director/Coordinator of the Unit
Senior ASF selected by colleagues from the same unit Faculty Association Representative, preferably from the same unit, appointed by the President of the AFED

### 2.2 Functions of the Promotion/Reclassification Board

2.2.1 Evaluates and/or verifies the supporting documents of the candidate for promotion/reclassification based on the criteria stipulated for the rank concerned.
2.2.2 Deliberates on the merits of the recommendations.
2.2.3 Recommends the candidate for promotion/reclassification to the appropriate rank
2.3 Procedure for Promotion/Reclassification
2.3.1 At the end of each service/residency, the ASF members shall submit an updated curriculum vitae (CV) indicating his/her academic performance and activities since his/her last promotion/ reclassification as well as whether he/she is up for promotion/ reclassification.
2.3.2 The head of the unit/department concerned, in consultation with the members of the unit/department, reviews the performance of the ASF member being considered for promotion/reclassification.

Based on the review, the head of the unit/department recommends the candidate(s) for promotion/reclassification after ascertaining that the minimum residency requirements of the candidate(s) are met.

In cases where the head of the unit/department does not recommend the ASF member for promotion/reclassification, the latter may nominate himself/herself by writing to the Vice Chancellor for Academics.

It is generally the immediate superior or his/her designated representative who recommends the head of the unit/department for promotion/reclassification in consultation with the members of the unit/department.
2.3.3 The head of the unit/department submits the list of candidates for promotion/reclassification one (1) week before the start of the term when the promotion/reclassification is supposed to apply. Recommendations will be considered only when supported by necessary documents.
2.3.4 Upon receiving the recommendations, the administrator who is given the function shall convene the Promotion/Reclassification Board.
2.3.5 Members of the Promotion/Reclassification Board are given reasonable time to study the recommendation and the supporting documents.
2.3.6 The Board meets and makes the necessary recommendations.
2.3.7 No member of the Promotion/Reclassification Board shall have two (2) designations. No candidate may sit in his/her own deliberating Board. His/her place shall be taken over by a duly designated representative.
2.3.8 The candidate has the option to appear before the Board prior to its deliberation on his/her recommendation/nomination.
2.3.9 Decisions of the Board are generally reached by consensus. However, if consensus cannot be reached despite a lengthy discussion, as manifested through an objection, decision shall be made by secret voting. The Chair of the Board votes only when there is a tie.
2.3.10 The Presiding Officer of the Promotion/Reclassification Board prepares the decision sheet in accordance with the recommendation of the Board.
2.3.11 The ASF member concerned is informed by the immediate superior of the recommendation of the Board within two (2) working days from the time the decision was made. In case of an unfavorable decision, the faculty member may appeal his/her case (Refer to Appendix E Review Committee, page 133).
2.3.12 The decision sheet in its original form is submitted to the Chancellor for his/her approval. He/she informs the ASF member concerned of the decision in writing. A copy of the Board's decision is attached to the Chancellor's letter of approval.

## 3. PROBATION/RENEWAL OF CONTRACT

3.1 For Definition of Probation, refer to item 2.2, page 75.
3.2 For Duration of Probation, refer to item 2.2.1, page 75.

### 3.3 Criteria for Renewal

3.3.1 Effective performance as evaluated by students, peers, and the Chair/Unit Head.
3.3.2 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.
3.3.3 Completion of the appropriate degree in the discipline or in a related discipline of the department/unit, when required by the department/ unit concerned and explicitly expressed in the Board decision sheet and in the Chancellor's letter.
3.3.4 Compliance with school regulations and administrative requirements for attendance, punctuality, and deadline for grades, among other factors.
3.3.5 Research capability as demonstrated by scholarly outputs/ publications.
3.3.6 Active involvement in social engagement activities.
3.3.7 Good health as attested to by the medical officer/testing agency designated by the DLSU.

The criteria in this Manual are minimum requirements. A department or unit may come up with higher standards. These standards should be approved by the department/unit, the appropriate Council, and the Academics Council, and should be confirmed by the Technical Panel through the Vice Chancellor for Academics. Any proposal for additional standards should be endorsed by the Executive Board of AFED who shall ensure that such proposal is a product of a consensus among the members of the concerned department or unit. The additional requirement should be disclosed to the ASF at the start of his/her probation. Additional requirements apply only when communicated at the start of the first year of probation. Such requirements must be explicitly stated. Failure to do so would prevent any future Renewal Board to invoke such additional requirements.
3.4 Composition of the Renewal Board

Dean/Head of the Unit/AVC or the equivalent as the presiding officer Vice-Dean
Director/Coordinator of the Unit
Senior ASF selected by colleagues from the same unit
Faculty Association Representative, preferably from the same unit, appointed by the President of the AFED
3.5 For Effectivity/Non-renewal of Contract, refer to item 2.2.2, page $\qquad$

## 4. PERMANENCY

4.1 Composition of the Permanency Board

Vice Chancellor for Academics as the presiding officer
Dean/Head of the Unit/AVC or the equivalent
Chair/Director/Coordinator of the Unit
Senior ASF selected by colleagues from the same unit
Faculty Association Representative, preferably from the same unit, appointed by the President of the AFED

### 4.2 Criteria for Permanency

4.2.1 Completion of the appropriate degree or its equivalent (Refer to Appendix A Implementing Guidelines, page 104).
4.2.2 Competence in the performance of professional or administrative work as attested to by the head of the unit concerned and as evidenced by effective performance ratings evaluated by students/ staff, peers, supervisors, and, if necessary, the Dean or Associate Dean whenever applicable.
4.2.3 Values and attitudes reflecting the University's Mission Statement such as the ability to relate harmoniously with others and practice the Lasallian core values of Faith, Zeal for Service and Communion in Mission.
4.2.4 Academic and/or professional development as specified in the Implementing Guidelines.
4.2.5 Good attendance, punctuality, and prompt delivery of services and submission of reports to the head of the unit.
4.2.6 Academic/community service through participation and involvement in unit, college, and University committees and activities.
4.2.7 Active involvement in social engagement activities.
4.2.8 Good health as attested to by a medical doctor/testing agency designated by the University.
4.3 Procedure for Permanency/Renewal of Probation
4.3.1 Before the end of the probationary period, the head of the Department/ Unit in consultation with the members of the Department/unit shall
review the performance of the ASF concerned. The head of the Department/unit makes a recommendation to the Permanency Board/Renewal Board.
4.3.2 The Vice Chancellor for Academics/Dean/Unit Head convenes the Permanency/Renewal Board to consider the Department's/unit's recommendation.
4.3.3 The Permanency Board/Renewal Board evaluates the ASF's performance and recommends permanent status, renewal of probation, or non-renewal of contract.
4.3.4 The ASF concerned is informed by the Chair (or the immediate superior) of the recommendation of the Board within two (2) working days from the time the decision was made.
4.3.5 The Chancellor issues a contract to the ASF who has been recommended for permanency/renewal by the Permanency Board.

## D. GRIEVANCE PROCEDURE AND SEVERANCE OF SERVICE FOR PERMANENT ACADEMIC SERVICE FACULTY

1. GRIEVANCE PROCEDURE
1.1 An ASF can be brought to grievance, and be penalized thereof, only for just cause and after due process.

Due process means, among other things, that the ASF member shall be notified in writing of the charges against him/her and he/she shall have the opportunity to:

### 1.1.1 appear alone or with other persons to advise or assist him/her, before a body convened for the purpose of deciding on the case

1.1.2 know the nature and source of evidence against him/her and present evidence on his/her own behalf; and
1.1.3 confront and/or cross-examine the witness(es) against him/her.
1.2 The table of offenses and the corresponding penalties are provided for as Appendix F.
1.3 The grievance procedure is provided as Appendix G.
1.4 Cases that are related to gender-based sexual harassment shall follow the procedure prescribed in the University Policy on Safe Spaces in accordance with the Safe Spaces Act, and is provided as Appendix M.

## 2. SEVERANCE OF SERVICE

2.1 There are two types of severance of service - voluntary and involuntary.
2.2 Involuntary severance of service - this applies to when the severance of service is as a penalty
2.2.1 When the recommendation by the duly constituted hearing committee is dismissal or termination from service, which will lead to the severance of service by an ASF, a Service Review Board shall be convened to review the case.
2.2.2 The decision of the Service Review Board becomes implementable immediately by the University upon confirmation by the Chancellor.
2.2.3 Pending final resolution of the case, an ASF who is charged with a major offense may be suspended from office in accordance with the provisions of the Labor Code and related regulations.
2.2.4 A permanent ASF who disagrees with the Service Review Board on its decision shall have the right to appeal to the Arbitration Board (Refer to Appendix I Department of Labor and Employment (DOLE) Provisions for Voluntary Arbitration in Private Educational Institutions, page 146), whose decision shall be final.

### 2.2.5 Composition of the Service Review Board

Vice Chancellor for Academics, as Chair
Dean/Head of the Unit/AVC
Chair/Director/Coordinator of the Unit
Senior ASF selected by colleagues from the same unit
Faculty Association Representative, preferably from the same unit, appointed by the President of the AFED

### 2.3 Voluntary Severance of Service of an ASF

2.3.1 A full-time ASF member shall not discontinue his/her service in the University during the middle of the term.
2.3.2 A full-time ASF member who decides to sever relations with the University on his/her own accord must give the administration prior notice of at least one (1) month before the end of a term/academic year when he/she intends to leave.
2.3.3 To be fair to the University, if a full-time ASF member foresees that he/she will not be available for an academic year or term, he/she should submit his/her resignation effective at least one (1) month before the beginning of the academic year or term, so that necessary adjustments can be made about scheduling and the appointment of other ASF members. This requirement may be waived only for serious reasons and with the expressed consent of the University.
2.3.4 Former ASF who had resigned may be rehired subject to the prevailing conditions of the current Faculty Manual.
2.3.5 The University reserves the right to hold resigning ASF members to applicable terms and obligations in relation to contracts which they may have entered with the University.
2.3.6 Furthermore, the University also reserves the right to hold in abeyance the severance of service in situations where a particular

ASF member has a pending grievance case. A pending grievance case is defined as one which has already been formally filed in written form to the appropriate head of office, as defined in Appendix G.

## E. RETIREMENT/EXTENSION OF ACADEMIC SERVICE FACULTY MEMBERS ${ }^{13}$

1. Early retirement can be availed of by a full-time ASF member who is at least fifty (50) years old and who has rendered at least twenty (20) years of service. Early retirement shall be with the approval of the University. This provision applies to ASF members in all units.
2. The age for mandatory retirement is sixty (60). A Service Extension Board may be convened to review the ASF member's case before he/she reaches the age of sixty (60). His/her full-time services may be extended until he/she reaches the age of sixty-five (65). The service of the ASF member at age sixty-five (65) may be extended subject to the review of the Service Extension Board on an annual basis, until he/she reaches the age of seventy (70).
3. The head of the Department/unit, in consultation with the members of the Department/unit, reviews the performance of the ASF member concerned based on the criteria mentioned hereinafter.
4. During the hearing for extension, the head of the unit shall provide the members of the Board with a copy of the ASF member's summary data sheet together with the recommendation of the Department/Unit.
5. Physical health, needs of the Department/unit, performance, and completion of graduate studies, where applicable, are major factors for consideration.

The ASF member's sense of cooperativeness and responsibility, visibility in the academic community, and University community service are additional considerations for extension of service.
6. The ASF member concerned is informed by the immediate superior of the decision of the Board within two (2) working days from the time the decision was made.
7. In special cases, if the Service Extension Board does not recommend the extension of the full-time service of an ASF member beyond sixty (60) years of age, the Vice Chancellor for Academics may recommend a non-renewable extension of not more than two (2) years.
8. The composition of the Service Extension Board is as follows:

Vice Chancellor for Academics
Dean/Head of the Unit/AVC
Chair/Director/Coordinator
Senior ASF member (based on rank) selected by colleagues from the same unit in a meeting called for such purpose by the Chair/Head
President of the AFED
9. An ASF member not recommended for extension may appeal his/her case to the Chancellor.

[^12]
## F. BENEFITS

1. Benefits Mandated By Law. ASF members are covered by all benefits specifically mandated by Philippine laws.
2. Healthcare Plan. They participate in a healthcare plan agreed upon with the Faculty Association.

## 3. Tuition Waiver Benefit

Applicable only to those hired as full-time ANT-F (Academic Non-Teaching Faculty before 1987).

Children of ASF members who were in active service before May 1987 are entitled to a tuition waiver plan at De La Salle University; De La Salle-College of Saint Benilde; La Salle Greenhills; and De La Salle Zobel, provided that said children pass the entrance requirements and that said ASF members are in active University service while enjoying the benefit.

This benefit is limited to two (2) children per family in any given academic year, the parents determining which children to enroll for said benefit.

Students in the elementary school are entitled to a 100\% tuition waiver; students in high school, a 50\% tuition waiver; and students in the regular collegiate programs, a $100 \%$ tuition waiver.

Those who qualified for this benefit under the Faculty Manual of 1981 will continue to qualify and enjoy it under that plan; those who qualify under the Faculty Manual of 1984 will fall under the 1987 plan.

ASF members who qualified for tuition waiver benefit as of May 26, 1987, continue to qualify, and may enjoy such benefit for their children in the future. If, however, their full-time service with the University is severed and they are subsequently rehired, they will no longer qualify for this benefit.

An ASF member who retires or passes away, and who has served the University for ten (10) to twenty (20) years prior to retirement or death and was qualified for free tuition, is entitled to a one hundred percent (100\%) tuition waiver for one (1) child for a regular collegiate program at the University.

After retirement or death, an ASF member who has served the University for more than twenty (20) years is entitled to a $100 \%$ tuition waiver for two (2) children for regular collegiate programs at the University.

Children of ASF members who are not entitled to tuition waiver benefit may apply for a Scholarship Program at the Office of Admissions and Scholarships.

## 4. Longevity Benefits

Full-time ASF members with the appropriate number of years of service are entitled to the following longevity pay:

10 to less than 15 years: one-month basic salary
15 to less than 20 years:
one-and-a-half-month basic salary

20 to less than 25 years:
25 to less than 30 years:
30 to less than 35 years:
35 years or more:
two-month basic salary
two-and-a-half-month basic salary
three-month basic salary
three-and-a-half-month basic salary

If an ASF member goes on leave without pay during the year, his/her longevity pay for that year is pro-rated.

For full-time ASF members, the cut-off date for determining the number of years of service is May 31 of every academic year. Seventy-five percent $(75 \%)$ of the longevity benefits will be given on April 15 and twenty-five percent ( $25 \%$ ) on July 15.

For ASF members who started as part-time academic faculty in the University, or who, in the interim, served on a part-time basis, the following service equivalents will be observed:
teaching assignments of less than thirty-six (36) units/year will be a fraction of a year, where the fraction is determined by dividing the total units of load for the year by thirty-six (36).

## 5. Maternity and Paternity Benefits

5.1 The University provides maternity leave benefits in accordance with law. In cases where the law is silent or the benefit to be derived from it is less, the provisions contained in the Faculty Manual shall apply.
5.1.1 For the four (4) deliveries or miscarriages, a permanent ASF member will receive her full basic salary during her maternity leave minus Social Security System (SSS) benefits which are given directly to the ASF member concerned.
5.1.2 Female ASF members who have been in the service for at least one year but are not yet permanent, and those permanent having their third or fourth child, shall receive their full basic salary during their maternity leave minus:

- the amount due from SSS in maternity benefits, and
- the substitute's pay (overload or part-time rate); the University shall bear the differential should the substitute's pay exceed that of the ASF member's maternity leave pay.

Upon expiration of the legal duration of one hundred and five (105) days for female workers with pay and an option to extend for an additional fifteen (15) days with pay for solo mothers, and thirty (30) days without pay for nonsolo mothers, the faculty member must report for work.
5.2 Every married male ASF member shall be entitled to a paternity leave of seven (7) days with full pay for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting, in accordance with Sec. 2, RA No. 8187. The ASF member shall notify his unit head of the expected date of delivery of his legitimate spouse and a substitute shall be assigned to take over his work during his absence.

### 6.1 Service Leave

6.1.1 A permanent ASF member who has rendered three (3) consecutive years of service, qualifies for a service leave of twenty-five (25) working days.

Service leaves are intended as respite after three (3) years of continuous service to give the ASF member adequate time for study or professional development. The required continuous service for the subsequent leave shall be counted from the actual date of return.

In cases where a service leave applied for in writing is deferred due to scheduling difficulties, years of continuous service for the next service leave should include the period of deferment.
6.1.2 As a rule, a Service Leave should be availed on schedule. However, the administration may request to defer the Service Leave or grant the Service Leave on a staggered basis with the consent of the ASF concerned.

The administration may request to grant the unused Service Leaves on a staggered basis at a definite future time with the consent of the ASF concerned.
6.1.3 Service leaves are non-cumulative and can only be deferred once.

ASF members who go on service leave should render at least one (1) month of service upon their return.
6.2 Study Leave
6.2.1 Endorsed or Sponsored by the University
6.2.1.1 Application for study leave shall be governed by the policies and guidelines of the Faculty Development Program or the memorandum of agreement governing the scholarship. The duration of the leave will depend on the requirements of the degree and the availability of the program in the Philippines. For a Master's program, the leave should not exceed two (2) years. Extension may be allowed subject to the provisions of the Faculty Development Program.
6.2.1.2 For permanent ASF members, the period of study leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, and longevity benefits.

For probationary ASF members, the number of years of service at DLSU prior to the start of the study/training shall be counted as part of the probationary period upon their return.
6.2.2 Study/Training Not Sponsored by the University
6.2.2.1 Application for study leave shall be governed by the policies and guidelines of the Faculty Development Program or the memorandum of agreement governing the scholarship.
6.2.2.2 For permanent ASF members, the period of study leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, and longevity benefits.

For probationary ASF members, the number of years of service at DLSU prior to the start of the study/training shall be counted as part of the probationary period upon their return.

### 6.2.3 Study and/or Research Work for Personal Reasons

A permanent ASF member may apply for this leave for reasons of professional growth. This leave has a normal duration of one (1) year subject to extension and merits no pay. This leave will disrupt continuity of service. The Chancellor has the discretion to extend this leave.

### 6.3 Research Leave

ApermanentASF member may go on research leave subject to the provisions of the Faculty Development Program. The duration of the research leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, and longevity benefits.

### 6.4 Business or Practice of Profession

A permanent ASF member who has served for five (5) years may apply for this leave for reasons of personal business, practice of profession, or professional growth. Leaves in this category are for a maximum period of three (3) consecutive terms, are non-renewable, and are without pay. Such leaves will disrupt continuity of service.

### 6.5 Vacation or Rest

A permanent ASF member may apply for a vacation leave for reasons of personal wellness for a duration of one (1) term. The leave may be extended for a maximum of two (2) more terms, upon certification or clearance of the Office of the Vice Chancellor for Academics or the University Physician, or University Counselor. This leave is without pay. The ASF member should not work for the duration of this leave.

For ASF members in all units who were hired effective Academic Year 20052006, this leave will not disrupt continuity of service but will not be credited towards years of service.

### 6.6 Sick Leave

6.6.1. A permanent ASF is entitled to short term sick leaves for up to fifteen (15) days per academic year.
6.6.2 A permanent ASF who has teaching load and who has not availed of may avail of a one-time short term sick leave which should not exceed fifteen (15) days per academic year subject to the following conditions:
6.6.2.1 The ASF should immediately notify the academic department concerned so that a substitute can be provided. The payment of the substitute shall follow the same procedure as that of the full-time academic faculty.
6.6.2.2 The ASF who avails of this leave will have to present a medical certificate validated by the University physician upon return; failure to do so will mean that the payment for the substitute/s shall be charged to the ASF.
6.6.2.3 ASFs who have exhausted the number of absences allotted for short term sick leave shall pay for the substitute/s.

### 6.6.3 Prolonged Sick Leave

A full-time permanent ASF member who is confined in a hospital, or physically unable to leave the house, or sick as certified by a medical doctor and confirmed by the University physician on a visit and is therefore unable to work is entitled to full basic salary of up to one (1) calendar month. During the second and third months of a prolonged sickness, the difference between an ASF member's regular basic salary and that of the substitute's pay will be paid to the ASF member. Should the substitute's pay exceed that of the ASF member, the differential would be shouldered by the University.

Beginning with the fourth month, ASF members in all units shall be considered automatically on leave without pay until they fully recover. Any sick leave beyond three (3) months will not be credited towards years of service.

At the end of any prolonged sick leave, an ASF member should present a certification given and/or endorsed by the University physician attesting to his/her full recovery.

The benefit is non-cumulative and may be enjoyed only once during an academic year.

A full-time ASF diagnosed with and/or suffering from mental health conditions may avail of a prolonged sick leave.

A full-time non-permanent ASF member who has served the University for at least one (1) year and who contracts a prolonged illness as defined above, shall be entitled to full pay for one (1) calendar month. Inability to return to service after said period shall be a cause for an immediate review of his/ her contract by the Permanency Board.

An ASF who is teaching should immediately notify his/her department so that a substitute can be provided. Payment of substitutes follows the same provision of the full-time faculty.

### 6.7 Emergency Leave

Emergency leave with pay for not more than five (5) working days shall be granted to any member of the ASF directly affected by such contingencies as:
6.7.1 death or serious accident/illness of a member of the immediate family. ${ }^{14}$ Serious illness is to be determined by a physician.
6.7.2 natural and man-made calamities such as fire, earthquake, lahar flows and other consequences of volcanic eruptions, tidal wave, tsunami, and the like.

For permanent ASF members, such leave may, in exceptional and feasible cases, be extended to one (1) term.

- For ASF members in all units, such extension shall merit no pay and will not be credited towards years of service for promotion, longevity, and retirement purposes; it will not constitute a disruption in service.


### 6.8 Military Service Leave

Military service leave shall be granted to members of the ASF who may be called in accordance with the National Defense Act or any other law for trainee instruction, or for regular active-duty training in any recognized branch of the Philippine Armed Forces.

### 6.9 Secondment or Special Detail Leave

Permanent ASF members may be detailed by secondment to schools within the De La Salle Philippines or may be on special detail to a government agency.

Secondment or special detail to De La Salle Philippines' schools and to any government agency is for one (1) calendar year, renewable on a yearly basis.

For ASF members in all units, this leave merits no pay but does not disrupt continuity of service and is counted for promotion, longevity, and retirement purposes.

### 6.10 Vacation Leave

6.10.1 ASF members in all units who have served at least one (1) year of service shall be entitled to vacation leave. The number of days of vacation leave shall correspond to the number of years they have served, as specified below:

YEARS OF SERVICE NUMBER OF DAYS OF LEAVE
1 to 4 years of service: 20 working days
5 to 9 years of service: 21 working days
10 years and above:

[^13]A vacation leave may only be deferred upon written request of the administration due to exigencies of the service. In case of deferment, the remaining unused vacation leaves shall be added to the following academic year's vacation leave. The schedule of availment shall be subject to the approval of the Unit Head. In no case may the administration request for two (2) successive deferments.
6.10.2 If the ASF member is hired in the middle of the academic year, his/ her vacation leave for the succeeding academic year is pro-rated from the maximum, i.e., computed from 1.5 vacation leave days per month.
6.10.3 Unused vacation leaves not exceeding ten (10) days can be carried over to the succeeding academic year but should be used up within six (6) months; otherwise, these will be forfeited.
6.11 Parental leave

Parental leave of four (4) working days every year shall be granted to any married parent who has rendered at least one (1) year of service.

Solo parent, as defined by R.A. 8972 or the Solo Parents' Welfare Act of 2000, who have rendered at least one (1) year of service shall be granted a total of seven (7) working days of parental leave every year.

Parental leave shall be non-cumulative and non-commutative. The application for leave shall be filed at least one (1) day before the intended date of absence.
6.12 Technology Commercialization Leave ${ }^{15}$

The Technology Commercialization Leave allows eligible ASF to spend time away from their regular duties at the University to focus more intently on the commercialization of University-Owned Intellectual Property (IP) through a new business venture. It serves to encourage research-based entrepreneurship and enhance the successful transfer of University-Owned IP and/or knowledge to society.

A permanent ASF may apply for a TCL under the following conditions:
(1) he/she desires to participate in a new business venture;
(2) De La Salle University has assigned, licensed, transferred, or sold University-Owned IP to the new business venture.

Applications for TCL are endorsed by the Unit Head or Department Chair to the Knowledge and Technology Transfer Committee (KTTC), which evaluates the request and makes a recommendation to the Office of the Vice Chancellor for Academics (OVCA). The OVCA makes the final decision on whether to grant a TCL request.

[^14]A TCL shall last for a period of up to one (1) year and is renewable for at most another one (1) year. A request for a TCL must be submitted at least one (1) term before the TCL is scheduled to begin.

A TCL shall be without pay. The duration of TCL will be counted towards retirement but shall not be credited towards years of service for purposes of service leave, sabbatical leave, research incentive and longevity benefit.

### 6.13 General Considerations on Leaves of Absence

6.13.1 Any leave of absence should be taken to coincide with the academic calendar.
6.13.2 An ASF member shall not secure employment elsewhere while on leave.
6.13.3 Permanent ASF members granted a leave are assured of retaining their faculty rank, though not necessarily their appointive position in the University. They have the option to continue payment of the contributions to SSS, Pag-IBIG and Philhealth but they will also have to pay the University's share.
6.13.4 An ASF member may avail of a leave of absence under these stipulations, after approval by the Vice Chancellor for Academics upon the recommendation of the Dean/Head of the Unit. A formal reply from the Vice Chancellor for Academics specifying the type and conditions of leave is necessary for such leave to take effect.
6.13.5 An ASF member on approved leave who, as part of his/her contract, is expected to render corresponding years of service upon his/her return. If he/she fails to render such service, he/she shall be asked to repay all salaries and benefits received during such leave. In this case, the University may withhold any or all benefits accruing to the ASF member concerned.
6.13.6 An ASF member who goes on leave without official approval is considered resigned.
6.13.7 An ASF member who is leaving for abroad should apply for the intended leave to the Vice Chancellor for Academics through the Dean and Department Chair/Unit Head thirty (30) days before the effectivity of said leave. A formal reply from the Vice Chancellor for Academics should be furnished within seven (7) working days, excluding Saturdays, upon receipt of application. The requirement of thirty (30) days' notice will not apply for sick leave, emergency leave, and attendance to conferences and other official meetings abroad. If the VCA does not reply within the prescribed period, the request for the intended leave is deemed approved.
6.13.8 ASF members on approved leave of absence should write the Vice Chancellor for Academics through the Dean and Department Chair/ Unit Head about their intention to return forty-five (45) calendar days before the end of their leave; otherwise, they are considered resigned.

The advanced notice is required to give the University enough time to see to it that the ASF member concerned will have an assignment upon his/her return.

## 7. Retirement Benefits

7.1 The University retirement benefits consist of the following plans:

|  | University's <br> Contribution (\%) | ASF Member's Notes <br> Contribution (\%) |  |
| :--- | :---: | :---: | ---: |
| Plan A(CEAP) | 4 | 1 | $\# 1$ |
| Plan B | 2 | 2 | $\# 2$ |
| Plan C | 4 | 0 | $\# 3$ |
| Plan D | 3 | 2 | $\# 4$ |

ASF members are entitled to Plan A in accordance with the policies of the CEAP Retirement Plan. (Refer to Appendix J CEAP Retirement Plan, page 147).

ASF members are entitled to Plan B, for which they contribute two percent (2\%) of their basic salary, inclusive of the contribution to Pag-IBIG. The University commits itself to matching the ASF member's contribution (2\% of basic monthly salary minus the contribution to Pag-IBIG). The total contributions go to a retirement fund governed by policies like those of the old CEAP retirement plan effective prior to October 1989.

Plan C applies to ASF members who are not enjoying tuition waivers for their children. The total contribution will be added to the University's Retirement Fund. Although part of the University's Retirement Plan, this contribution will be credited to the ASF member concerned; hence, he/ she may withdraw this contribution, together with all interest, when he/she leaves the University.

When an ASF member enjoying tuition waiver benefits stops availing of such, he/she automatically is entitled to Plan C.

Full-time ASF members who have opted for Plan B may choose to participate in Plan D whereby they commit themselves to saving two percent (2\%) of their basic salary while the University matches this with a three percent (3\%) contribution. The total contribution will be added to the University's additional Retirement Fund Plan and will also be governed by rules like those of the old CEAP Retirement Fund effective prior to October 1989.

Addendum regarding the old CEAP Retirement Plan: Plan B, C, and D will follow the old CEAP provisions effective prior to October 1989 and other policies that may be stipulated by the Retirement Board.

### 7.2 Computation of Retirement Benefits

7.2.1 For computing retirement benefits, an ASF member who has served the University for at least thirty (30) years shall be deemed promoted two (2) full steps upon retirement. An ASF who has served the University at least twenty (20) years but less than thirty (30) years shall be deemed promoted one (1) full step upon retirement.
7.2.2 Retirement benefits of ASF members shall be computed based on twenty-eight (28) days.
7.3 Retirement benefits due the retiring ASF member will be given to him/her on one of the following conditions:
7.3.1 at the mandatory age of 60 , when service is not extended;
7.3.2 at the age of 62, when service is extended for two (2) years upon the recommendation of the Vice Chancellor for Academics;
7.3.3 at the age of 65 , when service is extended for five (5) years upon the recommendation of the Service Extension Board;
7.3.4 upon early retirement (age 50 with 20 years of service).

### 7.4 Privileges of Retired ASF Members

7.4.1 They have permanent employee identification cards.
7.4.2 They enjoy University clinic, counseling, library (room use only), gymnasium/sports, and computer facilities (email account only), and discounts for purchases at the bookstore and the canteens.
7.4.3 They receive, upon request, publications of the University, which are generally furnished to the ASF member.
7.4.4 They are invited to University activities (colloquia, concerts, programs, sportsfests, etc.) and receive discounts on tickets where applicable.

## 8. Academic Service Faculty Development Benefits

8.1 Tuition discount for graduate studies in the master's degree program, scholarship and other grants are provided under the Faculty Development Program of the University.

ASF members in the doctoral level who have been granted this privilege prior to Academic Year 2002-2003 shall continue to enjoy such privilege.
8.2 The Academic Service Faculty Development Committee is composed of the Vice Chancellor for Academics as presiding officer, College Deans, the Faculty Association President, faculty representative from each college, and an Academic Service Faculty representative. The Committee shall formulate the general guidelines for faculty development and review the guidelines of the College Faculty Development Committees.
8.3 All policies enunciated, and benefits decided, by the ASF Development Committee shall be an integral part of the Faculty Manual.

## 9. ASF Development Incentive

9.1 ASF members who have served for five (5) cumulative years with at least a rank of ASF II-1 will receive an ASF Development Incentive equal to one
hundred percent (100\%) of their monthly salary for projects completed and published in a national/international journal within the last two academic years.
9.2 The ASF development incentive shall only be seventy-five percent (75\%) of the monthly salary for any of the following publishable projects completed within the last two academic years:
9.2.1 instructional program material, handbook/workbook/manual, or instrumentation/technical design that contributes to the efficient delivery of services to the academic community or effective systems and procedures of the unit.
9.2.2 paper presented at a colloquium, seminar, conference, workshop, or training course that contributes to the knowledge capital of the academic community and society.
9.2.3 case study, feasibility study/concept papers, project development study, evaluation/assessment study, validation study and the like, that contributes to the development of innovative program(s), or the improvement of existing program(s) of the unit.
9.3 For contracted projects, there should be a paper over and above the requirement of the project.
9.4 Projects that qualified for the incentive during the previous academic year may qualify for the current academic year provided the data are updated.
9.5 Joint projects/papers shall be treated as single ones, with the members of the project team deciding among themselves who shall be the recipient of the ASF development incentive and its concomitant benefits.
9.6 Endorsement will be made by the head of the unit/department concerned in consultation with the Associate Vice Chancellor concerned, who submits his/her recommendation to the Vice Chancellor for Academics.
9.7 The incentive allowance shall be given on August 15 of every year.

## 10. Disability Benefits

In addition to the benefits for long-term sickness and total permanent disability in accordance with the SSS Law, the following benefits are given subject to qualifications herein stated:

Permanent ASF members with at least three (3) years of service who are permanently disabled will receive a lump sum consisting of the latest monthly salary times the years of service, provided the amount of disability benefits shall not be less than PhP50,000 nor more than PhP300,000, and provided the ASF member at the time of disability is not eligible for early retirement benefits under the CEAP Plan. If he/she is so entitled, the ASF member is entitled to whichever amount is higher.

## 11. Death Benefits

When an ASF who is a member of the AFED passes away, members of the faculty association will contribute the equivalent of one (1) hour overload or part-time pay; ASF members in all units will contribute P500 each. The University will give an amount equivalent to one-and-a-half (1.5) times the total contribution of the faculty.

A permanent ASF member who reaches retirement age and who has served for fifteen (15) years may continue membership in the AFED and will continue to qualify for the death benefits stated above.

A faculty member who is entitled to retirement benefits at the time of his/ her death shall be granted both retirement and death benefits.

## 12. Parking Privileges

Parking spaces are designated for administrators (Associate Deans up). Parking in free slots on campus (not necessarily in the Leveriza area) is extended to members of the AFED, subject to rules and procedures in determining space, which may be reviewed at the start of the academic year.

## THE LIVING TECHNICAL PANEL

1. There shall be a Living Technical Panel that will be composed of the following:

Chancellor, as Chairperson
Vice Chancellor for Academics
Vice Chancellor for Research and Innovation
Vice President for Lasallian Mission
One (1) Dean
President of AFED
Three (3) Faculty Representatives appointed by the AFED President
2. The Living Technical Panel will have the following functions:
2.1. To interpret the Faculty Manual

> 2.1.1. The Living Technical Panel can be convened by the Chancellor upon the request of any of the Personnel Boards or Appeals Board, or by the Vice-Chancellor for Academics, or by the President of AFED.
2.1.2. The panel is recommendatory in its interpretive function, since the decision on what to recommend in relation to faculty applications for personnel action remains to be the sole prerogative of the personnel and appeals boards.
2.1.3. In interpreting the Faculty Manual, the Living Technical Panel shall consider the intent of the Technical Panel of the Manual, as can be obtained from the minutes of its deliberations.
2.2. To amend the Faculty Manual
2.2.1. Upon approval of a majority of all its members present in a meeting, the Living Technical Panel can deliberate on amendments to the Faculty Manual even before its effectivity lapses.
2.2.2. The following are the conditions in which the Faculty Manual can be amended:
2.2.2.1. When the regulatory environment requires an amendment
2.2.2.2. When conflicting provisions are discovered
2.2.3. However, such amendments can only be approved upon unanimous consent between the Administration and AFED
2. Publication and effectivity of amendment - Any amendment to the Faculty Manual takes effect only after it has been published through an HDA. Such effectivity can either be automatic upon publication if there is no other period
specified or can be explicitly stated to take effect in a later date.
3. Quorum - The presence of two representatives from each side (Administration and AFED), with both the Chancellor and the AFED President in attendance, constitute a quorum.

## Appendix A Implementing Guidelines

## 1. Relating to Service Leave and Loads

1.1 Service/sabbatical leaves will be included as actual service rendered for promotion purposes.
1.2 Half-time service with half pay will be given half credit for promotion, longevity, and service leave purposes.
1.3 As an exceptional case, a teaching load in a summer term may be considered part of a faculty member's regular load in the subsequent trimester only when he/she is requested by the administration to forego his/her summer vacation because no one else could handle such teaching load.

## 2. Relating to Probationary Contracts

2.1 The years of service of faculty members on probation who have left the University for further studies or research and have completed a graduate degree or research will be restored by management if rehired.
2.2 Faculty member who resigns because of non-compliance with the degree and/ or publication requirements can only be rehired as full-time upon fulfilment of these requirements.
2.3 The maximum continuous probationary period shall be nine (9) consecutive trimesters of full-time service.

## 3. Relating to Faculty Development

3.1 Contracts of faculty members on probationary status who go on leave for more than three (3) months for study/research purposes will be considered expired. The University reserves the option to rehire them upon the completion of their studies/research.
3.2 Faculty members who must go abroad for studies should arrange their schedules to conform with the University's academic calendar, i.e., leave after the term and return to work at the start of a term.
3.3 Faculty members who go on leave within a term for study/research purposes are expected to teach before and/or after the leave.
3.4 Any extension of the approved period of leave must be with the written approval of the Chancellor.
3.5 For foreign grants, the role of the University in obtaining the grant should be considered. As such, the following classification should be observed:
3.5.1 If the role of the school is material to the faculty member's getting the grant (i.e., the faculty member is the institutional
nominee/recipient of a loan from the University/recipient of salary or honorarium during the leave), the faculty member should be bound by a service contract.
3.5.2 If a faculty member is attending a conference on a personal invitation (not through the school), there will be no need for a service contract.
3.5.3 If the research grant involves the submission of a research output, acceptance of such output by the sponsor of the grant fulfills the requirement of the grant; as such, the faculty member is no longer bound by a separate service contract.
3.5.4 Other cases, if any, will be governed by policies of the Faculty Development Program.

## 4. Relating to Leaves and Breaks in Service

4.1 Years of continuous service required for service and sabbatical leaves should immediately precede the term when the leave is applied for.
4.2 A break in service of more than one (1) term due to circumstances beyond the control of the faculty member concerned, e.g., accident or prolonged illness, while not credited towards years of service, does not disrupt the service of the faculty member if the leave is officially approved.
4.3 Faculty members on service leave must not teach but may mentor undergraduate and graduate theses provided the faculty member is willing.
4.4 Academic Service Faculty who availed of a service leave for one summer break may avail of a subsequent service leave during the summer break of the third school year following their last service leave.
4.5 A faculty member who went on leave for at least three (3) months, e.g., dissertation writing, study/training, service leave, cannot go on leave (except sabbatical) again in the same school year.

## 5. Relating to Hiring and Promotion/Reclassification

### 5.1 Definition of Terms

### 5.1.1 The term RANKS refers to Teaching Associate, Assistant Professor, Associate Professor, and Full Professor. The different levels within each rank are called STEPS.

5.1.2 SCHOLARLY OUTPUT means disseminated work contributing to the knowledge capital of the academic community and society. Departments may define scholarly outputs in accordance with the research requirements in the discipline but meeting the minimum requirements stipulated in the Faculty Manual.

If the work is published by the commissioning/contracting agency/ organization, the said published document can be submitted for promotion purposes, along with supporting evidence of the faculty member's contribution to the project.

Scholarly outputs include but are not limited to:
5.1.2.1 Published seminar paper, review article, instructional project material/manual, taxonomic collection, technical design, software, etc.
5.1.2.2 Unpublished work but presented in a seminar, colloquium, symposium, conference, workshop, or an output subjected to an evaluation/testing (e.g., manual) as the case may be. However, conference proceedings with specified ISSN may be counted for promotion up to the rank of Assistant Professor 4.
5.1.2.3 Creative works in the Humanities (Department of Communication, Department of Literature, and Department of Filipino) such as, but not limited, to short stories, collection of poems, novels, films, screenplays. For Department of Marketing and Advertising, award winning advertisements (ARAW, AGORA, ANVIL) are qualified.
5.1.2.4 Professionally accepted solutions manual for an internationally circulated textbook (for Math, Chemistry and Physics only) where there are no existing solutions manuals.
5.1.2.5 Legal briefs, decisions, resolutions, and other major legal documents done by the College of Law and Department of Commercial Law faculty members which shall be considered to support promotion up to the Assistant Professor 4 level.
5.1.2.6 Project designs done by Civil Engineering faculty members.
5.1.2.7 Published scholarly output used for promotion/ reclassification can be used for permanency.
5.1.2.8 Scholarly output used for promotion/ reclassification can be used for renewal.
5.1.2.9 A paper will be considered for promotion when it is published while the faculty is already affiliated with DLSU. A publication that does not include DLSU as the faculty's affiliation may be considered for
promotion under any of the following circumstances: (a) when it was submitted/ accepted for publication before the faculty joined DLSU but was released after the faculty's hiring date; (b) when it is related to the faculty's dissertation and released within two years after the faculty's hiring date; this may be considered for promotion up to the rank of Associate Professor 4.
5.1.2.10 A scholarly output that is superior to what is required for the rank can be accepted as the corresponding output requirement.
5.1.2.11 If the work is published by the commissioning/ contracting agency/organization, the said published document can be submitted for promotion purposes, along with supporting evidence of the faculty member's contribution to the project.
5.1.3 PUBLISHED SCHOLARLY OUTPUT - are research papers peer reviewed (refereed), printed, and disseminated by an internal or external publication office or organization. Revised papers from conference proceedings which are released in print or electronic form by the conference organizer may be considered as published scholarly output.

If the work is published by the commissioning/ contracting agency/ organization, the said published document can be submitted for promotion purposes along with supporting evidence of the faculty member's contribution to the project.
5.1.4 MAJOR RESEARCH will be determined through the following criteria: nature, scope, impact, quality and acceptability to the discipline and the role of the research in new programs/projects.

This section refers to major research projects commissioned/ contracted by an external agency/organization, but which cannot be published through conventional scholarly channels due to the proprietary nature of the work. In cases where a non-disclosure agreement is in force, it will be sufficient to present a certification of work accomplished from the commissioning/contracting agency, in lieu of the full document itself. If the work is published by the commissioning/contracting agency/organization, the said published document can be submitted for promotion purposes.
5.1.4.1 Multidisciplinary is used to refer to projects in which people from various disciplines come together to address a common problem while retaining their disciplinal perspectives and methodological strategies in analyzing aspects of the problem. For
example, a research project on models of pedagogy in a learning institution may consist of three studies, each addressing the research question from the disciplinal perspectives and methodological strategies of philosophy (hermeneutics), psychology (grounded theory) and anthropology (ethnography). The findings from each of these studies are then discussed to come up with an integrated and more comprehensive view of these models of pedagogy. Each study can serve to aid in explaining the findings of the other studies.
5.1.4.2 Interdisciplinary refers to research that aims to address problems through a combination of disciplinal resources to gain an integrated view to a given problem. The problems addressed are of importance and are relevant to all disciplines involved in the research. For example, research
determining how users of intelligent tutoring systems differentially learn according to the sex and age of the embodied virtual agent is one that would be of relevance to, and will need to be undertaken by, computer scientists, psychologists, and education specialists. Thus, we have one research question to be answered more efficiently through the combined perspectives and methodologies of these three disciplines.
5.1.4.3 Transdisciplinary connotes a research strategy that crosses many disciplinary boundaries to create a holistic approach. What sets transdisciplinary studies apart from the others is a particular emphasis on engagement, investigation, and participation in addressing present-day issues and problems in a manner that explicitly destabilizes boundaries while respecting disciplinary expertise. It is a process by which researchers work jointly to develop and use a shared conceptual framework that draws together discipline-specific theories, concepts, and methods to address a common problem.
5.1.5 PUBLICATION means either PUBLISHED (printed or electronic copies) or IN PRESS. This may include publications in national or international books, chapter in books (not textbooks), monographs and review articles. It may also include exhibition, screening, or release of a creative work with appropriate documentation, to a national or international audience.

Publication in Press must be supported by a letter from the Journal's Editor-in-Chief or Publisher stating the acceptance of the paper for publication, not merely submitted for consideration for publication nor accepted for publication with revision.
5.1.6 For promotion to the Full Professor rank, any of the following is considered major accomplishment that is equivalent to a graduate degree: Nobel prize, induction into the NAST, national scientist (not young scientist), national artist and Magsaysay awards.
5.1.7 JOINT RESEARCH and CREATIVE WORK refer to faculty research publication done jointly by a team/group i.e., with foreign/local coworkers or collaborators; with other in-house members and/or student mentees, which may be used by any author/proponent for purposes of promotion/reclassification.

For a publication co-authored with in-house faculty and/or student mentees, the contributions of all authors are valuable and necessary. However, to assist in evaluating the joint research, internal or external, the Promotions Board may request a specification of the contribution (signed by all the authors) of the author/proponent, for the same paper may be used by any one of the authors for promotion at DLSU. The contribution is not only in terms of pages written but primarily in terms of conceptualization, development, and analysis of the work.
5.1.8 For recommendations to the rank of Associate Professor 5 and higher, a scholarly output which is not in a refereed journal will require an external evaluation. However, the Board may waive such review if it considers the publisher to be reputable.

For a publication that will be subject to external review, five evaluators will be named by the department chair in consultation with the applicant and the senior faculty members within the department; two of these will be chosen by the Vice Chancellor for Academics.
5.1.9 SUBSTANTIAL CONTRIBUTIONS refer to a set of scholarly outputs and research activities, industry/professional related outputs. Substantial scholarly contributions refer to a combination of at least any five distinct scholarly outputs published in any of the following categories of scholarly outputs:

- publications in national or international journals,
- books or monographs,
- reports of commissioned or contracted research,
- papers presented in national or international conferences,
- other major scholarly or creative works, and
- patented work

These scholarly outputs can include outputs used in previous promotions or permanency. Unused papers can be used in determining steps within the ranks.

Industry/professional related outputs are program instrumentations that contribute to improve service delivery or effective systems and procedures of the organizations or industries.

Scholarly outputs not counted in previous promotions and are in excess of those required for promotion/reclassification, would still be considered as valid supporting documents for consideration in future promotion/reclassification within a fifteen-year period from the date of publication.
5.1.10 A patent is equivalent to an ISI journal publication. It can be used at any level but for one step promotions only.
5.1.11 Papers used for permanency can still be used for promotions and vice versa.
5.1.12 For creative works, the list of reputable publications, and reputable and refereed publications consists of titles submitted by the College of Liberal Arts (CLA) Committee on the Fair Evaluation of Creative Works to the Office of the Vice Chancellor for Academics, which have been approved by external reviewer/s.

### 5.1.13 Publications in ASEAN citation index or CHED level A are equivalent to Scopus/ISI publications.

5.1.14 Publications not listed in 5.1.13 may be considered as equivalent to Scopus/ISI provided they do not appear in predatory journals and the journal is favorably evaluated by referees designated by the appropriate College Research Council (CRC).
5.2. Specific Guidelines for a Balanced Performance Evaluation System for Promotion/Reclassification of Teaching Faculty and ASF to enable a more balanced performance appraisal of a faculty member, a balanced performance evaluation system covering the core functions of the faculty shall be followed.

### 5.2.1 Key Principles

5.2.1.1 A faculty member shall be scored in each core area/ function based on performance evaluation and output.
5.2.1.2 There shall be two types of scores: a score in each area, and the minimum qualifying score for each step.
5.2.1.3 For Teaching Faculty, the areas are research, teaching and social engagement
5.2.1.4 For ASF, the areas are academic service, research, and social engagement
5.2.1.5 The score in each area is the sum of all scores based on the outputs and activities enumerated in 5.3.2 below.
5.2.1.6 The minimum qualifying score for each step is what is required to be promoted for such steps. This will be reckoned in relation to each of the steps being applied for.
5.2.1.7 For Faculty, this will have two required components, as specified in 5.2.2 below.
5.2.1.7.1 A research-based score obtained from academic publications.
5.2.1.7.2 A non-research-based score that is based on teaching and social engagement scores.
5.2.1.7.2.1 A deficit in this can be compensated by unused research-based points.
5.2.1.7.2.2 However, excess non-researchbased points cannot compensate for deficits in required research scores.
5.2.1.8. For ASF, this will have three required components, as specified in 5.2.2 below

### 5.2.1.8.1. A score for academic service

### 5.2.1.8.2. A score for research outputs

### 5.2.1.8.3. A score for social engagement

5.2.1.9. Unused points can be banked for the next promotion/ reclassification, as long as those are obtained from sources that are allowed for such ranks.

### 5.2.2. Performance Standards

The following tables present the minimum qualifying entry scores and required landing scores for the respective ranks.

For Full-Time Faculty

| Ranks | Research- <br> Based Score | Non-Research-Based <br> Score Rank |
| :--- | :---: | :---: |
| Assistant Professor 1 to 4 | 10 | 40 |
| Assistant Professor 5 to Associate <br> Professor 4 | 20 | 40 |
| Associate Professor 5 to Full Professor 5 | 40 | 40 |
| Full Professor 6 to Full Professor 10 | 60 | 40 |
| Distinguished Full Professor | 180 | 40 |

For Part-Time Faculty

| Ranks | Research- <br> Based Score | Non-Research-Based <br> Score |
| :--- | :---: | :---: |
| Assistant Professorial Lecturer 1 to 4 | 10 | 20 |
| Assistant Professorial Lecturer 5 to <br> Associate Professorial Lecturer 4 | 20 | 20 |
| Associate Professorial Lecturer 5 to <br> Professorial Lecturer 5 | 40 | 20 |
| Professorial Lecturer 6 to 10 | 60 | 20 |

For ASF

| Ranks | Academic Service <br> Score | Research <br> Score | Social Engagement <br> Score $^{1,2}$ |
| :--- | ---: | ---: | ---: |
| ASF I-I to I-10 | 20 | 10 | 20 |
| ASF II-1 to II-5 | 20 | 10 | 20 |
| ASF II-6 to III-6 | 20 | 20 | 20 |
| ASF III-7 to III-10 | 20 | 40 | 20 |

[^15]5.2.3 Performance Scores
The following are the corresponding points per output or activity, as well as the ranks for which they can be counted.
For Research

| Output/Activities | Points | Full-time Faculty Ranks |  |  |  |  | Part-time Faculty Ranks |  |  |  | ASF Ranks |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | aP1 to aP4 | aP5 to AP4 | AP5 to FP5 | $\begin{gathered} \text { FP6 } \\ \text { to } \\ \text { FP10 } \end{gathered}$ | DFP | $\begin{gathered} \text { aPL1 } \\ \text { to } \\ \text { aPL4 } \end{gathered}$ | aPL5 to APL4 | APL5 to PL5 | $\begin{aligned} & \text { PL6 } \\ & \text { to } \\ & \text { PL10 } \end{aligned}$ | ASF I-1 <br> to l-10 | $\begin{gathered} \text { ASF } \\ \text { II-1 to } \\ \text { II-5 } \\ \hline \end{gathered}$ | $\begin{gathered} \text { ASF } \\ \text { II-6 to } \\ \text { III-6 } \end{gathered}$ | ASF <br> III-7 to <br> III-10 |
| Papers published in non-refereed journals | 10 | X |  |  |  |  | X |  |  |  | X | $X$ |  |  |
| Articles in peer-reviewed journals ${ }^{1}$ | 20 | X | X | X | X |  | X | X | X | X | X | X | X | X |
| Scopus $95^{\text {th }}$ percentile journals or conference proceedings (for CCS) | 50 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Scopus/WoS (Q1) /ABDC level A* (for business research)/Q1 Conference Proceedings for CCS | 40 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Scopus/WoS (Q2)/ ABDC level A (for business research)/Q2 Conference Proceedings for CCS | 30 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Scopus (Q3 and Q4)/WoS/ACI/ABDC level B or C (for business research) | 20 | X | X | X | X |  | X | X | X | X | X | X | X | X |
| Papers in Scopus-indexed conferences with SNIP 0.8 | 20 | X | X | X | X |  | X | X | X | X | X | X | X | X |
| Papers in Conference Proceedings (ISBN/ ISSN) | 10 | X |  |  |  |  | X | X | X | X | X | X |  |  |



 reputable organizations and journal publications.

| Papers in Scopus-indexed conferences with SNIP less than 0.8 | 10 | X | X | X | X |  | X | X | X | X | X | X |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Professionally acceptable authored book (not a textbook) from a reputable publisher, including Practitioner books (AACSB) | 60 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Professionally acceptable book length publication or its equivalent (e.g., film, theatrical presentation, published or accepted for publication, supported by reviews) | 60 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Chapter in a refereed book published by a reputable publisher; including introductory chapters written by book editors that lay down the framework and main argument/s of the book, and concluding chapters that synthesize and reinforce the main arguments/conclusions of the book ${ }^{2}$ | 20 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Refereed case studies (AACSB) | 20 | X | X | X | X |  | X | X | X | X | X | X | X | X |
| Final copy of defended dissertation | 10 | X |  |  |  |  | X |  |  |  |  |  |  |  |
| Literary/Creative Work/Translation (Single)/Unpublished | 5 | X |  |  |  |  | X |  |  |  | X | X |  |  |
| Literary/Creative Work/Translation (Single) in a Reputable Publication / Disseminated | 10 | X | X |  |  |  | X | X |  |  | X | X |  |  |
| Literary/Creative Work/Translation (Single) Published/Disseminated (Reputable and Refereed) | 20 | X | X | X | X |  | X | X | X | X | X | X | X | X |

2 The act of editing of book, without corresponding book chapters will be given Social Engagement points.

| Literary/Creative Work/Translation Book/Full Length Published (Reputable)*** with peer reviews | 60 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Creative Work in Scopus/WoS (Q1) | 40 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Creative Work in Scopus/WoS (Q2) | 30 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Creative Work in Scopus/WoS (Q3 and Q4) | 20 | $X$ | X | X | X |  | $X$ | $X$ | X | X | X | X | X | X |
| Creative Work in A-list Journals | 40 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Short Encyclopedia Entries on Literature and the Arts | 5 | X | X | X | X |  | X | X | X | X | X | X |  |  |
| Featured Writer/Artist in Curated or Exhibited Event | 10 | X | X | X | X |  | X | X | X | X | X | X |  |  |
| Performance* <br> (Music/Dance/Theater/Film) <br> (Short) | 20 (For lead role); 10 (For supporting role) | X | X | X | X |  | X | X | X | X | X | X | X | X |
| Performance* <br> (Music/Dance/Theater/Film) <br> (Full-length) | 60 (For lead role); 30 for supporting role) | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Production Work/Professional Engagement for CAM, OCM ${ }^{3}$, or Marketing and Advertising: Intermediate-impact work ${ }^{4}$ | 40 (For fulllength; 20 (For short length) | X | X | X | X | $\chi^{5}$ | X | X | X | X | X | X | X | X |
| Production Work/Professional Engagement for CAM, OCM or Marketing and Advertising: High-impact work ${ }^{6}$ | 60 | X | X | X | X | X | X | X | X | X | X | X | X | X |

3 For CAM/OCM "professional engagement" already includes festival management, curation, or web-based exhibition
 sional Engagement: The application of a communications specialization to produce a professional service or output for organizational or industry clients.

5 Only for full-length work.
6 Conceptual definition of

| Production Work/Professional Engagement for CAM, OCM* or Marketing and Advertising: Award winning / Critically acclaimed* | 60 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Festival/Curation (Major Event) | 40 | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Website/Web-based Exhibition | 20 | X | X | X | X |  | X | X | $X$ | X | X | $X$ | $X$ | X |
| Completed major research project that has been disseminated (As long as done in any of the Research Centers and includes a publication embargo) | 20 | $X$ | X | X | X |  | X | X | X | X | X | X | X | X |
| Granted Patent (domestically) | 20 | X | X | X | X |  | X | X | X | X | X | X | X | X |
| Utility model | 10 | X | X |  |  |  | X | X |  |  | X | X | X |  |
| Legal memorandum, briefs, pleadings, motions and other major legal documents | Up to 10 | X |  |  |  |  | X |  |  |  | X | X |  |  |

For Academic Service

|  | Points | Remarks |
| :--- | :--- | :--- |
| Performance Evaluation | If Above 4.0: $\{20+$ <br> $[($ Rating - 4) x 10] $\}$ <br> If between 3.0 to 4.0: <br> (Rating - 3) $\times 20$ <br> If 3.0 below: No points <br> earned | ASF should be <br> consulted on the <br> determination of the <br> raters, i.e., service <br> recipients |
| Service quality process <br> improvement $^{1}$ | Up to 10 points | To be determined by <br> the personnel board |

For Teaching

| Output/Activities | Points | Remarks |
| :--- | :--- | :--- |
| Teaching Evaluation $^{2}$ | If Above 4.0: $\{20$ + [(Rating - <br> $4) \times 10]\}$ <br> If between 3.0 to 4.0: (Rating <br> $-3) \times 20$ <br> If 3.0 below: No points <br> earned | To be computed per year |
| Learning Resources ${ }^{3}$ | URCO-funded and <br> evaluated: 3 points per topic/ <br> activity |  |
|  | Department-evaluated: 2 <br> points per topic/activity |  |
|  | University-evaluated but <br> non-URCO: 10 points | To be evaluated by the <br> Teaching Output Review <br> Committee |
| Textbook authored <br> with ISBN, includes <br> Professional books <br> such as law books | 30 |  |
| Lab Manual | 10 |  |

[^16]| New course developed (syllabus and course design) | 5 to 20 | To be determined by the respective personnel boards <br> Course should not be just merely an implementation of CHED specification but should be drawn from faculty member's expertise <br> Could include courses developed for external users, e.g., CHED, DOST, etc. |
| :---: | :---: | :---: |
| New degree program development (sole developer) | 20 |  |
| New degree program development (codevelopers) | 20, apportioned to team members | Approved by Presidents Council <br> To encourage multidisciplinary programs. <br> Point allocation will be determined by Team of Developers. In case of disagreements, the matter will be resolved by the lowest common academic unit supervisor |
| New non-degree program development (sole developer) | 5 |  |
| New non-degree program development (co-developer) | 5, apportioned to team members | Point allocation will be determined by Team of Developers. In case of disagreements, the matter will be resolved by the lowest common academic unit supervisor |
| Teaching awards (national and international) | 15 for national winner 10 for national finalist <br> 20 international winner 15 international finalist | Can only be claimed once for each award |
| Institutional teaching awards (within DLSU) | 5 Pillar winner 3 Pillar finalist <br> 3 SSOT winner 1 SSOT finalist | Can only be claimed once for each award |


| Undergraduate thesis <br> mentoring (includes <br> senior high school)/ <br> final project advising | 1 per group, for proposal <br> defense <br> 2 per group, for final defense <br> and upon completion of <br> thesis |  |
| :--- | :--- | :--- |
| Master's thesis <br> mentoring/final <br> project advising | 2 per graduate, for proposal <br> defense <br> 5 per graduate, for final de- <br> fense and upon completion <br> of degree |  |
| Doctorate dissertation <br> mentoring/final <br> project advising | 5 per graduate, for proposal <br> defense <br> 10 per graduate, for final de- <br> fense and upon completion <br> of degree | Upon completion of degree |
| Internship advising | 0.5 per undergraduate <br> student <br> 5 per MS/MA/MBA student <br> 10 per PHD/DBA student | Claimed only upon complet- <br> ed the internship program |
| Thesis Panel Chair <br> (with submitted <br> comment sheets) | For undergraduate, per <br> group: 1 upon proposal <br> defense, 1 after final defense <br> and completion of thesis |  |
| For MS/MA/MBA, per <br> student: 1.5 points upon <br> proposal defense, 1.5 points <br> after final defense and com- <br> pletion of degree <br> For PHD/DBA, per student: <br> (with submitted <br> comment sheets) | points upon proposal <br> defense, 2 points after final <br> defense and completion of <br> degree | For undergraduate, per <br> group: 0.5 upon proposal de-- <br> fense, 0.5 after final defense <br> and completion of thesis <br> For MS/MA/MBA, per stu- <br> dent: 1 point upon proposal <br> defense, 1 point after final <br> defense and completion of <br> degree <br> For PHD/DBA, per student: <br> 1.5 points upon proposal <br> defense, 1.5 points after final <br> defense and completion of <br> degree |
| as panel members in other |  |  |
| academic institutions |  |  |$\quad$.


| Officially approved <br> Coaching for <br> academic <br> competition: short- <br> term | 3 |  |
| :--- | :--- | :--- |
| Officially approved <br> Coaching for | 10 |  |
| academic <br> competition: longer <br> term/annual |  |  |

For Social Engagement ${ }^{5}$

| Output/Activities | Points | Remarks |
| :---: | :---: | :---: |
| Administrative Work |  |  |
| Faculty involvement in over-all departmental or unit affairs (attendance in meetings, active participation in departmental activities and initiatives) | Peer evaluation (1-5) | Based on the peer review by members, part-time and full-time, in the department (Only for rank and file faculty; excludes Administrators from Chair, Unit heads and up) |
| Administrative work in the Department (ViceChair, Coordinators) | Peer evaluation (1-5) | Based on the peer review by members of the department |
| Advisers of Student Organizations | 5 |  |
| Chair/Membership in department committees | Peer evaluation (1-5) | Based on the peer review by members of the committee (only when involvement in committee is not in an ex-officio capacity) |
| Chair/Membership in College Committees | Peer evaluation (1-5) $\times 2$ | Based on the peer review by members (only when involvement in committee is not in an ex-officio capacity) |
| Chair/Membership in University Committees | Peer evaluation (1-5) $\times 4$ | Based on the peer review by members (only when involvement in committee is not in an ex-officio capacity) |

[^17]| All administrative work with corresponding deloading ${ }^{6}$ | Rating (1-5) x (average deloading per term/12) $\times 5$ | Based on ITEO evaluation ${ }^{7}$ |
| :---: | :---: | :---: |
| Public Intellectual Work |  |  |
| Newspaper/Magazine Articles | 1 point per activity/episode/ article | This must be in the published area of expertise of the faculty members |
| Opinion Columns |  |  |
| Guesting in Public Affairs Programs |  |  |
| Blogs |  |  |
| Vlogs |  |  |
| Hosting Public Affairs Programs |  |  |
| Coordinating or anchoring op-ed column/ platform/website | 5 |  |
| Involvement in Professional Organizations |  |  |
| Membership in professional organizations | 1 |  |
| Officer in professional organizations | 3 for national <br> 6 for international |  |
| Presidency in professional organizations | 5 for national 10 for international |  |
| Membership in technical panel (e.g., CHED technical panel), government advisory boards | 10 |  |
| Chair of technical panel (e.g., CHED technical panel), government advisory boards | 15 |  |
| Refereeing of journal articles/book chapter (per article/book chapter) | 2 |  |

[^18]| Editorship in scholarly <br> journals <br> Editor-in-Chief <br> Member of the Editorial <br> Board | 20 for Q1 <br> 10 for Q2 <br> 5 for Q3, Q4 and others |  |
| :--- | :--- | :--- |
| Conference organizer | 20 for International <br> 10 for Local |  |
| Part of the conference <br> coordinating committee | 10 for International <br> 5 for Local |  |
| Invited as Keynote <br> Speaker | 5 for local <br> 10 for international |  |
| Invited as Plenary <br> speaker | 5 for local <br> 10 for international |  |
| Invited as a panel <br> member, discussant, <br> resource speaker | 5 for plenary sessions <br> 2 for parallel sessions |  |
| Social Services and Development |  |  |
| Engagement in special <br> projects of government <br> agencies | 2 |  |
| Leadership in special <br> projects of government <br> agencies | 3 |  |
| Resource person in <br> legislative proceedings | 2 |  |
| Service Learning <br> Involvement (teaching <br> an SL course) | 20 for developing <br> 5 for teaching | This shall be determined <br> by a Social Services <br> and Development Work <br> Evaluation Committee |
| Volunteer Quality <br> assurance work | Up to 20 points |  |
| Social services and <br> development work <br> (volunteer), includes <br> capacity building work <br> for other institutions |  |  |
| Policy Development or <br> advocacy |  |  |
| SDG Related <br> Consultancy Work |  |  |

[^19]| Holding positions in <br> social development <br> -related organizations | 1 for member <br> 2 for officer <br> 3 for President | 10 |
| :--- | :--- | :--- |
| Balay Ate/Kuya <br> appointment from the <br> OVPLM | With accomplishment <br> report |  |
| Coaching for non- <br> academic activities / <br> competition (per team, <br> per competition) | 3 for short term <br> 10 for long term | With documented <br> coaching report with <br> recommendations |
| Voluntary services within <br> the DLSU Community ${ }^{10}$ | 1 per event/instance | Will require proof in the <br> form of a certification |

1. In general, and for permanency purposes, ASFs must have a master's degree consonant with the job description.

| Office <br> Office of Admissions <br> and Scholarships/ | Academic Degree or MA/MS | Professional Development |
| :--- | :--- | :--- |
| ITEO/OUR |  |  |
| Engineering <br> Laboratory | MS in related field or | Licensure examination <br> (Registered Mechanical <br> Engineer, Associate Electrical |
| Engineer, Electronics and |  |  |
| Communications Engineer, |  |  |
| Chemical Engineer, Civil |  |  |
| Engineer, and at least two |  |  |
| special training programs of |  |  |
| at least forty (40) hours |  |  |

[^20]| COS Laboratory <br> - Biology <br> - Physics <br> - Chemistry | MS in the discipline or any <br> related field <br> MS | MS or |
| :--- | :--- | :--- |


| Office of Strategic <br> Management <br> and Quality <br> Assurance | MA/MS |  |
| :--- | :--- | :--- |
| Information Technology <br> Services | MS in a relevant field <br> or | Completion of academic <br> requirements (except thesis) for <br> Master's degree; passing the <br> Board examination for those with <br> engineering degrees that require <br> licensure examination and 96 <br> hours of specialized training <br> and/ or maximum of three (3) <br> certifications in IT- related <br> training programs |
| Office for Strategic <br> Communications | MA/MS in <br> Communication, <br> Journalism, Public <br> Relations, or other <br> related fields |  |

The monitoring of daily attendance of an ASF is the responsibility of the Unit Head concerned. Each ASF will log in and out using a form for this purpose.

At the end of each month, a summary signed by the ASF and countersigned for veracity by the Unit Head will be submitted to the Office of the Vice Chancellor for Academics.
2. Other Guidelines:
2.1 Effective teaching performance is indicated by a composite evaluation (rounded off to one decimal place) derived from the student evaluation with a weight of $50 \%$, and peers and Chair's evaluation with a weight of $50 \%$. The students' evaluation shall be based on the weighted average of the evaluations since last promotion of the faculty member. In case the numerical rating is not conclusive, the Dean's evaluation will be used.
2.1.1 Effective teaching performance is indicated by a composite evaluation (rounded off to one decimal place) derived from the student evaluation with a weight of $50 \%$, peer evaluation of $25 \%$ and Chair's evaluation of $25 \%$." and
2.1.2 The students' evaluation shall be based on the average of all course evaluations since last promotion of the faculty member.
2.2 For ASF, effective performance is indicated by a composite evaluation (rounded off to one decimal place) derived from the evaluation of the Unit head and peers with a weight of $50 \%$ and from the evaluation of service recipients (students, faculty, and staff) with a weight of $50 \%$.
2.3 Relating to attendance:
2.3.1 A trimester during which a faculty member incurs an unmade-up absence shall not be counted as compliance with the residency
requirement for promotion. However, if the remaining period of residency of the faculty is still sufficient to warrant a promotion or reclassification, then said faculty may still be promoted or reclassified after excluding the term/s for which there is an unmade-up absence.
2.3.2 For a faculty member to be considered for promotion, the made-up absences must not exceed $5 \%$ of the total faculty contact hours per trimester except for justifiable reasons. In all cases, a letter must be sent to the Vice Chancellor for Academics to explain the absence within a week upon return.

Otherwise, if the made-up absences exceed $5 \%$, the said trimester will not be counted as compliance with the residency requirement for promotion/reclassification.

However, if the remaining period of residency of the faculty is still sufficient to warrant a promotion or reclassification, then said faculty may still be promoted or reclassified.
2.3.3 Absences due to attendance in meetings/conferences must be official and should have prior approval in writing by the University. Without prior approval, this absence will be considered unexcused. A verbal approval will also not merit an excuse.
2.3.4 Classroom teaching takes precedence over other academic related activities. For example, a faculty member missing a class cannot be excused when he/she sits in a thesis or dissertation defense.
2.3.5 A faculty member's absence due to his/her consultancy work cannot be excused.

## Appendix B Grid for Years of Service in Relation to Hiring/Promotion/ Reclassification of Academic Faculty

## Guidelines:

1. All applications should be supported by accompanying documents detailing the applicant's academic profile as follows:
1.1 degrees earned (with official transcript of records and diploma);
1.2 professional experience with detailed account of years of teaching and/or related/relevant professional/research experience (proof of employment may be required of applicants as requested);
1.3 list of research articles, publications, academic/creative works done (copies of such should be made available to the Department and the Hiring Board);
1.4 other academic/professional qualifications (e.g., training programs attended, grants/awards received, etc.); and
1.5 list of professional and character references.
2. Work experience directly related to the Department for which one applies may be given the same credit as teaching experience ${ }^{15}$. Teaching on the elementary and secondary levels is given $1 / 4$ and $1 / 3$ equivalence of tertiary-level teaching, respectively. Employment experience relevant to the discipline for which one is recommended may be assigned the equivalent of one (1) year of teaching for every two (2) years of relevant practice.
3. The grid for hiring is a guide for considering years of experience in determining the rank/level. The final determination of the rank/level also considers relevant entry requirements such as academic degree, scholarly outputs, etc.
[^21]
## Grid for Full-Time Faculty

For Assistant Professor 1 to 2 (Master's degree required)*
For Assistant Professor 3 to 7 (Master's degree plus 9 PhD units required)*

| Level | Years of tertiary <br> teaching or directly <br> related experience | Years of <br> elementary <br> teaching | Years of <br> secondary <br> teaching | Years of relevant <br> experience which <br> may be given <br> equivalence |
| :---: | :---: | :---: | :---: | :---: |
| 1 | 1 | 4 | 3 | 2 |
| 2 | 2 | 8 | 6 | 4 |
| 3 | 3 | 12 | 9 | 6 |
| 4 | 4 | 16 | 12 | 8 |
| 5 | 5 | 20 | 15 | 10 |
| 6 | 6 | 24 | 18 | 12 |
| 7 | 7 | 28 | 21 | 14 |

For Associate Professor (Doctorate required)*

| Level | Years of tertiary teaching <br> or directly related <br> experience | Years of secondary <br> teaching | Years of relevant <br> experience which may <br> be given equivalence |
| :---: | :---: | :---: | :---: |
| 1 | 2 | 6 | 4 |
| 2 | 3 | 9 | 6 |
| 3 | 4 | 12 | 8 |
| 4 | 5 | 15 | 10 |
| 5 | 6 | 18 | 12 |
| 6 | 7 | 21 | 14 |
| 7 | 8 | 24 | 16 |

For Full Professor (Doctorate required)*

| Level | Years of tertiary teaching or <br> directly related experience | Years of relevant <br> experience |
| :---: | :---: | :---: |
| 1 | 7 | 14 |
| 2 | 8 | 16 |
| 3 | 9 | 18 |
| 4 | 10 | 20 |
| 5 | 11 | 22 |
| 6 | 12 | 24 |
| 7 | 13 | 26 |
| 8 | 14 | 28 |
| 9 | 15 | 30 |
| 10 | 16 | 32 |

[^22]
## Grid for Part-Time Faculty

For Assistant Professorial Lecturer 1 to 2 (Master's degree required)*
For Assistant Professorial Lecturer 3 to 7 (Master's degree plus 9 PhD units required)*

| Level | Years of tertiary <br> teaching or directly <br> related experience | Years of <br> elementary <br> teaching | Years of <br> secondary <br> teaching | Years of relevant <br> experience which <br> may be given <br> equivalence |
| :---: | :---: | :---: | :---: | :---: |
| 1 | 1 | 4 | 3 | 2 |
| 2 | 2 | 8 | 6 | 4 |
| 3 | 3 | 12 | 9 | 6 |
| 4 | 4 | 16 | 12 | 8 |
| 5 | 5 | 20 | 15 | 10 |
| 6 | 6 | 24 | 18 | 12 |
| 7 | 7 | 28 | 21 | 14 |

For Associate Professorial Lecturer (Doctorate required)*

| Level | Years of tertiary <br> teaching or directly <br> related experience | Years of <br> secondary <br> teaching | Years of relevant <br> experience which may <br> be given equivalence |
| :---: | :---: | :---: | :---: |
| 1 | 2 | 6 | 4 |
| 2 | 3 | 9 | 6 |
| 3 | 4 | 12 | 8 |
| 4 | 5 | 15 | 10 |
| 5 | 6 | 18 | 12 |
| 6 | 7 | 21 | 14 |
| 7 | 8 | 24 | 16 |

For Professorial Lecturer (Doctorate required)*

| Level | Years of tertiary teaching or directly <br> related experience | Years of relevant experience |
| :---: | :---: | :---: |
| 1 | 7 | 14 |
| 2 | 8 | 16 |
| 3 | 9 | 18 |
| 4 | 10 | 20 |
| 5 | 11 | 22 |
| 6 | 12 | 24 |
| 7 | 13 | 26 |
| 8 | 14 | 28 |
| 9 | 15 | 30 |
| 10 | 16 | 32 |

[^23]
## Appendix C Grid for Hiring/Promotion/Reclassification of Academic Service Faculty

1. All applications should be accompanied by supporting documents detailing the applicant's profile, such as:
1.1 official transcript of records and diplomas evidencing degrees earned;
1.2 resumé of professional experience complete with job description (proof of employment may be required);
1.3 certificates of attendance and training programs, awards/grants received, and similar proofs for other academic/professional qualifications;
1.4 copies of articles, monographs, books and other published writings; and
1.5 list of professional and character references.
2. Professional practice is defined as work experience through which the applicant has put into practice a substantive aspect of the education and/or training received in the chosen field or profession, and/or which is directly related to the job requirement of the unit/department for which he/she has applied (e.g., library experience for faculty librarians, guidance/counseling practice for guidance counselors, etc.)
3. Relevant experience refers to employment experience relevant to the profession for which the applicant is recommended, which may be assigned an equivalent of one (1) year of professional practice for every two (2) years of relevant experience, i.e., a 1:2 ratio as applied in the case of ASF-I, or one (1) year of professional practice for every three (3) years of relevant experience, a 1:3 ratio as in the case of ASF-II.
4. After evaluating the applicant's previous employment record, the Hiring Board determines which should be considered actual practice of the profession and which may be deemed years of relevant experience.
5. The grid for hiring is a guide for considering years of experience in determining the rank/level. The final determination of the rank/level is also based on relevant entry requirements such as academic degree, etc.

Appendix C (continued)

## Grid to determine Hiring/Promotion/Reclassification/ Rank for Academic Service Faculty

| Rank/ Level |  | Degree | Years of Professional Practice |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | DLSU | Non-DLSU | Relevant |
| 1 | 1 |  | Bachelor's | 0 | 1 | 2 |
| 2 |  |  | 1 | 2 | 3 |
| 3 |  |  | 2 | 3 | 4 |
| 4 |  |  | 3 | 4 | 6 |
| 5 |  |  | 4 | 5 | 8 |
| 6 |  |  | 5 | 6 | 10 |
| 7 |  |  | 6 | 7 | 12 |
| 8 |  |  | 7 | 8 | 14 |
| 9 |  |  | 8 | 9 | 16 |
| 10 |  |  | 9 | 10 | 18 |
| 11 |  |  | 10 | 11 | 20 |
| 12 |  |  | 11 | 12 | 22 |
| II | 1 | Master's professional licenses, whenever applicable | 2 | 4 | 5 |
| 2 |  |  | 3 | 6 | 7 |
| 3 |  |  | 4 | 8 | 9 |
| 4 |  |  | 5 | 10 | 11 |
| 5 |  |  | 6 | 12 | 13 |
| 6 |  |  | 7 | 14 | 15 |
| 7 |  |  | 8 | 16 | 17 |
| 8 |  |  | 9 | 17 | 19 |
| 9 |  |  | 10 | 18 | 21 |
| III | 1 | At least six (6) years of excellent professional experience in an administrative position (Director/ Unit Head) in addition to four (4) years of practice in the same profession in DLSU. | 5 | 8 | 10 |
| 2 |  |  | 6 | 9 | 12 |
| 3 |  |  | 7 | 10 | 14 |
| 4 |  |  | 8 | 11 | 16 |
| 5 |  |  | 9 | 12 | 18 |
| 6 |  |  | 10 | 13 | 20 |
| 7 |  |  | 11 | 14 | 22 |
| 8 |  |  | 12 | 15 | 24 |

## Appendix D Guidelines for the Dress Code of Faculty: Attire and Grooming Policy

Purpose. The management of De La Salle University recognizes and respects that deciding how to dress for work is a personal decision. However, faculty members are also the face of the University as an organization projecting a public image to the world at large. In this connection, faculty members must recognize and respect that the dress choices they make affect not just their own comfort but also that of colleagues, the workplace environment and the image the University is trying to convey to clients, potential clients and workplace visitors that include (1) students and their parents, (2) administrators and colleagues from other schools and universities, (3) alumni, donors, institutional partners both local and international, just to name a few. Inappropriate attire and offensive perfumes and body odor are included in these guidelines for attire and grooming.

Appropriate Attire. All clothing must be clean, well pressed and in good repair.
Inappropriate Attire. The following are considered inappropriate and should not be worn to work:

Cut-offs
Thong footwear of any kind
Tank tops, tube tops, halter tops with spaghetti straps, off the shoulder tops
Beach wear
Midriff length tops
Provocative attire including short skirts that ride halfway up the thigh, skin-tight Spandex or Lycra tops and bottoms

## Recommended Attire for Men.

Blazers, suits, or sport coats
Dress slacks, chinos or dockers, jeans
Ties
Dress shirts with buttons and collars
Dress shoes

## Recommended Attire for Women.

Dresses
Blouses (but not see-through or low cut)
Slacks, stirrup pants, jeans
Polo shirts Culottes
Dress shoes, loafers, huaraches and espadrilles, sandals
Stockings or nylons Sweaters
Jewelry, Make-up, Perfume and Cologne. Jewelry should be in good taste, with limited visible body piercing. A faculty member's poor hygiene or use of too much perfume and cologne is an issue. Remember that body odor can be offensive. Also, chemicals in perfumes, colognes and make-up may trigger allergic reactions in some people so, these must be worn with some restraint.

Hats and Head Covering. Hats are not appropriate inside the office and classroom. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

Enforcement. Please see Item number 16 in Appendix F Table of Offenses and Sanctions, page $\qquad$ .

Requests for Accommodation. The Dress Code is enforced in a way that respects the personal circumstances of each faculty member including his/her race, religion, gender, physical/mental condition, nationality, and family status. Faculty may request the Office of the Vice Chancellor for Academics (VCA) for exemptions or accommodations to this Dress Code on these and other grounds. All requests for accommodation will be seriously considered based on the circumstance involved.

## Additional Guidelines

## Formal Attire

Men: A tuxedo and black tie, barong Tagalog
Women: An evening gown or very smart cocktail dress
Business Formal Attire
Men: A suit or blazer/sport coat and tie with slacks, polo barong
Women: A suit or blazer/sport coat over a dress, or nice blouse and skirt/slacks

## Business Casual Attire

Men: Khakis or dress pants with a collared shirt and loafers or loafer-style shoes; may add a blazer/sport coat
Women: Dress pants, a casual dress, or a skirt with a nice blouse (no spaghetti straps or plunging necklines)

Semi-Formal Attire
Men: suit and tie in a dark or light color (depending on the time of day), dress pants with a collared shirt and jacket, dressy leather shoes
Women: Knee-length cocktail dress, a little black dress, a dressy skirt and top, slacks with a dressy blouse

## Appendix E Review Process of Academic Personnel Board Actions

## Motion for Reconsideration

In the face of an unfavorable decision of the Promotion/Reclassification or Renewal/ Permanency Board, a faculty member may, within 30 days after being officially notified of the decision, file a motion for reconsideration to the Board that deliberated on his/her case on any one of the following grounds.
a) $\mathrm{He} /$ she did not have the chance to explain or clarify an issue that was raised against him/her.
b) He/she believes that there was prejudice/bias in rendering the decision on his/ her case that the promotion/reclassification of a faculty member in a similar situation was acted upon favorably.
c) Some information that can significantly influence the decision to the faculty member's favor was not made available or was not considered during the deliberations of the board.
d) The phrase, "not made available", means that the material(s) containing such information was already submitted by the faculty within the lead time but was not considered during the deliberations.
e) There is ambiguity in the interpretation of the provision of the Faculty Manual. The resolution of the appeal needs clarification on the proper interpretation of the Living Technical Panel.

The motion for reconsideration should clearly indicate that the faculty member was properly apprised of the points and issues raised during the deliberations on his/her case and that based on consultation with the Chair and the AFED President, he/she believes there is ground to make an appeal. It should be addressed to the head of the appropriate Board noted by the Chair and the AFED President.

## Appeal

Should the Board sustain its unfavorable decision, the faculty member can file an appeal within 30 days after being officially notified of the Board's decision to the Vice Chancellor for Academics for Boards under the College Deans, or to the Chancellor for Boards under the Vice Chancellor for Academics. The said appeal must be in writing. Additional arguments may be offered by the faculty in his/her appeal letter addressed to the Chancellor or the VCA, respectively.

## Composition of the Appeals Committee

For Appeals addressed to the office of the Vice Chancellor for Academics, the following shall be the members:

## Vice Chancellor for Academics as Chair

Dean from another College selected by the VCA
Chair of another Department from the same College selected by the VCA

Senior Faculty from the same discipline chosen by the Department members, excluding the Chair and the applicant
AFED Representative
For Appeals addressed to the Office of the Chancellor, the following shall be the members:

Chancellor as Chair
Dean from naother College selected by the Chancellor
Chair of another Department from the same College selected by the Chancellor
Senior Faculty from the same discipline chosen by the Department members, excluding the Chair and the applicant
AFED Representative
The appeals Board may, in addition to reviewing documents, may opt to call the applicant and the members of the Board whose decision is being appealed for clarificatory questions, when necessary.

An unfavorable decision by an Appeals Board chaired by the VCA can be appealed to the Chancellor, following the same procedures as above.

An unfavorable decision by an Appeals Board chaired by the Chancellor can be appealed to the President, who will make the final decision upon a careful review of the documentation of the proceedings.

A faculty member is required to exhaust all remedies in the process. Thus, before an appeal can be made, a motion for reconsideration should first be filed to the original Board. Only when such motion is denied that an appeal becomes a valid course of action.

## Appendix F Table of Offenses and Sanctions

Without prejudice to the provisions of the Labor Code, and related laws/regulations, a faculty member who commits any of the following non-exclusive offenses may be disciplined in accordance with the Table set forth hereunder after due investigation and establishment of guilt according to proper procedure.

Refer to Appendix M for the DLSU Safe Spaces Policy and Program, page 180. For cybercrime offenses, please refer to RA no. 10175 also known as the Cybercrime Prevention Act of 2012.

## Legend

1. Warning
2. Reprimand
3. Suspension (the duration ${ }^{16}$ of which shall depend on the gravity of the offense)
4. Termination for cause (subject to legal action)

OFFENSES
OCCURRENCE AND PENALTY
1st 2nd 3rd 4th

1. Non-performance of any of the prescribed functions and contractual obligations such as the following, among others:

| 1.1 | tardiness from class without justification <br> apart from sickness,beyond 10\% of <br> class meetings of the faculty during the <br> trimester | 1 | 2 | 3 | 4 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| $1.2 \quad$unjustified failure to submit grades and <br> other <br> required documents according to <br> deadlines | 1 | 2 | 3 | 3 |  |
| $1.3 \quad$neglect to make up for classes missed | 1 | 2 | 3 | 4 |  |
| $1.4 \quad$absence for at least a week without <br> prior notice or arrangement with and <br> approval by the Chair and/or Dean <br> except for emergencies | 2 | 3 | 4 |  |  |
| 2.Inflicting bodily injury on any member of the <br> academic community within the University | 3 | 4 |  |  |  |
| 3.Making malicious, obscene or libelous <br> statements about the person of any member of <br> the academic community 2 3 4  <br> $4 .$Disorderly behavior and/or destruction of <br> University property 2 3 4  <br> 5 Promoting or participating in gambling during <br> class or office hours 2 3 4 |  |  |  |  |  |

[^24]

[^25]
N.B. The Table of Offenses is meant as a guide but does not preclude the imposition of higher penalties depending on the gravity of the actual offense and circumstances in its commission.

Pursuant to RA 11036, otherwise known as the Mental Health Law, any mental health condition that is claimed and proven, as certified by a competent mental health professional, will be considered as an exempting circumstance. In this said situation, the faculty concerned will not be subjected to the punitive measure found in the table of offenses and penalties but would be required to undergo counselling and other psychological interventions. In cases like these, identities and records of the proceedings will be held in strict confidentiality in accordance with applicable laws.

[^26]
## Appendix G Procedures for Grievance

## General Considerations

Grievances against any member of a Lasallian academic community are best settled through sincere dialogue and discussion. It is only as a last resort that one must take formal procedures to settle grievances.

Communication is necessary if members of the academic community are to interact satisfactorily. Those affected should not wait for a crisis to develop before attempting to settle the matter amicably.

Only when a grievance is expressed in writing and duly signed by the aggrieved party does it become a formal complaint requiring a formal procedure for resolution. The only exception to this is when the actionable act was committed in flagrante delicto in front of the disciplining authorities.

Ordinarily, a formal complaint should be filed within three months after the commission of the offense.

Except for gender-based sexual harassment cases, all complaints should be filed with the office of the appropriate head of unit prescribed below. These cases will be filed with the Lasallian Center for Inclusion, Diversity and Well-Being (LCIDWell).

## A. Complaint of a Faculty Member against Students

The faculty member submits a formal complaint with the Student Discipline and Formation Office (SDFO) for appropriate action, copy furnished the Dean of the College to which the student belongs.
B. Complaint of a Faculty Member against a Member of the Co- Academic Personnel (CAP)/Administrative and Professional Service Personnel (APSP).

The faculty member files a formal complaint with the Office of the Community Culture, and Human Resources Services (for CAP respondents and APSP respondents) for appropriate action; copy furnished the Dean/immediate superior of the CAP/APSP.
C. Complaint of a Faculty Member against another Faculty Member

1. A conflict between two faculty members of the same department should be settled within the Department. The faculty member sends a written communication to his/her Department Chair. The Chair of the Department concerned tries to settle the case amicably through a dialogue with the respondent and complainant present. Should the decision be unacceptable to any party concerned, the complaint may be elevated to the Dean of the College concerned. The Dean then transmits the complaint to the Office of the University Legal Counsel for initial inquiry.
2. A conflict involving faculty members belonging to two different Departments in the same College should be settled within the College. The complaining
faculty member sends a written communication to the Dean of the College concerned who tries to settle the issue amicably. If an amicable settlement is not reached, the Dean transmits the complaint to the OULC for initial inquiry.
3. A conflict involving faculty members belonging to two different Colleges, should be settled amicably through the intercession of the Deans concerned. The complaining faculty member sends a written communication to his/ her Dean who tries to resolve the matter amicably through a dialogue with complainant, respondent, and his/her College Dean present. If an amicable settlement is not reached, the Dean of the complainant transmits the case to Vice Chancellor for Academics who shall then refer the matter to the OULC for initial inquiry.

## D. Complaint of a Faculty Member Against a Department Chair

The faculty member sends a written communication to the Dean, who tries to settle the issue amicably. Should the decision be unacceptable to any party concerned, the Dean shall refer the case to the OULC for initial inquiry.
E. Complaint of a Faculty Member against a Dean and Associate Dean

The faculty member sends a written communication to the Vice Chancellor for Academics, who tries to settle the issue amicably. Should the decision be unacceptable to any party concerned, the VCA shall refer the case to the OULC for initial inquiry.
F. Complaint against a Vice Chancellor/Vice President and Associate Vice Chancellor

The complainant sends a written communication to the Chancellor of the University, who tries to settle the issue amicably. If unresolved, the Chancellor shall refer the case to the OULC for initial inquiry.

## G. Complaint Against a Member of the Society of Fellows

For conflicts involving a faculty who is a member of the Society of Fellows, the head of the Grievance Board shall furnish the Head of the Society of Fellows with a copy of the complaint/s or accusation/s against the member of the Society. The Head of the Grievance Board shall also furnish the Head of the Society of Fellows with a copy of the board's decision.
H. Complaint against a Chancellor

The complainant sends a written communication to the President, who tries to settle the issue amicably. If unresolved, the President shall refer the case to the OULC for initial inquiry.

## I. Complaint against the University President

The complainant sends a written communication to the Chairperson of the Board of Trustees.
J. For gender-based sexual harassment cases, all complaints should be filed with the office of the Lasallian Center for Inclusion, Diversity and Well-Being (LCIDW). The investigation and resolution of these cases will follow the procedures described in Appendix M.
K. For interpersonal disputes when the complaining party is the head of unit, and the respondent is one of his/her subordinates.

The case shall be handled at the level of the immediate supervisor of the complaining head of unit (Dean when the complainant is a Chair, Vice Chancellor for Academics when the complainant is the Dean, Chancellor when the complainant is the Vice Chancellors or Vice Presidents or Associate Vice Chancellors, President when the complainant is the Chancellor. However, this only apply when the case involves personal issues. In addition, when the complaint is in relation to gender-based sexual harassment, such should be filed with the office of the Lasallian Center for Inclusion, Diversity and Well-Being.

## I. Amicable Settlement

The responsible head of unit is given at most one week upon receipt of such written complaint to initiate an amicable settlement of the grievance. There are however cases where an amicable settlement is not required, or even appropriate:

This is when the case is not emanating from personal disputes between parties (e.g., intellectual dishonesty and plagiarism), or if the complaining party is not under the jurisdiction of the University.

When the case is committed under the Safe Spaces Act and is a gender-based sexual harassment case, amicable settlement is available but under the provisions followed by LCIDW.

## For motu proprio cases described below

An amicable settlement, whenever applicable, is preferred. However, it is not mandatory. A complaining party can upfront manifest his/her unwillingness to enter an amicable settlement proceeding. This shall be respected, even if the process can still be settled amicably should the complaining party decide to change his or her mind later in the process.

## Preliminary Inquiry

Not later than two weeks after a dialogue between the parties is unresolved, the Dean/ Head of the Unit or Vice Chancellor for Academics, or Chancellor, or President, where applicable, transmits the complaint to the Office of the University Legal Counsel who shall then conduct a preliminary inquiry to determine if there is a prima facie case. The OULC may decide to dismiss the case. Should a prima facie case be established, the OULC will transmit to the Dean, or Vice Chancellor for Academics, or Chancellor, or President, a recommendation containing its finding of prima facie, detailing the specific nature of the offense for which the respondent will be charged. The decision of the OULC is final and unappealable.

## Formal Investigation

Upon receipt of the recommendation from the OULC, the receiving head of the unit convenes a Grievance Committee which decides on the matter at issue.

The following shall be the composition of the Grievance Committee:

1. For conflict between two faculty members from the same Department, to be convened by the Dean.

Dean of the College as Chair
Chair of the Department concerned
Two (2) Senior Faculty Representatives acceptable to the complainant and respondent
Faculty Association Representative appointed by the President of the AFED
2. For conflict between two faculty members from different Departments, to be convened by the Dean

The College Dean as Chair
The Chairs of the Departments concerned
Faculty Member acceptable to complainant and respondent
Faculty Association Representative from the same College appointed by the President of the AFED
3. For conflict involving faculty members belonging to two different Colleges, to be convened by the Vice Chancellor for Academics

A Dean from another college acting as Chair, appointed by the Vice Chancellor for Academics
The Deans of Colleges of the complainant and the respondent
A Faculty Member acceptable to complainant and respondent
Faculty Association Representative appointed by the President of the AFED
4. For conflict between a Chair and a Faculty Member from the same Department, or a Faculty member not from the same Department but from the same College, to be convened by the Dean

The Dean as Chair
Another Chair from the College appointed by the Dean
Two Faculty Members acceptable to complainant and respondent Faculty Association Representative appointed by the President of the AFED
5. For conflict between a Dean and a Faculty Member from the same College, or a Faculty Member not from the same College, to be convened by the Vice Chancellor for Academics

Vice Chancellor for Academics as Chair Another Dean appointed by the VCA
Two senior Faculty Members acceptable to complainant and respondent A senior faculty representative appointed by the President of the AFED
6. For conflicts involving an Assistant Chancellor or Vice Chancellor/Vice President

The grievance committee shall be composed by three members, with the Chancellor acting as Chair. One of the members will be appointed by the President of the AFED
7. For conflict involving the Chancellor

The grievance committee shall be composed by three members, with the President acting as Chair. One of the members will be appointed by the President of the AFED
8. For conflicts involving a faculty who is a member of the Society of Fellows, the head of the Grievance Board shall furnish the Head of the Society of Fellows with a copy of the complaint/s or accusation/s against the member of the Society. The Head of the Grievance Board shall also furnish the Head of the Society of Fellows with a copy of the board's decision.

## Motu proprio proceedings

In cases when an actionable offense is committed in flagrante delicto, by a faculty member in front of an administrator or head of unit who has jurisdiction over him/her, the following procedure shall be adopted:

1. The witnessing head of unit or administrator formally issues a memorandum to the faculty who committed the actionable offense to explain within 3 days why he or she should not be disciplined for committing such act.
2. The faculty member submits his or her explanation.
3. The witnessing head may then issue a formal warning or reprimand.
4. When the penalty for such act is suspension and higher, the witnessing head will submit a recommendation for appropriate penalty and send this to the Dean (for Chairs), the Vice Chancellor for Academics (for Deans), or to the Chancellor (for Vice Chancellors) for appropriate action. These officials may refer the matter to the OULC for further investigation, or conduct their own investigation, if they deem it necessary, and whenever needed, form the appropriate grievance committee.
5. The faculty member can appeal the formal warning or reprimand, or the higher penalty that shall be imposed using the rules for appeals.

These types of proceedings however do not apply to the following:

1. In personal disputes that involve a head of unit and his/her subordinate, where the head of unit is the complaining party. Such cases will be filed at the office of the immediate superior of the head of unit, for which the appropriate grievance boards will be convened.
2. Cases covered under the Safe Spaces Act shall be filed with the Office of the Lasallian Center for Inclusion, Diversity and Well-Being.
3. Cases of intellectual dishonesty, which would require an investigation.
4. Other cases which are brought to the attention of the head of unit or administrator by another witnessing party, and which was not personally witnessed by the head of unit or administrator.

## Inhibitions

Upon filing of cases by a faculty member against an administrator or head of unit, or by a head of unit or administrator against a faculty, the said administrator or head of unit shall inhibit from all personnel related actions (promotion/reclassification, renewal, permanency, service extension) as well as in committees and councils that decide on awards, grants and entitlements which involve the faculty during the pendency of the case.

Faculty members who are involved in a dispute shall also inhibit from all personnel related actions and from committees and councils that decide on awards, grants and entitlement which involve any of them during the pendency of the case.

## Appeals

Decisions of Grievance boards should contain the following:

1. The main allegation/s being resolved
2. A summary of the facts of the case
3. An enumeration of the basis for making the decision (Faculty Manual provisions, laws)
4. Finding

Decisions of grievance boards may be appealed. Respondents are given ten days upon receipt of the decision.

Appeals will be filed in writing by the respondent at the Office of the Vice Chancellor for Academics in cases decided by Boards convened by Deans, and at the Office of the Chancellor in cases decided by Boards convened by the Vice Chancellor for Academics. Decisions by the Vice Chancellor for Academics upon appeal can still be appealed to the office of the Chancellor. Decisions by the Chancellor upon appeal can still be appealed to the Office of the President. The Chair of the Original Board should be furnished a copy of the Appeal.

Decisions by Grievance Boards chaired by the Chancellor may be appealed to the Office of the President.

Upon receipt of the notice of appeal, the Chair of the Original Board shall transmit to the Appellate Office all the records of the proceedings.

Only those cases whose penalty is up to suspension are covered by this provision on appeals.

## Automatic Review and Service Review Boards

In cases that the penalty recommended by the Grievance Board is termination from service, the case will automatically be reviewed by a Service Review Board. The Board
shall be convened by the President to review the recommendation and make the final decision. The Service Review Board can either uphold the recommendation or reverse it.

The composition of the Service Review Board is as follows:
Chancellor, as Chair, except when the Chancellor is the Chair of the Grievance Board, or the Respondent, in which case a Vice President will be appointed

Vice Chancellor for Academics, except when the VCA is the Chair of the Grievance Board, or the Respondent, in which case another Vice Chancellor will be appointed

Dean of the Respondent, except when the Dean is the Chair of the Grievance Board, or the Respondent, in which case another Dean will be appointed

Chair of the Respondent, except when the Chair is the Respondent, in which case another Chair will be appointed

President of AFED, except when the AFED President is the Respondent, in which case the AFED Board, convened by the AFED Vice President, will appoint the Representative

Decisions of the Service Review Board can be appealed to the President.
Only decisions for termination will be subjected to the jurisdiction of the Service Review Boards. All other penalties can be appealed through the process prescribed above in the "Appeals" section.

## Appendix H <br> Councils, Committees, Boards Where AFED is Represented

1. Academics Council
2. Administration Council
3. Bookstore Committee
4. Chairs' Forum (AFED Representative is an observer)
5. Committee on National Issues and Concerns
6. College Academics Council
7. College Research Council
8. Council of Chairs
9. Department Operations Manual Committee
10. Canteen Inspection Committee
11. Faculty Development Committee
12. Health and Safety Committee
13. Health Care Committee
14. Hiring/Renewal Boards
15. Honors and Awards Council
16. Intellectual Property Rights Committee
17. Institutional Sports Committee
18. Institutional Christmas Celebration Committee
19. Lasallian Mission Council
20. Mission Statement Week Committee
21. Multisectoral Committee on Tuition Fee Increase
22. Permanency Boards
23. Physical Facilities Committee
24. Promotion/Reclassification Boards
25. Security Committee
26. Service Extension Boards
27. Student Discipline Board
28. Student Handbook Revisions Committee
29. University Library Committee
30. University Research Council
31. University Week Committee
32. Other Ad Hoc Committees discussing matters directly affecting the faculty

# Appendix I <br> Department of Labor and Employment (DOLE) Provisions for Voluntary Arbitration in Private Educational Institutions 

## Policy Instructions

| To | All Concerned |
| :--- | :--- | :--- |
| Subject $:$ | Voluntary Arbitration in Private Educational Institutions |

In view of the unique characteristics and peculiar problems and work situation obtained in private educational institutions in relation to the resolution of labor disputes and to help ensure expeditious settlement of such disputes, the following rules are hereby issued for the guidance of all concerned.
I. In institutions where no grievance machinery exists, the same shall be immediately established by agreement of labor, and management, if there is a union, or unilaterally by management, if no union exists, after consultations with the employees.
II. Voluntary arbitration shall be used to settle disputes involving interpretations and applications and administrative rules and regulations, provisions of existing collective agreements, laws and regulations and such other disputes which labor and management agree to submit to voluntary arbitration.

Labor and management may choose either a single arbitration or panel of arbitrators.
III. In case the parties fail to agree to submit any disputes to voluntary arbitration, dispute shall be settled by existing government machineries and under existing laws and regulations.

This issuance shall take effect immediately.
Done in the City of Manila this 7th day of June 1977.
(Sgd.) Amado D. Inciong Acting Secretary

In view of the above policy instruction, the Arbitration Board was constituted by the President of the University on November 3, 1977. After consultation with the Faculty Association, the following members have been asked to constitute the Arbitration Board as of June 1, 1994:

1. Chairman, who is a member of the Integrated Bar of the Philippines
2. One faculty representative and an alternate
3. One administration representative and an alternate.

## Appendix J CEAP Retirement Plan*

## Nature of Plan

1. What is the CEAP Retirement Plan?

It is a plan established to provide retirement benefits for the qualified employees of the member institutions of (a) the CEAP member schools and CEAP Secretariat and Retirement Office and (b) other Catholic institutions which are subsequently accepted by the Retirement Commission.
2. What other institutions may be accepted as Participating Employers in the Plan?

Any Catholic school or institution may be accepted, provided that said Catholic school or institution becomes CEAP-accredited within 12 months from the date of acceptance in the Plan and that in the opinion of the Commission, sufficient proof exists to show that the applicant intends and has the capacity, financial and otherwise, to continue its participation in the Plan indefinitely, and provided further that its acceptance will not prejudice the tax exemption of the Plan.
3. Is the CEAP Retirement Plan qualified under BIR regulations?

Yes, and as such, Participating Employers and Members of the Plan are entitled to the following privileges:
a. All school contributions to the Fund are deductible from the school's taxable income, if any.
b. The income of the retirement fund is exempt from tax.
c. The benefit payments from the fund to the teacher recipient are exempt from tax.

## Membership

1. Who are qualified to become Members in the Plan?

All regular employees of the Participating Employers, including probationary employees but excluding part-time, casual, and temporary employees, whose ages are less than 60 years shall automatically become members of the Plan. Membership shall commence on the first day of the month coincident with or next following the date on which the above requirements are met.
2. Does a full-time employee who changes his/her status to a part-time employee still qualify to become a member in the Plan?

[^27]The CEAP Retirement Plan does not cover part-time employees. The original Plan considered as members "regular" employees of a Participating Employer. The latest amended Plan categorically states that "part-time" employees are excluded.

In view of this provision in the Plan, a part-time employee cannot be a member of the Plan. A full-time employee who changes his/her status to a part-time employee may be considered as one who has resigned as a full-time employee and applied for employment and was hired as part-time employee. By that voluntary change of status from full-time to part-time, the employee loses even the tenure he had as a full-time employee. Another consequence is that he can no longer be considered a member of the CEAP Retirement Plan and therefore must be paid whatever benefits he is entitled to under Sec. 3 Art. XI of the Plan.

## 3. What is meant by continuous service?

Continuous service means the uninterrupted service as determined by the Participating Employer's personnel records. Leaves of absence approved by the Participating Employer with or without pay and school vacation shall not constitute an interruption of service, but only periods of compensated service shall be used in computing benefits under the Plan.
4. If a member resigns after having been admitted into the Plan and is afterwards re-employed by the same Participating Employer, will he be treated as a new member?

Yes, except when it concerns portability of benefits.

## 5. What is meant by portability of benefits?

It is a feature of the Retirement Plan wherein the credit earned by a member from his Participating Employer who has rendered less than 10 years of continuous service is carried to his new Participating Employer and the length of service in both will be taken into consideration in determining his total years of continuous service for purpose of Section 3, Article XI only but not for purpose of computing his retirement benefits. Furthermore, the following requirements must be met:

- $\quad \mathrm{He} /$ She must first secure the approval of the Participating Employer whose service he/she is leaving,
- $\quad \mathrm{He} /$ She must notify in writing the Chairman of the CEAP Retirement Commission of his/her decision; and
- He must be employed by another Participating Employer within a period of one (1) year following the effective date of his resignation.

However, if upon resignation or separation, the Member has already rendered at least ten (10) years of continuous service with a Participating Employer or with two or more successive Participating Employers, he shall be paid the proportion of the amount standing to his credit, as provided in Section 3, Article XI.

## Beneficiaries

1. Who can be nominated as beneficiaries?

Any Member shall upon joining the Fund, forthwith nominate in writing in such forms, as shall be described by the Retirement Commission (CEAPRB Forms No. 1 and 8), a person or persons to receive the amount which may be due him in case of his death from among those enumerated hereunder in the order specified.

- Legitimate spouse and children
- Parents
- Brothers and sisters
- His estate or any other person or entity

However, single or unmarried members may indicate any beneficiary not necessarily following the order provided by the law on intestate succession.
2. If a member fails to nominate any beneficiary, who shall receive the benefits due him/her in the event of his/her death?

If at the death of a member there shall exist no valid nomination by him of a beneficiary, he/she shall be conclusively presumed to have appointed, as his beneficiary or beneficiaries, the person or persons in the first of the following classes then surviving:
a. Legitimate spouse and children
b. Parents
c. Brothers and sisters
d. His estate.
3. If the beneficiary is a minor or under any disability at the time of death of the member, to whom shall the benefits be given?

In case the beneficiary is a minor or is under any disability to give a legal discharge for payment of the benefits, the benefits shall be paid to the duly appointed judicial guardian and in behalf of the minor or person under disability, except that where the beneficiary is a minor and the benefits due him/her amount to P50,000.00 or less, payment may be made to his legal guardian, in accordance with Article 225 of the Family Code of the Philippines.

## Contribution

1. Are the Members required to contribute to the CEAP Retirement Fund?

The CEAP Retirement Plan is basically non-contributory. No member shall be required to make any contribution to the Fund. However, prior to his retirement, a member may, at his option, elect to contribute monthly to the Trust Fund an amount equal to $1 \%$ but not more than $4 \%$ of his current monthly salary, provided that the option, once exercised, will serve as a continuing authority for the Participating Employer to deduct every month thereafter the corresponding amount from his salary and to remit the same to the Trustee.

The contribution shall be subject to the provisions of the Plan and shall not be subject to withdrawal unless for a cause provided herein.
2. How does a Member apply for voluntary contribution?

A member who wishes to contribute voluntarily to the Fund should fill out CEAP-RB Form No. 10 which will serve as a continuing authority for the Participating Employer to deduct every month the indicated percentage of salary as voluntary contribution and to remit the same to the Trustee.
3. How much should a Participating Employer contribute to the Fund in behalf of its covered employees?

Starting from the date of acceptance into the plan, each Participating Employer is required to contribute to the Fund the following amounts:

- Past service - 5\% of each member's average monthly salary for the 12 -month period immediately preceding the date of acceptance of the Participating Employer in the Plan multiplied by the number of months of past service. It may be paid into the Fund either in lump sum or in equal monthly installments over a period of 10 years or over a period up to the member's normal retirement date, whichever is the shorter period.
- Future service - 4\% of each member's current monthly salary, effective AY 1994-1995

On a voluntary basis, Participating Employers which can afford to contribute more to the Trust Fund may further increase their future service contributions provided that every percentage increase in the Participating Employer's contributions may be matched by the employee as forced savings.
4. What is meant by Future Service?

Future service shall mean periods of covered employment on or after July 1, 1968 or after the acceptance of Participating Employer for which contributions are paid in accordance with Section 2, Article VI.
5. What is meant by Past Service?

Past service shall mean that continuous service of a member to the Participating Employer from the date the member met the requirements for membership in the Retirement Plan to the date of acceptance of the Participating Employer in the Plan.

## Administration

1. How is the Plan administered?

A Retirement Commission composed of not less than 12 persons appointed by the CEAP National Board shall administer the Plan. All questions relating to the operation and administration of the Fund, except those strictly pertaining to its investments, shall be resolved by the Commission.

This includes but is not limited to the power to interpret, construe and administer the Plan to determine the rights of members and their beneficiaries to the Fund, and all such powers necessary or useful in the discharge of its duties. The Commission may seek the advice of counsel and may appoint an independent accountant to audit the Fund, with professional fees and expenses to be charged to the Fund.
2. What is the role of the Retirement Commission's Investment Committee?

The investment committee anchors its investment philosophy on the belief that it has a fiduciary responsibility to the Participating Employers and members of the Plan to exercise prudence and conservatism in the management of theirs funds. It also believes that superior returns can only be achieved over the long- term by gaining a thorough understanding of the myriad and constantly changing factors effecting the investment markets and by the active participation in the management of the Fund's portfolio.
3. Who has been appointed as Trustee of the CEAP Retirement Fund?

Metrobank is the appointed Trustee of the CEAP Retirement Fund.
4. What is the role of the Trustee?

The Trustee receives, invests and re-invests the contributions from the Participating Employers and voluntary contributions from the members and releases payments of benefits due to the retired/separated individual members and beneficiaries of the Plan.
5. What is the role of KPMG-F.F.Miravite, Inc.?

KPMG-F.F.Miravite, Inc., consulting actuaries, is in charge of backroom operations of the Fund, handles record-keeping, computation of retirement benefits, consolidation of financial statements and preparation of the Participating Employer's and individual members' Statement of Participants' Equities and individual statements of account respectively.

The Actuary can be contacted/reached at this address:
KPMG-Feliciano F. Miravite, Inc.
Consulting Actuaries
12th Floor, LV Locsin Building
6752 Ayala corner Makati Avenue 1226 Makati, Metro Manila Tel. Nos. 892-0681 and 892-0682
Fax No. 892-0684
6. How are the members informed of the standing to their credit at a certain date?

As soon as practicable after the beginning of each year, KPMG-F.F.Miravite, Inc. shall prepare and furnish to each member and the Participating Employer a written statement or statements of:

- All earnings of the Fund during the prior fiscal year;
- The value of the Fund as of December 31 of the prior year; and
- The status of the respective members' accounts as of December 31 of the prior year.


## Retirement Dates

1. When can a Member retire from the service of a Participating Employer?

A member may retire on early, normal, or late/deferred retirement date.
2. What is the normal retirement date?

For faculty or academic members, the normal retirement date of a member shall be the last day of the semester during which he attains age sixty (60) or, if he reaches age 60 outside of a semester, his actual birthday.

For other members, the normal retirement date shall be the day he reaches age 60.
3. What is the optional or early retirement date?

For faculty or academic members, with the consent of the Participating Employer, a member may retire at an early retirement date which may be the last day of the semester after he has rendered twenty (20) years of continuous service or if the last day of his 20th year of service falls outside of a semester, on the said last day itself.

For other members, the early retirement date, with the consent of the Participating Employer, may be the day the member has completed twenty (20) years of continuous service to the Participating employer.
4. What is the deferred/late retirement date?

Under exceptional circumstances and upon the request of the Participating Employer, a member may be asked to continue active service after his normal retirement date but in no case to exceed age 65. Contributions to the Plan with respect to such member shall continue until his actual retirement from the Plan.

## Payment of Benefits

1. What is the benefit scheme of the Plan?

The retirement benefits payable under the Retirement Plan shall be computed based on the total amount standing to the credit of the member in the books of the Trust Fund consisting of his own contributions and income earned, if any, and the contributions of his Participating Employer in his favor plus the income earned respectively credited thereto determined as of the last valuation date.
2. What are the benefits of a member upon reaching early and normal retirement date?

A member who reaches his normal retirement date or who elects to retire upon reaching his early retirement date shall be entitled to and shall be paid the whole amount standing to his credit at retirement.

If the early or normal retirement benefits to be received by the member from contributions made by his Participating Employer in his favor shall be less than what is required by law as a lump sum retirement benefit, his Participating Employer shall pay the difference.

Retirement benefits under the Labor Code, as amended by R.A. 7641 are exempt from income tax.
3. Is a member entitled to any benefits under the Plan upon separation prior to retirement?

A member who is separated from his Participating Employer prior to retirement due to resignation or for any reasons other than dismissal for cause attributable to the fault of the member, shall be entitled a) to the return of his total contributions plus the income accrued thereon under the Trust Fund, if any, and b) to a specified proportion of the total contribution of his Participating Employer in his favor plus the income credited thereto under the Trust fund computed in accordance with his length of membership in the Plan as follows:

|  | Completed Years of <br> Continuous Service | Percentage Payable <br> Under the Trust Fund |
| :---: | :---: | :---: |
| Below | 10 years | None |
| After | 10 years | $50 \%$ |
| 11 years | $55 \%$ |  |
| 12 years | $60 \%$ |  |
| 13 years | $65 \%$ |  |
| 14 years | $70 \%$ |  |
| 15 years | $75 \%$ |  |
| 16 years | $80 \%$ |  |
| 17 years | $85 \%$ |  |
| 18 years | $90 \%$ |  |
| 19 years | $95 \%$ |  |
| 20 years or over | $100 \%$ |  |

4. In case of separation prior to retirement, how is the member's length of membership in the Plan/tenure of service reckoned?

The tenure of service of a member shall be reckoned from actual date of hire with the Participating Employer. Leaves of absence without pay shall not be considered as an interruption of continuous service, but the period during which the member is on leave without pay shall not be considered as part of his years of service.
5. What is the procedure for the payment of retirement/separation benefits?

Application for the payment of retirement/separation benefits must be made in writing in the form (CEAP-RB Form No 9) and manner prescribed by the Commission and must be filed by the member with the Retirement Office duly endorsed by the authorized signatory of his Participating Employer at least 30 days in advance of the date of actual retirement, resignation, or separation.

The Retirement Commission shall be the sole judge of the sufficiency of the information submitted, the application and the interpretation of the Plan and the entitlement to and the amount of the benefits. The decision of the Commission shall be final and binding upon all parties.
6. Is involuntary separation qualified as to the length of service and age of the official or employee?

No. Amounts received by reason of involuntary separation remains exempt from tax even if the official or employee at the time of separation had less than 10 years of service and is below 50 years in age.

Thus, it is generally only those who voluntarily resign after 10 years of service who will be taxed on their separation benefits prior to retirement. Those who are separated due to sickness, redundancy, or retrenchment to avoid serious business losses or the installation of labor-saving devices will still be entitled to tax-exemption of their separation benefits under the Labor Code. Moreover, the member shall be entitled to $100 \%$ of the amount standing to his credit regardless of such member's length of service, or the amount due him under the law, whichever is higher.
7. How are the benefits paid to a separating or retiring member?

The benefits payable to a member may either be paid to him or his beneficiary/ beneficiaries directly in lump sum.
8. What other benefits aside from separation/retirement benefits are payable under the Plan?

Death Benefit - In case of death of a member, 100\% of the amount standing to his credit under the books of the Trust Fund plus the proceeds of his additional death benefit under the Plan shall be paid to his beneficiary of beneficiaries, or in their absence to the persons referred to in Section 2, Article V regardless of such deceased member's length of service with his Participating Employer. The Participating Employer should file with the Retirement Office in behalf of the deceased member CEAP-RB Form No. 11 - Application for Death Benefit with supporting documents to expedite processing of same.

The amount of additional death benefit is equivalent to one (1) year salary based on the member's latest salary but shall not exceed P150,000.00. However, employees of Participating Employers which have failed to remit the contributions for a total of twelve (12) months shall not be entitled to this additional death benefit and the Participating Employer shall pay the beneficiary of the deceased employee an amount equivalent to this additional death benefit. In any case, where the Plan pays this death benefit, the unpaid contributions of the Participating Employer for the deceased employee shall be deducted from the death benefit, without
prejudice to the beneficiaries claiming from the Participating Employer these unpaid contributions deducted from the death benefit.

Disability Benefit - A member who is separated from his Participating Employer for reason of permanent total incapacity or disability shall be entitled to $100 \%$ of the amount standing to his credit from the Trust Fund regardless of such member's length of service, or the amount due him under the law, whichever is higher. The determination of permanent total incapacity or disability shall be made by the doctor to be designated by the Participating Employer, and his judgment shall be final.
9. Will a member who is dismissed by his Participating Employer for cause be entitled to any part of the Fund?

A member who is dismissed by his Participating Employer for cause attributable to his fault shall not be entitled to any part of the Fund except his own contributions with the particular income accrued thereon.
10. Are the contributions in favor of a separated or resigned member returned to the Participating Employer?

If a member separates or resigns from his Participating Employer with less than 10 years of continuous service, the amount standing to his credit shall be retained in the Trust Fund and such credit classified as forfeitures shall be used by the Participating Employer to reduce its subsequent contributions to the Fund.

Similarly, if a member separates or resigns from his Participating Employer with more than 10 years but less than 20 years of continuous service, the portion of the amount standing to the credit of the resigned or separated member which is not paid to him by virtue of the limitations of the vesting provisions of the Plan, classified as forfeitures, shall be used by the Participating Employer to reduce its subsequent contributions to the Fund.

## Termination of Participation

1. Can a Participating Employer withdraw its membership in the Plan?

For adverse factors beyond its control, a Participating Employer may withdraw at any time from its participation in the Plan by serving written notice and submission of Board Resolution with the Retirement Commission of its intention to withdraw. The withdrawal shall become effective fifteen (15) days after the acceptance thereof by the Retirement Commission.

Under no circumstances whatsoever shall such withdrawal permit the return to the Participating Employer of any portion of the contributions made by it to the Fund, nor allow any part of the assets of the Fund to be used for, or diverted to purposes other than the exclusive benefit of the members of the withdrawing Participating employer or their beneficiaries.
2. In the case of voluntary withdrawal, do the contributions revert to the Participating Employer?

No. After providing for any administrative expenses and other charges, the amounts standing to the credit of its employees who are members of the Plan shall be allocated and distributed among said members.

However, should the Participating Employer withdraw from the Plan with the intention of setting up its own retirement plan or segregating its own retirement fund, the amounts standing to the credit of its employees shall be transferred to its duly appointed Trustee.
3. Does a member have any claim on the amounts standing to his credit in the Plan?

No member of the Plan shall have any claim upon the amounts standing to his credit in the Plan other than in accordance with the rules of the Plan. Specifically, he/she shall have no right of alienation or assignment of any sum standing to his credit, nor shall it be liable for or subject to any obligation or liability of such member except as otherwise provided by law or this Plan.

If a member alienates, assigns, cedes, pledges or charges the whole part of his/her interests under the Plan or any part thereof without written consent of the Participating Employer, or if any member shall be adjudged insolvent by a competent court, he shall forfeit all his rights and interests under the Plan.

## Appendix K Social Security System*

## A. Sickness Benefits

Daily cash allowance paid to a member for the number of days a member is unable to work due to sickness or injury.

1. Qualifications:
a. Member is unable to work due to sickness or injury;
b. He is confined either in a hospital or at home for at least 4 days;
c. He has paid three (3) monthly contributions within the 12-month period immediately before the semester of sickness;
d. He has notified his employer regarding his sickness;
e. He has used up all current company sick leaves with pay.
2. Amount of Benefits:

The daily cash allowance is equivalent to $90 \%$ of the member's average daily salary credit.

## 3. Maximum Period of Entitlement:

One hundred twenty (120) days in one calendar year but not exceeding two hundred forty (240) days on account of the same confinement.

## 4. Rules of Notification:

a. Notification should be made within 5 days from the start of sickness or injury:

1. To employer - if member is employed and another 5 days from employer to the SSS.
2. To SSS - if member is unemployed or self-employed. Failure to observe the Rule on Notification will be a ground for the reduction or denial of the claim.
b. Notification is not necessary if:
3. His confinement is in a hospital; or
4. He became sick or was injured while working or within the company premises.
5. Manner of Payment and Reimbursement:
a. For employed members - the daily sickness allowance is advanced by the employer every regular payday. The amount legally advanced by the employer will be reimbursed by the SSS.

[^28]b. For unemployed/self-employed members - the benefits will be paid by the SSS directly to the member.

## 6. Forms Needed:

For employed member -
a) SSS Form CLD- 9N (Sickness Notification)

For the employer -
a) SSS Form B-304 (Sickness Benefit Reimbursement Application)

For the unemployed/self-employed/voluntary member -
a) SSS Form CLD- 9A (Sickness Benefit Application Form for unemployed/ self-employed/voluntary members
b) SSS Form B-304 (Reimbursement Claim for Employers)
c) SSS Form MMD-102 (Medical Certificate)

Other documents for unemployed members

- Certification from last employer showing the effective date of separation from employment or notice of the company's closure/strike or certification from the Department of Labor and Employment that the employee or employer has a pending labor case.
- Certification that no advance payment was granted, if the date of separation from employment is within the confinement period being applied for.

Presentation of the SS Digitized ID/SSS Form E-6 (acknowledgment stub) with 2 valid IDs, one of which with the recent photo. To ensure receipt of benefits by members, authorized company representatives who file sickness benefit claims shall present members' SSS digitized ID or E-6 (acknowledgment stub) with 2 valid IDs (at least one with photo). This requirement is in addition to the presentation by the company representative's own SSS digitized ID and blue card.

## 7. When to File:

The sickness claim of an unemployed/self-employed member or sickness claim for reimbursement of the employer must be filed within one (1) year from the last day of confinement. For hospital confinement, the claim must be filed within one year from the date of discharge. Failure to file the claim within this prescribed period is ground for denial of the claim.
8. Where to File:

For the employed member - claims may be filed at the nearest SSS office. However, the medical evaluation and processing will be done at the branch where employer and employee records are based.

For the unemployed/voluntary/self-employed member - claims may be filed at the SSS Office nearest the member's residence. However, processing will be done at the branch where the record is based.

## B. Maternity Benefits

Daily cash allowance granted to a female member who was unable to work due to childbirth or miscarriage.

## 1. Qualifications:

a. Member has paid at least three monthly contributions within the 12-month period immediately preceding the semester of her childbirth or miscarriage.
b. She has given the required notification of her pregnancy through her employer if employed, or to the SSS if separated, voluntary or self- employed member.

A voluntary or self-employed member is entitled to this benefit provided the qualifying conditions are met.

## 2. Amount of Benefit:

The maternity benefit is equivalent to $100 \%$ of the member's average daily salary credit multiplied by sixty (60) days for normal delivery or miscarriage or 78 days for caesarian section delivery.

## 3. Computation of Maternity Benefit

a) Exclude the semester of contingency (delivery or miscarriage). A semester refers to two consecutive quarters ending in the quarter of contingency.

A quarter refers to three consecutive months ending March, June, September or December.
b) Count twelve (12) months backwards starting from the month immediately before the semester of contingency.
c) Identify the six highest monthly salary credits within the 12-month period.
d) Add the six highest monthly salary credits to get the total monthly salary credit.
e) Divide the total monthly salary credit by one hundred eighty (180) days to get the average daily salary credit. This is equivalent to the daily maternity allowance.
f) Multiply the daily maternity allowance by 60 days (for normal delivery or miscarriage) or 78 days (for caesarian delivery (to get the total amount of maternity benefit.
4. Limitations:
a) Payment will be paid only for the first four (4) complete deliveries or miscarriages starting May 24,1997 when the Social Security Act of 1997 (RA 8282) took effect.
b) Payment of the maternity benefit will be a bar to the recovery of sickness benefit for the same 60 or 78 days compensable period for the same contingency.

## 5. Rule on Notification:

As soon as a member's pregnancy is confirmed, she must immediately inform her employer of such pregnancy and the probable date of her child birth at least

60 days from the date of conception. She must accomplish SSS FORM MAT1 (Maternity Notification Form) and submit with the proof of pregnancy to her employer. The employer must in turn notify the SSS through the submission of the maternity notification form and proof of pregnancy immediately after the receipt of the notification from the employee member.

Failure to observe the rule on notification may result to the denial of the maternity claim.

## 5. Manner of Payment and Reimbursement:

The benefit is advanced by the employer to the qualified employee in full, within 30 days from the date of filing of the maternity leave application, the first to be made upon receipt of the maternity leave application and the second not later than 30 days after payment of the first installment.

Upon receipt of satisfactory proof of such payment, the SSS will reimburse the employer after the contingency for the amount of maternity benefit legally advanced to the employee.

It the member gives birth or suffers an abortion/miscarriage but the required contributions were not remitted by the employer, or the SSS was not notified of her pregnancy by the employer, the benefits that the member would have been entitled to shall be paid by the employer.

For unemployed/self-employed members - the amount of benefit is paid directly to them by the SSS.

## 6. Forms Needed:

a. SSS Form MAT-1 (Maternity Notification) duly stamped and received by SSS;
b. SSS Form MAT-2 (Maternity Reimbursement);
c. Other documents:

* Normal Delivery - certified true or authenticated copy of duly registered birth certificate. In case the child dies or is a stillborn, duly registered death or fetal death certificate.
* Caesarian delivery - certified or authenticated copy of duly registered birth certificate and certified true copy of operating room record/ surgical memorandum.
* Miscarriage or abortion - pregnancy test report before and after abortion or ultrasound report, obstetrical history stating the number of pregnancy including hydatidiform mole to be certified by attending physician, histopathological report.
* SSS digitized ID or E-6 acknowledgment stub with two valid IDs, one of which with recent photo.
* To ensure receipt of benefits by members, the authorized company representative who files maternity benefit claims shall present the member's SSS digitized ID or E-6 acknowledgment stub with two valid IDs (at least one with photo). This requirement is in addition to the presentation by the company representative of his own SSS digitized ID and blue card.


## 7. Where to File:

Maternity benefit forms are filed at the SSS branch where the employer and employee records are based.

## C. Disability Benefits

Cash benefits paid to a member who becomes permanently disabled. Disability is defined as any "restriction or lack (resulting from impairment) of ability to perform an activity in the manner or within the range considered normal for a human being."

## 1. Qualifications

A member who suffers partial or total permanent disability with at least one monthly contribution paid to the SSS prior to the semester of contingency.

## 2. Partial permanent disabilities

A complete and permanent loss or use of any of the following body parts:
one thumb one big toe
one index finger one hand
one middle finger one arm
one ring finger one foot
one little finger one leg
hearing of one ear one ear
hearing of both ears both ears
sight of one eye

## 3. Total Permanent Disabilities

The following fall under total permanent disability:
complete loss of sight of both eyes;
loss of two limbs at or above the ankles or wrist permanent complete paralysis of two limbs;
brain injury resulting to incurable imbecility or insanity; and such cases as determined and approved the SSS

## 4. Types of Benefits

1. Monthly Pension

Monthly Pension - A cash benefit paid to a disabled member who has paid at least 36 monthly contributions to the SSS prior to the semester or disability.
a) The monthly pension of a permanent total disability pensioner is for life, but will either be suspended, if the pensioner recovers from his disability, resumes employment or fails to present himself for the annual physical examination upon notice of the SSS. If due to disability, the pensioner is unable to report to SSS for medical examination, a domiciliary service from the SSS physician at any of the branch offices can be requested.
b) The monthly pension will be based on the member's number of paid contributions and the years of membership prior to the semester of contingency.
c) The lowest monthly pension is P1,000 for members with less than 10 credited years of service (CYS); P1,200 with at least 10 CYS and $\mathrm{P} 2,400$ with at least 20 CYS .
d) A member who suffers from permanent total disability will receive monthly pension for life. Monthly pension shall be suspended if member recovers from his total permanent disability; if he resumes employment; and if he fails to report for the annual physical examination upon notice by SSS. If due to his disability, the pensioner is unable to report to SSS for medical examination, domiciliary services by the SSS physician may be requested at any of the branch offices.
e) A member who suffers from permanent partial disability shall receive his monthly pension for the duration of a certain number of months assessed based on the degree of his disability. If the member's condition due to same illness/ injury deteriorated resulting to progression of his disabling manifestations, he is entitled to additional disability benefit. The basis for the benefit shall be the remaining percentage of disability which is computed by deducting the percentage of disability granted in the previous claim from the percentage of disability in the current claim.
f) Payment of monthly pension is paid thru the bank nearest the member's residence and where he chooses to receive his pension benefits under the "Mag-impok sa Bangko" program. This became mandatory effective September 1, 1993.

A member must open a single savings account and must submit to the SSS his savings account number and a photocopy of his passbook upon filing of his application. The original copy of the passbook must be presented for authentication purposes.

Upon approval of the claim, the SSS will mail a notice-voucher to the claimant when to withdraw the benefit from the bank.

## 2. Lump Sum

a. The lump sum amount is granted to those who have not paid the required 36 monthly contributions.

The monthly pension is also given in a lump sum if duration of pension is payable for less than 12 months.
b. For a permanent total disability, the lump sum benefit is equivalent to the monthly pension times the number of monthly contributions paid to the SSS or twelve (12) months times the monthly pension, whichever is higher.
c. For permanent partial disability, the lump sum is equivalent to the monthly pension times the number of monthly contributions times the percentage of
disability in relation to the whole body or the monthly pension times 12 times the percentage of disability whichever is higher.

## 3. Other Benefits

a. Supplemental allowance of Php500 for both total or partial disability pensioner.
b. Total disability pensioners and their legal dependents prior to the effectivity of RA 7875 on March 4, 1995 are entitled to hospitalization benefits under Philhealth.
c. Total disabled pensioners upon the effectivity of RA 7875 on March 4, 1995 and thereafter, are no longer covered except when they have accumulated one hundred twenty (120) Medicare monthly contributions and have reached the age of sixty (60).
d. Dependent's Pension - This is granted to each of the five dependent children of a permanent total disability pensioner beginning with the youngest and without substitution, equivalent to $10 \%$ of the monthly pension or Php250, whichever is higher. Legitimate, legitimated or legally adopted ones will be given preference. This pension will be suspended if the dependent child reaches age 21, gets married, gets employed or dies. Dependent's pension may be granted for life to children who are over 21 years old, provided, they are incapacitated and incapable of self-support due to physical or mental disability which is congenital or acquired during minority.

## 4. Limitation of Pension

Member's and dependent's pension will be suspended upon the reemployment or resumption of self-employment or the recovery of the disabled member from permanent total disability or failure to present himself/herself for examination at least once a year upon notice by SSS.

When the total disability pensioner dies, the primary beneficiaries as of the date of disability, shall be entitled to $100 \%$ of the monthly pension and the dependents to the dependent's pension. In the absence of primary beneficiaries, the secondary beneficiaries will be entitled to a lump sum benefit equivalent to the total monthly pensions corresponding to the balance of the five-year guaranteed period excluding the dependent's pension.

Upon the retirement or death of a partial disability pensioner, the monthly pension will be stopped.

## 5. Prescriptive Period of Filing a Claim

Filing of disability benefit claim should be ten (10) years from the date of occurrence of disability.

## 6. Forms Needed:

a. SSS Form DDR-1 (Disability Claim Application);
b. SSS Form MMD-102 (Medical Certificate);
c. Other documents that may be required to support the disability claim such as clinical and laboratory tests results; x-ray; and hospital records.
d. SSS digitized ID or E-6 (acknowledgment stub) with two valid IDs, one of which with recent photo.

## 7. Where to File:

Application forms for disability benefit can be filed at any of the SSS branches or representative offices nearest the member's residence.

## D. Retirement Benefit

Cash benefits paid to a member who can no longer work due to old age.

1. Qualification

A member who is 60 years old, separated from employment or ceased to be self-employed, and has paid at least 120 monthly contributions prior to the semester of retirement.

A member who is 65 years old whether employed or not and has paid at least 120 monthly contributions prior to the semester of retirement.
2. Types of Benefits
a. Monthly Pension

1) Monthly Pension - A lifetime cash benefit paid to a retiree who has paid at least 120 contributions to the SSS prior to the semester of retirement.

Monthly pension depends on the member's paid contributions, including the credited years of service (CYS) and the number of dependent minor children but not to exceed five. The amount of monthly pension will be the highest of:
a. the sum of Php300 plus 20 per cent of the average monthly salary credit plus two per cent of the average monthly salary credit for each credited years of service (CYS) in excess of 10 years; or
b. $\quad 40$ per cent of the average monthly salary credit; or
c. Php1,200 provided that the credited years of service (CYS) is less than 20; Php2,400, if the CYS is 20 or more. The monthly pension is paid for not less than 60 months.
2. Dependent's Pension - This is granted to each of the five dependent children of an old-age pensioner beginning with the youngest and without substitution, equivalent to $10 \%$ of the monthly pension. The pension will be suspended if the dependent child reaches age 21, gets married, get employed, or dies. However, the dependent's pension is granted for life to children who are over 21 years old, provided they are incapacitated and incapable of self-support due to physical or mental disability which is congenital or acquired during minority.

Lump Sum Amount -This is granted to a member who has not paid the required 120 monthly contributions. It is equal to the total contributions paid by the member and by the employer including interest.
3. Retirement Benefit Option

The retiree may receive the first 18 monthly pension in lump sum discounted at a preferential rate of interest determined by the SSS. The option should be exercised upon filing of the first retirement claim. The regular monthly pension will be received on the 19th month and every month thereafter.
4. Forms Needed
a. SSS Form DDR-1 (Retirement Claim Application);
b. DDR Savings Account Form;
c. Certificate of Separation from last employer (for member less than 65 years old);
d. Passbook/ATM card (if Pension);
e. Certified true copies of birth or baptismal certificate of dependent children (duly certified by the Local Civil Registrar or Parish Priest, respectively);
Certification of cessation of business or practice of profession (for self-employed less than 65 years old);
g. Marriage certificate (if with dependent children) duly certified by the Local Civil Registrar;
h. Proofs of filiation for illegitimate dependent children; and
i. SSS digitized ID or E-6 (acknowledgment stub) with two valid ID's, one of which with photo.
5. Where to File:

Application forms for retirement benefits are filed at any SSS branch or representative office.

## E. Death Benefit

Cash benefits either in monthly pension or lump sum paid to the beneficiaries of a deceased member.

1. Types of Benefits:
a. Monthly Pension
1) Monthly Pension - This is granted only to the primary beneficiarieslegitimate and dependent spouse and minor children - of a deceased member who has paid 36 months of contribution prior to the semester of death.
2) Dependent's Pension - This is granted to each of the five dependent children of a deceased member beginning with the youngest and without substitution. The pension will be suspended if the dependent child reaches age 21, gets married, gets employed or dies.
b. Lump Sum Amount - This benefit is granted to:
3) Primary beneficiaries of a deceased member who has paid less than 36 months of contributions prior to the semester of death; or
4) In the absence of primary beneficiaries, to the secondary beneficiaries - dependent parents, illegitimate children and grandchildren, or in the absence of the foregoing, to any other person designated by the member, regardless of the number of contributions paid.
c. Funeral Grant Benefit of P20,000.

This benefit is payable to the beneficiaries or to any person who actually shouldered the burial expenses of the deceased member or pensioner.
2. Forms Needed:

For Death Claim:
a. SSS DDR-1 (Death Claim Application)
b. Filer's Affidavit
c. DDR Savings Account Form
d. Passbook/ATM card (for pension)
e. Report of Death (if cause of death is work-connected)
f. SSS Form CLD 1.3A (Affidavit for Death Claim, if claimant is a secondary beneficiary, if claimant is a legal heir )
g. Photo of filer and valid IDs
h. If married, marriage certificate of the deceased and birth certificates of minor children (duly certified by the Local Civil Registrar)
i. If single, the deceased member's birth certificate and marriage certificate of the parents (duly certified by the Local Civil Registrar)

## For Funeral Claim:

a. SSS Form BPN-103 - (Claim for Funeral Benefit)
b. Death Certificate duly certified by the Local Civil Registrar
c. Receipt of payment issued by the funeral parlor
d. Affidavit of funeral expenses, if did not render the services of a funeral parlor
e. Report of Death (if cause of death is work-connected)
f. Photo of filer and valid IDs.

Original or certified true copies of the supporting documents should be presented during the filing of the claim.
3. Where to File:

Application forms for death benefits are filed with the Medical Department, SSS Building, Quezon City or any SSS Regional/Provincial Office.

# Appendix L <br> By-Laws of the Association of Faculty and Educators of DLSU Inc. (AFED) (Formerly De La Salle University Faculty Association, Inc.) As amended on May 28, 2021 

Article I-Membership

## Section 1. Eligibility for Membership

The following shall be eligible for membership in the Association:

### 1.1 Full-time Academic Faculty

1.2 Part-time Academic Faculty

### 1.3 Academic Service Faculty (ASF)

1.4 Retired Academic Faculty FT/PT and Academic Service Faculty who have been members of the Association for at least fifteen (15) cumulative years, including the year immediately preceding his/her retirement.

Section 2. Commencement and Continuance of Membership
2.1 One's membership in the Association shall officially begin on the Term of hiring. (Amended 24 July 2020)
2.2 A qualified, retired Academic Faculty FT/PT or Academic Service faculty member may opt to continue his/her membership in the Association by paying a lifetime membership fee, within three (3) months from the official date of his/her retirement. A qualified, retired Academic Faculty FT/PT or Academic Service Faculty member who retired prior to the date of effectivity of these amended By-Laws may also opt to continue his/her membership in the Association by paying his lifetime membership fee within a period of one year from the date of effectivity of these By-Laws. If a qualified, retired Academic Faculty FT/PT or Academic Service Faculty member is unable to make the full payment of the lifetime membership fee within the prescribed period, the length of his/her continued membership shall be ten (10) years times the paid-up fraction of his/her lifetime membership fee.

## Section 3. Discontinuance of Membership

Discontinuance of membership in the Association shall be for any of the following
3.1 Resignation from the University
3.2 Final conviction in a court of law for a criminal offense
3.3 Termination for cause from the University

## Section 4. Types of Membership

Membership in the Association shall be of two types: ACTIVE and INACTIVE
4.1 Active members are those mentioned in Article I Sections 1.1, 1.2 and 1.3 unless disqualified by other provisions of these By-Laws. They are obligated to attend general membership meetings and have the right to vote and to participate in the deliberations and activities of the Association. They are eligible for any office of the Association subject to possessing the qualifications thereof. In addition, they have the right to be represented by the Association in seeking redress or pursuing legitimate claims.
4.2 Inactive members and Retired Faculty
a. those who hold the following administrative posts such as: Dean, Vice Dean or higher and such other positions as may be determined by the Executive Board of the Association.
b. members of the Association who are on University-approved leave of absence for one year or more provided they continue to pay their membership fees.
c. members on secondment detail provided they pay the membership dues.
d. members under suspension by the University provided they pay their membership dues; and,
e. Qualified retired Academic Faculty FT/PT and Academic Service Faculty who opt to continue their membership in the Association.
d. Those who apply for inactive status, which shall be duly approved by the AFED Board.
4.3 Inactive members who are on leave or who hold any of the administrative positions mentioned in Article I Section 4.2 a) shall automatically revert to active status upon termination of their leaves of absence or administrative tour of duty. Those who applied under the terms of Section 4.2.f above shall automatically revert to active status after writing an official letter of reactivation to the AFED President.
4.4 Inactive members shall not enjoy any of the rights and privileges of participation of the active members, except the right to be represented by the Association in seeking redress or pursuing legitimate claims as faculty members of the University.

## Section 5. Membership Fees

5.1 Full-time faculty and inactive members shall pay a membership fee, the amount of which shall be determined by the general membership. It shall be collected on an annual basis through salary deduction, initially during the trimester on the commencement of membership, and every start of the academic year thereafter.
5.2 Part-time faculty shall pay their Membership Fee on a trimestral basis by salary deduction from the first paycheck of the trimester.
5.3 Inactive and Retired faculty member mentioned in Article I Sections 2.2 and 2.3 shall pay a one-time lifetime fee equivalent to ten (10) times the annual membership fee of a full-time faculty member within the period prescribed in Article I Sections 2.2

## ARTICLE II- ADMINISTRATIVE STRUCTURE

Section 1. The Officers. The administration of the Association shall be the responsibility of the Executive Board which shall be composed of the following:

1.1 The President, Vice President, Secretary, Treasurer, Auditor, Public Relations Officer, and

### 1.2 Eleven (11) Board Members. (Amended 28 May 2021)

Section 2. Term of Office. The Officers and Board Members of the Association shall hold office beginning of Term 1 of an Academic year to the day immediately before the beginning of Term 1 of the next Academic Year

Section 3. Filling of Vacancy. In the event of a vacancy in the Executive Board, the vacancy shall be filled by the Executive Board constituting a quorum through the appointment with the Executive Board of any qualified member(s) recommended by the college/sector to which the former representative belonged to serve the unexpired term of the predecessor.

Section 4. Eligibility for Membership in the Executive Board. Any member of the Association shall be eligible for election or appointment to the Executive Board provided he/she possesses the necessary qualifications (cf. Article VII Section 1). The immediate past president of the Association shall sit as an ex-officio non-voting member of the succeeding Executive Board unless he/she is on professional leave or has retired/resigned from the University.

Section 5. Expulsion. A member of the Executive Board shall be expelled by a twothirds (2/3) vote of the Board and shall be considered ineligible to run in the next election in any of the following grounds:
5.1 Gross violation(s) in any of the provisions of the Articles of Incorporation
and By-Laws;
5.2 Three (3) absences from the regular meetings of the Board for no valid reason.

## ARTICLE III-QUALIFICATIONS, DUTIES AND POWERS OF THE OFFICERS

## Section 1. The Officers

Qualification of the President and the Members of the Board.
Any member shall be eligible for election to any office of the Association provided he/she possesses all the qualifications for membership in the Executive Board.

## Section 2. The President

The President, who is the Executive Officer of the Association, shall have the following duties and powers:
2.1 Act as the presiding officer of the Executive Board and of the General Membership meetings.
2.2 Appoint the chairpersons of the Standing Committees of the Association with the concurrence of a majority of the members of the Executive Board.
2.3 Implement all the resolutions of the Executive Board.
2.4 Direct and supervise the program of activities of the Association with a view of attaining its stated objectives, either through the existing committees or those that may hereafter be created.
2.5 Approve vouchers covering applications of expenditures of the Association funds before payment or disbursement is made by the Treasurer.
2.6 Call special meetings of the Association or the Executive Board whenever he/she deems it necessary or upon written request of at least $30 \%$ of the general membership or a majority of the members of the Executive Board.
2.7 Represent the Association or cause it to be represented before any other Association, institution or entity whether public or private.
2.8 Create Ad Hoc Committees with the concurrence of the majority of the Executive Board.
2.9 Prepare and publish an annual report to the General Membership.

## Section 3. The Vice President.

The Vice President shall perform the following duties and functions:
3.1 Exercise the functions of the President in the event of the President's absence, incapacity, demise, replacement, or removal from office.
3.2 Perform all other functions and duties as the Executive Board or the President may delegate to him/her

## Section 4. The Secretary.

The Secretary shall perform the following duties and functions:
4.1 Record the proceedings of the Board and the General Membership meetings and furnish all the members of the Association with certified Minutes of such proceedings.
4.2 Act as the custodian of all the records, books, documents, and communication of the Association.
4.3 Document all projects and activities of the Association.

> 4.4 Render such reports and perform other duties as are incidental to his/her office or as required by the Executive Board.

## Section 5. The Treasurer.

The Treasurer shall perform the following duties and functions:
5.1 Act as the custodian of all monies, securities, and other valuable assets of the Association, and issue receipts for the same when proper or called for.
5.2 Collect, receive, and issue receipts for all monies, funds, fines, and contributions to the Association.
5.3 Distribute budgeted funds of the Association with the approval of the President.
5.4 Ensure that all disbursements and payments made by him/her are accompanied by the necessary receipts/documents.
5.5 Keep regular books of accounts and render such reports thereon as may be required by the general membership, and/or Executive Board. The rendering of such account shall be made:
a) At least once a year at the close of the Association's fiscal year.
b) At such other times as may be required by a resolution of the majority of the members of the Association, such as regular board meetings.
c) Prior to vacating his/her office or dissolution of the Association for any cause.

## Section 6. The Auditor.

The Auditor shall perform the following duties and functions:
6.1 Audit, verify and examine all financial accounts of the Association, such as the Treasurer's monthly report.
6.2 Review the entries in the Books of Account of the Association and render a report of his/her audit as may be required by the Executive Board and/or General Membership.

## Section 7. The Public Relations Officer.

The Public Relations Officer shall perform the following duties and functions:
7.1 Assume the Editor-in-Chief position of the official publication of the Association.
7.2 Be in charge of matters involving public relations of the Association.
7.3 Issue press releases to on-campus and off-campus publications.
7.4 Disseminate useful information to the General Membership and the University Community through various media.

## ARTICLE IV - POWERS OF THE EXECUTIVE BOARD

The Executive Board shall have the following powers and functions:

1. Exercise all the powers, conduct all the business, and hold and control all properties of the Association, subject only to existing laws, and By-Laws of the Association, and the formal decisions of the members in general and enforce adherence thereto.
2. Make rules and regulations consistent with the Articles of Incorporation and By-Laws of the Association and enforce adherence thereto.
3. Approve the creation of Ad-Hoc Committees as well as their functions.
4. Hire/Replace its own staff when the need arises.
5. Hire and/or engage necessary professional services when the need arises.
6. Contract the services of an External Auditor at the end of each fiscal year to audit, verify and examine all financial accounts of the Association, review the entries in the Books of Account of the Association, and render a report of his/her audit as may be required by the Executive Board and/or General Membership.
7. Determine programs of actions pursuant to the declared objectives of the Association.
8. Determine the frequency and the dates of the general meetings.
9. Determine the proportionate representation in the Executive Board of the different college/sectors based on the number of active members of the Association.
10. Investigate cases of unprofessional conduct of members and impose appropriate sanctions of suspension or expulsion from the Association without prejudice to whatever action administration may take.
11. Settle any dispute regarding the interpretation of any provision in the Articles of Incorporation and By-Laws of the Association.
12. Exercise such powers and functions as are incidental to the purposes of the Association.

## ARTICLE V - MEETINGS OF THE EXECUTIVE BOARD

## Section 1. Frequency.

1.1 The Executive Board shall hold regular meetings at least once a month on dates, times and places to be determined by the Board.
1.2 Special meetings may be convened by the President at any time upon two days written notice, with announced agenda, unless in his/her opinion an emergency exists as to warrant the calling of an immediate meeting without notice.

## Section 2. Quorum and Votes.

2.1 A majority of the entire membership of the Executive Board shall constitute a quorum for the transaction of business in a special or regular meeting, and a majority of the quorum shall suffice for the passage of a resolution or the making of a decision.
2.2 No proxies shall be allowed in either regular or special meetings of the Executive Board.

The Secretary shall, within one week after the meeting, provide the General Membership with Minutes of the Board meeting signed by him/her and noted by the President.

## ARTICLE VI - THE GENERAL MEMBERSHIP

## Section 1. Composition.

The General Membership of the Association shall be composed of all active members as defined under Article I, Sections. 1.1, 1.2 and 1.3 hereof.

## Section 2. Meetings.

There shall be at least two (2) General Membership meetings per Academic Year. The agenda for said meetings shall be drawn up by the President from proposals by the Executive Board or from suggestions from the General Membership.

## Section 3. Notice

All members shall be notified in writing at least one (1) week before a General Membership meeting. The notice shall include the agenda of the meeting.

## Section 4. Quorum and Votes Required; Proxies.

4.1 Ten (10) percent of all members of the Association present or represented by proxy shall constitute a quorum to do business either in a General Membership or special meeting and a majority thereof shall suffice to pass a resolution or make a decision unless otherwise provided by the law, provided the General Assembly shall be provided the text of all major resolutions for decision and action at least one week prior to the meeting
4.2 Once a quorum is ascertained at the start of the meeting, said quorum shall prevail to the end of the meeting even in the event of departures and walkouts, and the majority of those remaining shall suffice to transact business. (Amended 28 May 2021)
4.3 Proxies shall be in writing. A member shall hold no more than five (5) proxies and he/she shall file the proxy forms upon registration for the meeting.

## Section 5. Powers and Functions of the General Membership.

The General Membership shall have the following powers and functions:

### 5.1 Elect members of the Executive Board.

5.2 Receive the annual report from the President.
5.3 Propose and adopt measures for implementation by the Executive Board.
5.4 Upon a petition signed by $30 \%$ of the members, call upon the President to convene a special meeting for the purpose of acting upon a specified agenda.
5.5 Approve amendments to the Articles of Incorporation and By-Laws.

## ARTICLE VII - QUALIFICATION OF A CANDIDATE FOR THE BOARD AND ELECTION

## Section 1. Qualifications.

To qualify as a candidate for the Executive Board, a nominee must have:
1.1 Been an active member of the Association for at least three (3) years;
1.2 Attended in person or by proxy at least two (2) consecutive general assemblies the year immediately prior to his/her nomination; and
1.3 Not occupied any of the administrative positions enumerated in Article I, Section 3.2 a ) in the last three (3) years.

## Section 2. Election.

2.1 Nomination
a) An active member of the Association may nominate any other member of his/her college/department whom he/she deems to be qualified.
b) Nominations shall be screened by the Committee on Elections which will then announce the official candidates not later than one (1) week before the election.
2.2 Election to the Executive Board and Executive Board Officers
a) Members of the Executive Board, proportionately representing the different sectors, shall be elected by their respective colleges or sector (Amended 20 July 2020)
b) The Executive Board members shall elect from among themselves the officers of the Board.

### 2.3 Campaign Period

The campaign period for all candidates to the Executive Board shall commence on the day of the official announcement of candidates and shall end a day before the election. Any form of campaign or partisan activity outside of this period shall be a ground for disqualification.

### 2.4 Election Period

The voting shall take place a month before the end of the third $\left(3^{\text {rd }}\right)$ term. It shall be conducted by secret ballot under the responsibility of the Committee on Elections. Candidates are hereby prohibited from staying within the polling place, except to cast their ballots.
2.5 Canvassing of Votes

The Committee on Elections shall canvas the votes immediately after the closing of the polls, and shall officially proclaim the winning candidates immediately after the canvas.

## ARTICLE VIII - STANDING COMMITTEES

## Section 1. Standing Committees.

The Association shall maintain the following University Standing Committees:
1.1 Committee on Information and Membership Relations
1.2 Committee on Elections
1.3 Committee on Faculty Welfare
1.4 Committee on Special Projects and Campus Affairs

## Section 2. College Standing Committees.

The Association shall maintain faculty welfare committees within the various college and sector.

Other University Standing Committees are empowered to form its college and sectoral sub-committees when necessary.

## Section 3. Composition.

### 3.1 University Standing Committees

Each University Standing Committee shall consist of a minimum of five (5) members. The Chair of the Committee shall be appointed by the President from the members of the Executive Board. The other members shall be chosen from the general membership to represent the different sectors of the Faculty Association.

### 3.2 Sectoral Committees

Each sectoral committee shall be composed of a minimum of five (5) members. The head of the committee shall be appointed by the President from among the sectoral representatives to the Board. All sectoral representatives shall automatically be members of the committee.

The other members of the committee shall be chosen from the General Membership of the sector proportionately representing the departments or units within the sector.

## Section 4. Coordination.

### 4.1 University Standing Committees

Each Standing Committee shall coordinate through their respective Chairs. Reports of the committee's programs and activities shall be submitted to the Executive Board.

### 4.2 Sectoral Committees

The Heads of the different sectoral committees shall be under the direct supervision of the Chair of the University Standing Committees. The University Standing Committee shall meet on a regular basis with representation from the various sectoral committees.

## Section 5. Duties and Functions.

### 5.1 Committee on Membership

The Committee on Information and Membership Relations shall have the following duties and functions:
a) Recruit and process applications for membership.
b) Maintain and update list of members of the Association.
c) Perform such other functions as the Executive Board or the General Membership may require.

### 5.2 Committee on Elections

The Committee on Elections shall have the following duties and functions:
a) Draw up rules and regulations governing the elections consistent with the existing laws and the Articles of Incorporation and By-Laws of the Association.
b) Determine the eligibility of nominees and announce the official candidates.
c) Count the votes immediately after the closing of the polls.
d) Officially proclaim the winning candidates immediately after the counting.
e) Decide on all matters directly connected with the elections such as fraud, protests, etc.
f) Performs such other functions related to elections as the Executive Board or the General Membership may require.

### 5.3 Committee on Faculty Welfare

The Committee on Faculty Welfare shall have the following duties and functions:
a) Conduct research on various aspects of employment, e.g., salaries, benefits, terms of employment, etc., for purpose of improving the welfare of the members of the Association.
b) Assist the negotiating panel of the Association in the preparation of all necessary papers, documents and materials for improving conditions of employment, faculty benefits, etc.
c. Constitute a grievance committee to investigate and, whenever possible, settle disputes and/or complaints where a member(s) of the Association is/are involved.
d. Assist an Association member in the presentation and settlement of any complaint subject to pertinent provisions of the existing Faculty Manual.
e. Perform such functions as the Executive Board or the General Membership may require.
5.4 Committee on Special Projects and Campus Affairs

The Committee on Special Projects and Campus Affairs shall have the following duties and functions:
a. Conduct surveys on the various needs and concerns of the faculty members regarding programs/activities related to personal, sociocultural, physical, emotional, and spiritual.
b. Plan and organize programs and activities that address these expressed needs and concerns.
c. Coordinate with existing faculty cultural groups, sports/physical fitness experts, and/or outside resources planning and organizing these programs and activities.
d. Promote the participation in these campus affairs and activities in coordination with the sectoral representatives.
e. Perform such functions as the Executive Board or the General Membership may require.

## ARTICLE IX - APPEALS

Section 1. Decision of Committees. Decisions of any Standing and/or Ad Hoc Committee may be appealed in writing to the Executive Board.

## Section 2. Decisions on Appeals by the Executive Board.

2.1 A decision by a division of the Executive Board may be appealed to the Executive Board sitting en banc.
2.2 Any member may appeal to the General Membership any decision/s of the Executive Board.

## ARTICLE X - FINANCE

Section 1. Payment of Dues. The members of the Association shall each pay a membership fee as specified in Article I Section 5.

Section 2. Funds for Specific Purposes. No sum of money allocated by the General Membership for a specific purpose may be diverted to another purpose. If the purpose
becomes unrealistic, the money allocated shall be transferred to the general funds of the Faculty Association.

Section 3. President's Representation Expenses. The President shall be allocated a sum, the amount of which shall be determined by the Executive Board during the annual planning workshop.

Section 4. Disbursement. For the routine and ordinary operation of the Association, money may be disbursed from the general fund by the Treasurer and approved by the President. However, outside of any approved budget item, no disbursement of more than five thousand pesos ( $\mathrm{P} 5,000.00$ ) at any one time shall be made without the approval of the Executive Board or the General Membership.

Section 5. Fiscal Year. The Association's fiscal year coincides with the University's academic calendar.

## ARTICLE XI - AMENDMENT

Section 1. Amendments to these By-Laws may be proposed by a majority of the Executive Board and by a majority of the General Membership but no proposed amendment shall take effect unless approved by the Securities and Exchange Commission (SEC).

## ARTICLE XII-EFFECTIVITY

Section 1. After ratification by a simple majority of all active members present, either in person or by proxy and by a majority of the Executive Board, in a General Membership meeting called for this purposes, these By-Laws shall take effect upon approval of the Securities and Exchange Commission (SEC).

ADOPTED on the $27^{\text {th }}$ day of November, 2015, in Manila, Philippines, by the affirmative majority votes of the undersigned members of the Association of Faculty and Educators, Inc. of De La Salle University.

AMENDED on the 27th day of November, 2015, in Manila, Philippines, by the affirmative majority votes of the undersigned members of the Association of Faculty and Educators, Inc. of De La Salle University.

FURTHER AMENDED on the $24^{\text {th }}$ day of July, 2020 in in Manila, Philippines, by the affirmative majority votes of the undersigned members of the Association of Faculty and Educators, Inc. of De La Salle University.

FURTHER AMENDED on the $28^{\text {th }}$ day of May, 2021 in in Manila, Philippines, by the affirmative majority votes of the undersigned members of the Association of Faculty and Educators, Inc. of De La Salle University.

## Appendix M

## DLSU Safe Spaces Policy and Program

## I. Statement of Legal Compliance

In accordance with the Republic Act No. 11313 to be known as the Safe Spaces Act or "AN ACT DEFINING GENDER-BASED SEXUAL HARASSMENT IN STREETS, PUBLIC SPACES, ONLINE, WORKPLACES, AND EDUCATIONAL OR TRAINING INSTITUTIONS, PROVIDING PROTECTIVE MEASURES AND PRESCRIBING PENALTIES THEREFORE" enacted on April 17, 2019 to address existing gaps and issues on equality, security, and safety of both women and men in private and public spaces; and its Implementing Rules and Regulations pursuant to Section 38 of R.A. 11313 approved on October 28, 2019. The Safe Spaces Act is intended to expand the scope of the Anti-Sexual Harassment Act of 1995 or Republic Act No. 7877. The University hereby adopts the following policy on full promotion of the value and dignity of every human person and guarantee full respect for human rights; recognize the role of women in nation-building and ensure the fundamental equality, security, and safety not only in private but also on the streets, public spaces, online, workplaces and educational and training institutions.

## II. Declaration of University Safe Spaces Policy (Purpose)

The Guiding Principles of the Philippine Lasallian Family define the kind of the Lasallian presence and mission in the country today. As provided by the Lasallian tradition, there are three elements that enable our participation. These elements, taken together as one dynamic unity, provide a way of integrating and expressing every Lasallian's vocation: The Spirit of Faith allows one to discover God's active presence in his Word, in members of the community, in the poor, in nature, in history and in ourselves; Zeal for the integral Salvation of all allows one to actively express their faith in gospel witness and service. It is enthusiastically giving of oneself that involves preferential concern for the poor and the vulnerable; Communion in Mission, Mission as Communion allows one to work in solidarity and collaborations as a way of accomplishing the mission. Our response to the call is to be in association with the mission and articulate (1) faith in the presence of God (2) respect for all Persons (3) Inclusive Community (4) Quality Education and (5) Concern for the Poor and vulnerable (Our Lasallian Tradition, 2020).

The Lasallian Guiding Principles defined the Poor and the vulnerable as:
"All those deprived of the means to realize their dignity as persons. In a broader sense, these are men, women and children who suffer from various forms of "poverty as frustration," the impoverishment born of injustice, physical and social evils, personal insufficiency and failure"

DLSU as a Community of Faith and Zeal. We are guided by the life of the Gospel emphasizing the inalienable dignity of each person and striving to develop authentic personal relationships through trust and mutual respect. As a tertiary school, we seek to serve and embrace each member of the community with varied needs and diverse personal, social and cultural backgrounds and do so, in providing accommodations which are committed to living the Lasallian mission.

DLSU, as an institution that facilitates personal and social development, adheres to the mandates of the Philippine Laws to lift the dignity, respect and raise the awareness of its members of their rights within and beyond the bounds of the university, specifically the observance of the Safe Spaces Act that ensures the preservation of human dignity and assures people of their rights.

Faithful to its mission as a Lasallian institution, we see the importance of a policy to enable us to bring this agenda at the institutional level, where conversations, policies, structures, programs, and support are provided to those who need them.

## III. Scope

This policy puts the implementation of Safe Spaces Act in the context of the University community, and integrates provisions in the Commission on Higher Education (CHED) memo on gender and development. It governs all members of the Lasallian community composed of students, faculty members, administration and non-teaching personnel, regardless of a person's gender, gender identity, gender expression, sex, age, race, or nationality.

This policy covers all that occurs on any University campus or in connection with University programs or activities including those in a virtual environment.

The University hereby amends, as prescribed in the Implementing Rules and Procedures of Republic Act No. 11313 or the Safe Spaces Act of 2018 and the Policies and Guidelines for the Prevention and Investigation of Sexual Harassment Cases, established pursuant to Republic Act No. 7877, or the Anti-Sexual Harassment Act of 1995.

## IV. Definition of Terms

As provided in the Safe Spaces Act and the DLSU manuals and handbook, the following are hereby defined as:
1.1 Student refers to those enrolled in any subject or course in the University, regardless of the number of units enrolled, those included in the official student list of the Office of Registrar (OUR) and Office of Academic Services for Integrated School (OASIS), whether enrolled, on official leave of absence (LOA), on residency, or absence without leave (AWOL); and those allowed to graduate from the University and Integrated School (IS) but has not yet secured the required clearances from the University;
1.2 Employee refers to a person, who in exchange for remuneration, agrees to perform specified services for another person, who exercises fundamental control over the work regardless of the term or duration of agreement. As provided in the RA11313 Safe Space Act, that for the purposes of the law and these rules, a person who is detailed to an entity under a subcontracting or secondment agreement shall be considered an employee.
1.3 Employer refers to those who exercise control over the employee. For DLSU, employer pertains to the following:

### 1.3.1 Board of Trustees

1.3.2 Central administration or university administration refers to those employed by the University for supervisory positions or those that have been appointed to oversee academic programs, support services, and other operations units.
1.4 University Student Government and Graduate Student Council refer to the supreme and autonomous representative body of the students, undergraduate and graduate respectively.
1.5 DLSU Integrated School Student Council refers to the autonomous representative of the Integrated School student body from Preschool to Grade 12. This term collectively includes both Student Councils for Laguna and Senior High School Manila.
1.6 Catcalling refers to unwanted remarks directed towards a person, commonly done in the ELEfform of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs. [sep
1.7 Cyberstalking is a form of stalking that is committed through an electronic medium in which online communication takes place.
1.8 Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values, and expectations identifying the social behavior of men and women, and the relations between them. [sep
1.9 Gender-based online sexual harassment refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft. [scep
1.10 Gender identity and/or expression refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex, or may have been assigned a particular sex at birth but who identifies with the opposite sex, or may have an identity that does not correspond to one's sex assigned at birth or to one's primary or secondary sex characteristics, in which case this person is considered transgender. [Epe?
1.11 Homophobic remarks or slurs are any statements in whatever form or however delivered, which are indicative of fear, hatred or aversion towards persons who are perceived to be or actually identify as lesbian, gay, bisexual, queer, pansexual and such other persons of diverse sexual orientation, gender identity or expression, or towards any person perceived to or actually have experienced same-sex attraction. [5ED?
1.12 Information and communication system refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar devices by or in which data are recorded or stored and any procedure related to the recording or storage of electronic data messages or electronic documents. [step
1.13 Information and communications technology or ICT shall mean the totality of electronic means to access, create, collect, store, process, receive, transmit, present and disseminate information.
1.14 Misogynistic remarks or slurs are any statements in whatever form or however delivered, that are indicative of the feeling of hating women or the belief that men are inherently better than women.
1.15 Sexist remarks or slurs are statements in whatever form or however delivered, that are indicative of prejudice, stereotyping, or discrimination on the basis of sex, typically against women. [EEP
1.16 Transphobic remarks or slurs are any statements in whatever form or however delivered, that are indicative of fear, hatred or aversion towards persons whose gender identity and/or expression do not conform with their sex assigned at birth. [spep
1.17 Stalking refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.

## V. Policy Statement

De La Salle University recognizes its role in assuring the holistic development of the individual through collaborative and capacitating engagements. In greater recognition of this role, the University maintains integrity in service of the Lasallian community, upholds the rights and dignity of every individual, and guarantees full respect for human rights.

De La Salle University believes that all individuals should be treated equally. It welcomes learners, educators and support staff from all backgrounds. It is committed to creating and maintaining an inclusive learning environment, recognizing and respecting diverse perspectives in all issues. It looks upon difference and plurality as sources of creativity, personal and communal enrichment, as well as encouraging grounds for the practice of mindfulness. It supports all kinds of engagement that furthers understanding and appreciation of different ways of being in the world.

In light of this, De La Salle University therefore fights all forms of sexual harassment, and promotes a harassment- and violence-free environment--both physical and virtual--for all, and shall take effective measures to foster a safe space for all.

The University further affirms that every member of the Lasallian community, enjoys and is assured of:

- Right to a community free of harassment
- Right as a survivor, to report inappropriate conduct without retaliation or repercussions
- Right as a witness or confidant, to report inappropriate conduct without retaliation or repercussions
- Right as a respondent, to due process and appropriate hearing procedures
- Right to a quick and thorough investigation that shall observe confidentiality and respect for privacy
- Right to seek help, both for mental or physical health

Further, it commits itself in ensuring that the following are responded to:

- Gender responsive curriculum through mainstreaming strategies, including research activities,
- Periodic audit of policies, guidelines, structures and mechanisms to support gender equality and safe spaces,
- Training and development support for faculty and partners in the implementation of related programs, and
- Integration of relevant programs in the institutional plans.


## VI. Communication of this Policy

- Every member of DLSU shall familiarize themselves with this policy.
- DLSU will highlight this policy through:

O consciousness-raising campaigns, including the posting of the University Policy and other relevant materials in public spaces on campus, and releasing of information through HDAs.
O holding training sessions, especially to the members of the pool for CODI
O free seminars/webinars on the Safe Spaces Act and the DLSU Safe Spaces Policy
O including a discussion of the Safe Spaces Act and the DLSU Safe Spaces Policy in GENDERS and related courses
O creating discussion forums on Gender and Gender-related issues.
O making the anti-sexual harassment orientation and clearance a component of the student curriculum, personnel related actions, such as hiring, tenure and promotion, and accreditation of service contractors, and partner entity engagements.

## VII. Sexual Harassment and Discrimination

A. Sexual harassment Defined: any unwanted, unwelcome, uninvited sexual advances, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature, or any offensive remarks about a person's sex, sexual orientation, gender expression, or gender identity that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the survivors or the offenders.
B. Discrimination Defined: refers to any distinction, exclusion or restriction which has the purpose or effect of nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field.

## VIII. Acts of Sexual Harassment and Other Sexual Offenses:

Acts of sexual harassment and discrimination, as defined in RA 11313, are classified as light, less grave, and grave offenses, which are as follows:
i. Light Offenses shall include, but are not limited to:

1. Unwanted remarks with sexual overtones;
2. Unwelcome sexual innuendos which may be in the form of statements, questions, or jokes;
3. Repeated unwanted comments on one's appearance that may degrade, humiliate, insult, or offend the receiver/s;
4. Covert glances on a person's private parts or underclothing;
5. Other analogous cases.
ii. Less Grave Offenses shall include, but are not limited to:
6. Repeated sexual jokes or comments that may degrade, humiliate, insult, or offend people who may hear;
7. Repeated verbal abuse with sexual undertones;
8. Making offensive hand or body gestures that may resemble sexual activities;
9. Creating rumors about one's gender orientation, identity, and/or sex life;
10. Not considering a person for a role based on their sex, orientation, gender identity, and expression;
11. Making derogatory or degrading remarks directed towards one's sex, sexual orientation, gender identity, or sexual activities;
12. Repeated offensive hand or body gestures that may resemble sexual activities;
13. Invasion of the survivor's privacy through cyberstalking and incessant messaging;
14. Other analogous cases.
iii. Grave Offenses shall include, but are not limited to:
15. Unwanted touching or brushing of the offender's genitals to any part of another's body or any part of the offender's body with another's genital;
16. Groping and touching of private parts that include, but not limited to, breasts, genitals, and buttocks;
17. Forcing someone to kiss or engage in sexual activities;
18. Attempted or consummated unwanted and forced sexual intercourse or torture in a sexual manner;
19. Sexual activities that deprive the survivor of their liberty;
20. Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
21. Physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments online whether publicly or through direct and private messages;
a. Unwanted recording or taking of photos or videos or any other recording that are directed towards a person's private parts or underclothing;
b. Uploading, sharing, and spreading photos, videos, or any information online -whether real or edited-without the
knowledge and consent of the survivor that may cause damage to one's reputation;
c. Impersonating identities of victims online or posting lies about the victims to harm their reputation; or
d. Filing false abuse reports to online platforms to silence victims.
22. Physical assault of a sexual nature, such as but not limited to rape, sexual battery, molestation, or attempts to commit these assaults; and
23. Other analogous cases.

## IX. Committee on Decorum and Investigation (CODI)

a. A Committee on Decorum and Investigation (CODI) shall be constituted for each case in accordance with the prescribed standards of the Safe Spaces Act.
b. Principal Function. The Committee shall serve as an independent internal grievance mechanism that will act as the main body in the investigation and resolution of cases of all forms of sexual harassment and discrimination, as those involving violations of the Anti-Sexual Harassment Act of 1995, the RA11313 or The Safe Spaces Act, and any of the prohibited acts defined in these implementing policies and guidelines, in particular.
c. As provided in the RA11313, the CODI shall be chaired by a woman, and not less than half of its members shall be women. To ensure equal representation, at least one member will be from the LGBTQI sector. Appointment of alternates to meet this criterion shall be made.
d. All regular members shall appoint their respective permanent alternates who shall act on their behalf, and with authority to render decision, in case they are not available or when inhibition from the case has been made.
e. There shall be a pool of members who shall be trained to handle cases. The CODIs shall be drawn from this pool. Members of the Council for Inclusion, Diversity and Well-being (CIDW) shall no longer be members of this pool and shall not be assigned to be a part of any CODI.
f. Any of the parties, including the complainant and/or respondent, may request for a CODI member to inhibit themselves. The decision shall be made by the UCODI Chair, and affirmed by majority vote of the members excluding the member being questioned. The following may be grounds for conflict of interest, and may serve as a basis for granting of inhibition.
i. Relation by consanguinity or affinity
ii. Initiative of the member, for reason of close affiliation with any of the parties
g. Issues raised by either parties on the member's ability to be impartial on the case. There shall be two types of CODIs

## CODI For Cases Involving Faculty and Employees Only:

i. Jurisdiction -- This Committee shall have jurisdiction over all (a) employees, whether regular or probationary, (b) faculty, whether full-time or part-time, (c) all other employees who have subsisting and executory employment contracts with the University, verbal or written or on a trimestral or yearly basis, when the complainant is another faculty or employee
ii. Composition

1. Representative from top management (academic if case is faculty vs. faculty)
2. Representative from employees from the supervisory rank (academic if case is faculty vs faculty)
3. Representative from rank-in-file employees (academic if case is faculty vs. faculty)
4. Representative from the Unions and Employee Associations (this would be AFED and/or DLSUEA, or DLSU IS Faculty Association, depending on the parties).

## CODI For Cases Involving Students:

i. Jurisdiction - The Committee shall have jurisdiction over (a) employees, whether regular or probationary, (b) faculty, whether full-time or part-time, (c) all other employees who have subsisting and executory employment contracts with the University, verbal or written or on a trimestral or yearly basis, and (d) all students, whether in integrated school, undergraduate, graduate or under exchange or non-degree programs, full-time or part-time, and as defined in the Student Handbook, when the complainant or respondent is a student
ii. Composition

1. Representative from the school administrators
2. Representative from the faculty to represent the trainers, instructors, professors or coaches
3. Representative from administrative employees
4. Representative from the students
5. Representative from the parents

## h. Powers and Functions.

i. Investigates, hears and decides cases for which it was constituted
ii. Issues subpoenas and other necessary writs and processes for the effective, efficient, objective, and impartial, and expedient disposition of cases.
iii. Makes factual and administrative findings, renders the corresponding decision, and imposes the appropriate penalty in accordance with these policies and guidelines.
iv. Exercises other powers necessary to effectuate the Anti-Sexual Harassment Act of 1995 and the Safe Spaces Act.
i. Jurisdiction. The Committee shall have jurisdiction over all (a) employees, whether regular or probationary, (b) faculty, whether full-time or part-time, (c) all other employees who have subsisting and executory employment contracts with the University, verbal or written or on a trimestral or yearly basis, and (d) all students, whether in integrated school, undergraduate, graduate or under exchange or non-degree programs, full-time or part-time, and as defined in the Student Handbook.
j. Mandate to Investigate. The University adheres to the IRR of Safe Spaces Act that requires prompt investigation to determine the veracity of information or knowledge and the circumstances that under which the act of GBSH or sexual violence were committed or reasonably know an impending act of such and take appropriate steps to collate evidence on its own initiative, and if necessary, relay the evidence for the conduct of an investigation by the Committee on Decorum and Investigation. This provision is regardless whether there was an official complaint filed or a request for the University to take action.

## X. Procedures

A. The CODI shall, at all times, observe due process and, investigate and decide on written complaints within ten (10) working days or less upon receipt
B. It shall also ensure an appeal process for respondents.
C. All sexual harassment and discrimination complaints must be filed with the Lasallian Center for Inclusion, Diversity and Well-being (LCIDWell) through its Coordinator for Gender Responsiveness and Safe Spaces.
D. Filing. Any form of sexual harassment or gender-based discrimination committed may be reported verbally or in writing, in English or Filipino, by the complainant, or by any person on behalf of the alleged victim. Formal reports must be signed and notarized by the aggrieved party and accomplished in three (3) copies. It must contain the following:

1. The name and office or affiliation of the individual against whom the complaint is filed;
2. A narration of the circumstances with supporting evidences or documents attached.
E. All informal reports done verbally or any other informal means shall be reduced in writing by the Coordinator for Gender Responsiveness and Safe Spaces using the prescribed complaint form signed by the aggrieved party or representative of the aggrieved party; Provided, that all supporting documents submitted shall be attached thereto;
3. In case of incidents reported anonymously, or incidents that have come to the knowledge of LCIDWell without a formal complaint, the Coordinator for Gender Responsiveness and Safe Spaces will make an inquiry on the incident. In the case of the Integrated School, anonymous reports or incidents that have come to the knowledge of the Student Discipline and Formation Unit (SDFU) without a formal complaint, the SDFU Director will create the incident report for submission to the Coordinator for Gender and Development and Safe Spaces.

F Upon receipt of a Complaint, the Coordinator for Gender Responsiveness and Safe Spaces will notify the immediate Supervisor for employees, and the Associate Dean for undergraduate and graduate students. For the Integrated School, it will be the Principal and the Associate Principal for Student Affairs.
G. Interview. The Coordinator for Gender Responsiveness and Safe Spaces shall determine the particulars of the incident to be attested to by the aggrieved party for the purpose of verifying the complaint and providing adequate support and assistance to the victim.
H. Notice. - Within five (5) working days from receipt of the complaint, Coordinator for Gender Responsiveness and Safe Spaces shall serve a notice of complaint upon the person complained of with copies of all pertinent documents.
I. If the student involved in the case, whether complainant or respondent, is below 18, his/her parent or guardian shall be served with a notice of complaint with copies of all pertinent documents.
J. Answer. - Upon receipt of the notice of complaint, the respondent is required to submit to the Lasallian Center for Inclusion, Diversity and Well-being (LCIDWell) three (3) copies of the Counter-Affidavit/Answer, signed and notarized, within three (3) working days from receipt of the notice, furnishing a copy to the complainant; otherwise, the Counter-Affidavit/Answer shall be considered as not filed. The answer, which must be written, signed and notarized, shall be specific and shall contain material facts and applicable laws, if any, including documentary evidence/s, sworn statements covering testimonies of witnesses, if any, in support of the respondent's case. It shall also include a statement indicating whether he/she elects a formal investigation. The answer must be filed within three (3) days from receipt thereof.
K. Prima Facie Determination of Sexual Harassment and all gender-related offenses shall be the role of the University Legal Counsel. The prima facie determination is not appealable.
L. Issuance of Formal Charge. After the evaluation of the case by OULC, and once prima facie has been established, the complaint shall be given clearance to proceed. A formal charge will be made against any or all of the respondents within ten (10) working days from the receipt of the Lasallian Center for Inclusion, Diversity and Well-being (LCIDWell) report and recommendation/s.
M. The Council for Inclusion, Diversity and Well-being (CIDW), in coordination with the Coordinator for Gender Responsiveness and Safe Spaces shall also form a CODI and recommend this to the CIDW Chair who shall then convene the Council for approval. The CIDW will then formally constitute the CODI assigned for the said case.
N . The process in the conduct of hearing shall be prepared by LCIDWell, and shall be approved by the CIDW, pursuant to the provisions stipulated in both RA7877 and RA11313.
XI. Corrective Measures. Sanctions and corrective measures shall be determined according to the gravity of the offense.
a. For students
i. For light offenses
$1^{\text {st }}$ offense - Severe reprimand and gender sensitivity reorientation $2^{\text {nd }}$ offense - Suspension for 1 term and gender sensitivity reorientation
$3^{\text {rd }}$ offense - Dismissal or Expulsion
ii. For less grave offenses
$1^{\text {st }}$ offense - Community service of 2 terms and gender sensitivity reorientation
$2^{\text {nd }}$ offense - Suspension up to a year and gender sensitivity reorientation
$3{ }^{\text {rd }}$ offense - Dismissal or Expulsion
iii. For Grave offenses
$1^{\text {st }}$ offense - Suspension with formation session to expulsion
$2^{\text {nd }}$ offense - Dismissal or Expulsion
b. For teaching and non-teaching employees
i. For light offenses
$1^{\text {s }}$ offense - Severe reprimand and gender sensitivity reorientation
$2^{\text {nd }}$ offense - Suspension without pay, with prejudice to subsequent promotion, reclassification, for a period of up to three years, with gender sensitivity reorientation
$3^{\text {rd }}$ offense - Dismissal
ii. For less grave offenses
$1^{\text {st }}$ offense - Suspension without pay, with prejudice to subsequent promotion, reclassification, for a period of up to three years, with gender sensitivity reorientation
$2^{\text {nd }}$ offense - Dismissal
iii. For grave offenses
$1^{\text {st }}$ offense - Dismissal from the University
c. Non-teaching personnel

They shall adhere to the provisions stipulated in the agreement between their employers and with the University which may include, but is not limited to, formation sessions, severe reprimand, suspension without pay, with prejudice to subsequent promotion, reclassification and permanency and/ or dismissal from the University.
d. Additional Corrective Measures. Supplementary to the sanctions, the additional corrective measures below may be imposed within the period of service of the corrective measure. The measures include, but are not limited to:
i. Written or oral apology whichever is deemed necessary;
ii. Well-being treatment; and,
iii. Appropriate fines, if necessary.
e. In determining whether corrective measures are appropriate or necessary, the following factors may be taken into consideration:
i. nature and circumstances of the act committed;
ii. frequency and severity of the act; personal circumstances of the person complained of/ respondent (e.g., age, maturity, position, or rank)
iii. safety of the parties or community; and,
iv. such other relevant factors.
v. These corrective measures may also be adopted in complaints submitted for disposition under the informal procedure.

## XII. Supplementary Provisions.

a. Preventive Suspension. - Upon the determination of a prima facie case, the OULC may recommend to the University Chancellor or President, as the case may be, may suspend any student, teaching or non- teaching personnel for a non-extendible period of not more than ninety (90) days from the issuance of Formal Charge; Provided, that no suspension shall be beyond the maximum imposable penalty.
i. An order of preventive suspension may be issued to temporarily remove the respondent from the scene of his/her malfeasance or misfeasance and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against his/her tampering of documentary evidence on file with this Office.
ii. A respondent under preventive suspension may be prohibited from any or all of the following:

1. attending classes and academic activities/rendering work;
2. entering DLSU academic offices / buildings and their premises;
3. using DLSU campus facilities, including but not limited to, athletic facilities, libraries, and computer laboratories; except dormitories for athlete residents, health service, and others as may be recommended
4. participating in DLSU activities within university premises;
5. holding student/office jobs; and,
6. enjoying IT privileges as defined by the current policies on IT uses and resources of the University, except online enrolment.
b. Protection Order. For the purpose of preventing retaliatory acts such as but not limited to, disciplining, changing work assignments, or refusing to cooperate or discuss work or school related matters with the complainant because they complained about or resisted harassment, discrimination or retaliation or continuing acts of sexual harassment, a Protection Order may be issued by the Chancellor or President, as the case may be, on his/her own initiative, or upon application by the complainant, or upon the recommendation of the UCODI.
i. A Protection Order may be temporary or permanent. A Temporary Protection Order (TPO) may be issued for not more than ninety (90) days unless the charge is for a grave offense, in which case the TPO is issued for the duration of the proceedings. A Permanent Protection Order (PPO) may be issued as part of the corrective measures.
ii. The reliefs granted under a Protection Order shall serve the purpose of safeguarding the complainant from further harm, minimizing any disruption to their daily life, and facilitating their opportunity and ability to independently regain control over their life. The provisions of the Protection Order shall be enforced by the Academic Unit or Office that has authority over the respondent.
iii. Violation of the TPO/PPO shall be subject to immediate disciplinary action as recommended by the UCODI to the Chancellor.
c. Alternative Dispute Resolution. - This provides the aggrieved party and the respondent the opportunity to settle cases amicably, either through mediation by the Lasallian Center for Inclusion, Diversity and Well-being (LCIDWell), if possible within the nature of the case, and with the presence of their respective representatives. It may be resorted to only in one complaint of sexual harassment; Provided, that these three requisites occur: it is the first complaint against the person being complained of; the complaint is a light offense; the case is peer-to-peer.
d. Appeal. The party aggrieved by the decision of the CODI may file an appeal to the Chancellor through the Committee within five (5) working days from receipt of the decision. For Faculty and ASF, when the penalty is severance of service or dismissal, the case shall be automatically reviewed by the Service Review Board as prescribed in the 2021 Faculty Manual.
e. Resort of the Courts. Nothing in this policy shall preclude the aggrieved party from instituting a separate and independent action for damages and other affirmative relief.
f. Malicious Prosecution. While the University is totally committed to the safeguarding of the rights of all members of the academic community against sexual harassment, it is likewise the policy of the University to protect the same members from any malicious accusation and prosecution involving alleged acts of sexual harassment which are baseless and non-existent. This will be referred to the applicable grievance or disciplinary procedure of the University.
g. Independent Action for Damages. - Nothing in this policy shall preclude the aggrieved party from instituting a separate and independent action for damages and other affirmative relief.
h. Prescriptive Period. - All complaints for sexual harassment or gender-based sexual harassment (discrimination) shall be filed with the Lasallian Center for Inclusion, Diversity and Well-being (LCIDWell), and may be done at any point of a complainant's stay in the University or as provided for in the IRR of RA11313 particularly on Sec. 46-Prescriptive period.
i. In case a sexual harassment incident happened during the time when a respondent was a bona fide student of DLSU, but is no longer associated with the University (e.g. graduate) at the time of discovery or filing of an independent case by an aggrieved party, the University can withhold the respondent's good moral certificate and rescind their diploma if found guilty.
ii. In case a respondent was a professor or employee during the time of occurrence of the sexual harassment incident, but is no longer associated with the University at the time of discovery or filing of an external case by an aggrieved party, the University shall impose a perpetual employment ban on the respondent if found guilty.
i. Confidentiality Clause. - At any stage of the investigation, prosecution, and trial of an offense under this policy, the rights of the survivor and the accused shall be recognized and upheld.
i. In all cases of Sexual Harassment and Discrimination as enumerated in this policy and the supporting laws, the confidentiality of records on the survivor, and when the accused is a minor, will be protected.
j. Amendment. The University Chancellor, with the approval of the Council for Inclusion, Diversity and Well-being shall call for the review of this policy or parts of it by members of the Lasallian Community periodically. Any member of the Lasallian Community may propose amendments through an initiative, and may do so with the USG. The amendment, as approved by the CIDW, shall take effect on the first day of the succeeding term.
k. Repealing Clause. All administrative orders, rules, regulations, memoranda, circulars, resolutions, and other issuances or orders
contrary to the provisions of the DLSU Safe Spaces Policy or inconsistent herewith are hereby repealed, modified or amended accordingly. This also amends Appendix M (Policies and Guidelines for the Prevention and Investigation of Sexual Harassment Cases) of the Faculty Manual
I. Effectivity Clause. This policy shall take effect seven (7) days from publication in DLSU's official publication and platforms.

## XIII. Complaints under this Policy

Complaints under this policy should be reported to the Lasallian Center for Inclusion, Diversity and Well-being (LCIDWell), (enumerated in Section VIII of this Safe Spaces Polic

## APPENDIX N

## Integration of Social engagement:

 A Requirement for Academic Faculty
## Assistant Professor:

Participation in off-campus professional organization, and in College and Departmental activities, committees and programs and involvement in any form of university and social engagement activities such as, but not limited to the various forms of Social engagement listed below.

## Associate Professor to Full Professor

1. Active participation or leadership in off-campus professional organizations.
2. Significant service rendered in College and departmental activities, committees and programs and substantial involvement in any form of University Social engagement activities such as, but not limited to various forms of Social engagement listed below.

## *Various Forms of Social engagement

Issue Awareness (A) - activities that awaken consciousness about a particular social reality/issue that motivates others to proactive service (e.g., organizing and attending for a on RH , human rights, among others; organizing and attending debates, townhall meetings to discuss issues with national significance like SONA, etc.

Resource Mobilization (B) - the provision of human material resources of a college/ school for a pre-defined short-term program, e.g., emergency relief; welfare support/assistance; rehabilitation of public schools and day care facilities; GK or HH type of volunteerism, etc.).

Direct Service to the Poor (C) - involvement of the faculty and/or students in a program that directly engages a disadvantaged community over a sustained period of time (e.g., specific sectoral support for institutions (orphanages, jail and hospitals) like feeding, interaction, and legal serviced; direct sectoral participation in developmental programs initiated by government and Civic Service Organizations (NGOs and POs, etc.).

Policy Influence (D) - involvement of the faculty and/or students in research that have a direct impact on crucial decisions of government, especially in terms of social, political and economic policies and programs (e.g., studies on Good Governance, social entrepreneurship, indigenous people's rights, etc.).

Research (E) - conducting studies that help in building a greater awareness on poverty, education and environmental issues, and developing sustainable solutions towards nation-building (e.g., conduct of resource and ecological assessments, conduct of studies on informal education and alternative learning processes, studies and papers on government and CSO poverty initiatives such as 4Ps, etc.).


[^0]:    * Garcia v. The Faculty Admission Committee, Loyola School of Theology, 68 SCRA 277, 283-284 (1975).

[^1]:    ${ }^{1}$ Education Act of 1982 (Batas Pambansa 232)

[^2]:    ${ }^{2}$ Assistant Professor 6 and Assistant Professor 7 only apply to those hired prior to Academic Year 2012-2013.

[^3]:    ${ }^{3}$ Associate Professor 6 and Associate Professor 7 only apply to those hired prior to Academic Year 2012-2013

[^4]:    ${ }^{4}$ Delivery shall include childbirth or any miscarriage

[^5]:    *Leaves of absence that allow researcher-employees to undertake IP commercialization, especially of IP generated from government-funded research, are provided in Article VI, Sec. 12 of Republic Act 10055, or the Philippine Technology Transfer Act of 2009

[^6]:    ${ }^{5}$ The part-time rank of Assistant Professorial Lecturer does not correspond to a full-time Assistant Professor rank when the faculty member is elevated to full-time status

[^7]:    ${ }^{6}$ At least three (3) units every AY.
    ${ }^{7}$ The part-time rank of Assistant Professorial Lecturer does not correspond to a full-time Assistant Professor rank when the faculty member is elevated to full-time status.

[^8]:    ${ }^{8}$ At least three (3) units every Academic Year.

[^9]:    ${ }^{9}$ The part-time rank of Associate Professorial Lecturer does not correspond to a full-time Associate Professor rank when the faculty member is elevated to full-time status.

[^10]:    ${ }^{10}$ The part-time rank of Professorial Lecturer does not correspond to a full-time Full Professor rank when the faculty member is elevated to full-time status.

[^11]:    ${ }^{11}$ No one gets hired as ASF III-7. Refer to ASF grid in Appendix C.
    ${ }^{12}$ Entry to ASF III means promotion to the rank. Those who have been promoted to ASF III-6 using the 2018 Faculty Manual are already qualified for entry to ASF III-7 in the 2021 Faculty

[^12]:    ${ }^{13}$ Subject to compliance with RA 10911 and its corresponding Implementing Rules and Regulations.

[^13]:    ${ }^{14}$ Immediate family includes parents of the faculty member only for the purpose of emergency leaves as described above.

[^14]:    ${ }^{15}$ Leaves of absence that allow researcher-employees to undertake IP commercialization, especially of IP generated from government-funded research, are provided in Article VI, Sec. 12 of Republic Act 10055, or the Philippine Technology Transfer Act of 2009.

[^15]:    ${ }^{1}$ ASF who are rendering teaching responsibilities can claim their teaching points as part of their social engagement scores.
    ${ }^{2}$ Social engagement activities that are within the normal terms or scope of work of an ASF shall not be considered for the computation of the social engagement score.

[^16]:    ${ }^{1}$ A service quality improvement process includes program, program evaluation study, program module, project feasibility study, with documentation
    ${ }^{2}$ Computed as a weighted average ( $50 \%$ Student ITEO evaluation $+25 \%$ Chair Evaluation + 25\% Peer Evaluation)
    ${ }^{3}$ This includes learning resources that are developed by the faculty to enable learning which can be used by other faculty members even from other academic institutions. This includes original video-lectures, software, simulation and animation, learning games, and case studies. ${ }^{4}$ The Teaching Output Review Committee will determine the appropriate number of points that will be assigned. This is a permanent committee which shall be convened by the VCA.

[^17]:    ${ }^{5}$ All social engagement activities are aligned with those described in the DLSU strategic plan.

[^18]:    ${ }^{6}$ Includes ASF who are serving as unit heads/directors, the workload-equivalent will be determined by the VCA
    ${ }^{7}$ All individuals under the particular administrator will be asked to evaluate the administrator.

[^19]:    ${ }^{8}$ This committee shall be convened by the Vice President for Lasallian Mission and shall be composed of five members, including its chair, which shall be appointed to serve one-year terms. 9 This refers to the Application of academic expertise in service of and collaboration with an external entity or beneficiary to achieve impact. It has 3 elements. Element \#1: Output for beneficiary, • External beneficiaries: business, government unit, NGO/People's Org/Community Org, faith-based org • Formal collaboration with documentation • Output: Document evidencing collaboration with

[^20]:    external beneficiary, such as: o Report of accomplishments or recommendations certified by the client/collaborator o Business and NGOs: Consulting report with analysis and recommendations and or implementation or intervention o CO/PO diagnosis and recommendations. Element \#2: Contribute to the understanding and improvement of the workings of the profession or discipline - Recommendations on improving practice of profession presented to a department forum or professional organization. Element \#3: Approved by Chancellor Official university project through a unit Contract of engagement is included in application for Chancellor approval.
    ${ }^{10}$ Includes the following: resource Person/Speaker in a DLSU Student Professional Organization; AFED Representation to the different Boards, Councils and Committees (if non ex-officio); Hosting of College and University Events; Project Head/Co-Head of College and University Event; LPEP Facilitator.

[^21]:    ${ }^{15}$ Directly related work experience refers to the applicant's putting into practice a substantive aspect of training received within the discipline. Such practice includes those of: (1) postdoctoral experience; (2) professional contractor for Civil Engineering; (3) Media practitioner for Communication; (4) Sales or account executive for Business Management; (5) practice of profession for Accounting/Auditing/Finance work for Certified Public Accountants, and the like. The Hiring Board determines whether the applicant's previous employment record deserves being classified as related (1:1) or relevant (2:1).

[^22]:    *Guide for recommendation to the level indicated.

[^23]:    * Guide for recommendation to the level indicated.

[^24]:    ${ }^{16}$ For the sake of the students, the suspension should not be less than one (1) term.

[^25]:    *Scandal is shame, dishonor, infamy, disgrace, or discredit because of involvement in a wrongful, criminal, and other similar acts.
    ${ }^{* *}$ Moral turpitude is an act of baseness, vileness, or depravity in the private duties which a man owes his fellowmen or to society in general, contrary to the accepted and customary rule and right and duty

[^26]:    between man and woman or conduct contrary to justice, honesty, modesty, or good morals. (from Supreme Court's definition of moral turpitude)

    * Sanction will depend on the gravity of the offense as defined in the case of PNOC-EDC v. Frederick V. Abella, [G.R. No. 153904. January 17, 2005]:

    Insubordination or willful disobedience by an employee, to constitute a just cause for terminating his/her employment, the orders, regulations, or instructions of the employer or representative must be:

    1. reasonable and lawful,
    2. sufficiently known to the employee; and
    3. in connection with the duties which the employee has been engaged to discharge.
[^27]:    * This is the CEAP Retirement Plan as of 1969. Inquiries regarding this maybe referred to the Controller.

[^28]:    *As of May 2007.

